

Minutes of Bures St Mary Parish Council Meeting
Virtual Meeting held on
Thursday 23rd July 2020 at 7.30pm

Present: Cllrs J Aries, T Fairbairn, G Jackson, J McCrory, S Pentney,
T Saer, S Sills, K McAndrew (BHPC), Cllr M Barrett (BDC),
Cllr J Finch (SCC)
In the Chair: Cllr G Jackson
Also Present: Mrs J Wright (Clerk) plus 1 member of the public

1/07/20 APOLOGIES FOR ABSENCE

Apologies received from Cllr L Alston (Zoom technical issues).
Apologies accepted by those members present.

2/07/20 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
Cllr Saer declared an interest in Item 9 (b) Retail facilities.
No Dispensation requests put forward.

3/07/20 MINUTES

Minutes of the Parish Council Meeting of 21st May 2020 (previously circulated) were approved as a correct record. To be duly signed following the virtual meeting.

4/07/20 NOTICE OF MEMBER VACANCY

Following the resignation of Cllr Warren the Notice of Vacancy had been duly advertised. However no interest expressed to date. Parish Council now able to co-opt.

5/07/20 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There was one member of the public present who expressed her full support for the current Swap Shop facility at the recreation ground to continue as a business/community trading unit. She also offered her considered opinion of the need for such a valued resource in the village.

County Cllr James Finch had circulated his report prior to the meeting. Items to note from the report: Covid-19 related news – the formation of a SCC Local Outbreak Control Programme (LOCP) and Suffolk Corona Watch which gathers data on Covid-19 in the County. Temporary relaxation of concessionary travel arrangements to end 6th July. £400,000 Renewable Energy Fund is open to businesses looking to reduce energy costs and carbon footprint through solar power. VAS signs and chevron on the B1508 at Little Cornard progressing.

Fostering and adoption sessions in the Stour Valley are now virtual events – to find out more go to <https://www.fosterandadopt.suffolk.gov.uk/>

District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note from the report: BDC AGM to be held in the autumn. Information on the use of the CIL (Community Infrastructure Levy) in the district - £75,000 towards the regeneration of St Peter's Church, Sudbury and £88,000 towards a children's play area and multiuse games area at Newton. Update on CIFCO, the district councils' investment arm.

Both Cllr Finch and Cllr Barrett agreed to remain in attendance to give an input to matters relevant to SCC and BDC.

6/07/20 POLICE

a) All police reports and police meeting dates circulated and available via the Suffolk Police website.

b) The Police Engagement Event report and the Suffolk Police Design Out Crime Officer's report both circulated. The Chairman welcomed the excellent joint presence of both Suffolk and Essex police officers in the village over the summer months. Cllr Finch paid tribute to the parish council and the band of volunteers who had worked tirelessly to combat the ASB stemming from the increase in youngsters at the recreation ground. Members were pleased the report had highlighted that regular public presence was a good tool to deter ASB.

Cllr Finch offered to source funding to help meet the costs of the CCTV installation.

Other matters raised from the reports for following up by the Sportsground Committee:

Signage – need for an information and health and safety board at the riverbank. Agreed a priority and a Working Party to liaise and prepare design and wording.

Modifications to the Millennium footbridge to deter youngsters jumping from the railings into the river – Cllr Finch following up with the SCC Structures Asset Manager.

Toilet provision at the recreation ground – this matter was thoroughly discussed by members.

One member suggested evening provision was a priority need. It was noted that both the Cricket and Football Clubs were reluctant to open up their own toilet facilities to members of the public. All comments to be put to the Extraordinary Sportsground Committee meeting on the 6th August.

c) No other issues raised by members for follow up with the Parish Liaison Officer and CPT.

d) SpeedWatch: Cllr Aries put forward the following report:

A new Co-ordinator for Essex now in place with phased pilot schemes being introduced owing to Covid-19 restrictions.

The current Essex Speedwatch team would also operate as a Suffolk team. PC Marshall had taken over as Co-ordinator for Suffolk and currently re-assessing the BSM sites. Hopefully the team would be able to re-commence in the autumn.

7/07/20 HIGHWAY MATTERS

a) Parking issues – a complaint regarding Apple Tree Mews residents persistently parking on Cuckoo Hill had been referred to BDC. Officers advised that parking conditions attached to planning permissions did not enforce residents to use allocated parking bays. The complainant considered that the residents were unable to park onsite. Matter referred to Cllr Barrett for follow up.

b) B1508 roadbridge - works scheduled for 3rd to 21st August 2020 with a 24/7 road closure with pedestrian access only planned. Advertising in hand with bus companies to provide their revised timetables.

c) Eves Orchard bollards – these were parish owned but the units were now obsolete with 2 of the 3 bollards unstable. Clerk following up with BDC Asset Manager.

d) St Edmunds Lane surface water - the matter had been referred to Cllr Finch. Waiting on a report from Suffolk Highways.

e) Byway 5 Croft end - this section was not in the SCC 2020 cutting programme and had been strimmed and tided by the parish contractor. Cllr Aries asked for the surfacing to be improved – Cllr Finch suggested laying ‘crushed planings’, however Cllr Aries stressed that any new surfacing laid would need to be accessible by the elderly residents of the Croft. Matter to be referred to SCC Officers for advice.

8/07/20 PLANNING

a) All applications received and comments made to date as per attached list.

b) Applications requiring consideration at this meeting:

Application No. DC/20/02600 Buckfield House, Arger Fen – agreed no objection.

Application No. DC/20/02671 Kingsbury Cottage, Upper Road, Little Cornard – agreed no objection.

c) **Other planning matters for reporting on:**

Cuckoo Hill site: A new Inquiry date had been set for 6th October. BDC had issued an Enforcement Notice to Stemar Developments requesting responses to many questions raised regarding site activities during the Covid-19 restriction period. Stemar Developments have been given notice until the 10th August to respond. Cllr Finch had forwarded the independent highway report on behalf of KBB to SCC Officers for comment.

Cllr Finch left the meeting at this point.

Land to rear of Cambridge Way: A leaflet outlining Bures Transition Group’s preferred plans for use of the land had been circulated to all BH residents. Some concerns raised regarding access to the site via Cambridge Way along with probable increase of footfall and traffic. Braintree DC Asset Management currently preparing the consultation letter to all BH residents resulting hopefully in an agreed transfer of lease to the Transition Group this year.

Garage site: Site remained vacant. A re-consultation on an updated Flood Risk Assessment currently in progress. Still waiting on BDC decision on application No. 20/00324/OUT for the site.

d) **The following Enforcement Cases were reported on:**

Enforcement Case 18/00262/COU Rainbow Field, Arger Fen Road – under Permitted Development Rights the mobile home and shipping container may remain on site temporarily for the duration of the works. Ongoing.

Barns at Over Hall – the barns had been recently severely damaged by fire and members considered them to be a blight on the countryside. The Heritage Officer had been asked for an update.

The Chairman asked members if they wanted to consider making a response to Application No. 20/00805/FUL The Smallholding, Ferriers Lane, Bures Hamlet. It was proposed that an objection should be submitted in support of the AONB comments made regarding the application. Unanimously agreed by those members present.

9/07/20 BURES PARISH ACTION PLAN

Highways, Street Lighting, Retail Facilities WP reports:

The Chairman asked Cllr Barrett if she considered whether the costs for replacing the 3 obsolete bollards at Eves Orchard could be applied for under the Emerging Needs Grant. Cllr Barrett agreed to investigate.

a) Retail: The Chairman had circulated the Retail Facilities WP report prior to the meeting. Items for noting – the Post Office continued to be a valuable service. The newsagents had ceased operating from the Community Centre. The Deli and Swap Shop had met the needs of residents during the continuing restrictions. Work on Rose's Store progressing.

b) Request for Business/Community trading unit at Bures Sportsground

Prior to Cllr Saer leaving the meeting to enable members to debate the matter she advised that she had taken note that although BHPC members were extremely supportive of her venture they did not consider the recreation ground to be a suitable location. Therefore she had since gained further advice and requested BSMPC to consider her setting up the venture as a CIC (Community Interest Company).

Cllr Saer left the meeting at this point.

The Chairman advised those present that it had been agreed at the last Sportsground Committee meeting of 2nd July for the matter of a permanent retail unit, also providing well-being support, on the recreation ground be referred back to both parish councils for full consideration.

The Clerk had circulated all documentation relevant to this matter to members to allow them to debate the matter fully. It was suggested that Cllr Saer be invited back into the meeting to answer questions. The suggestion was declined by the Chairman as Cllr Saer's proposal had been circulated.

Advice had been obtained from Babergh District Council regarding planning requirements, Permitted developments, Business Rates and Food Safety & Licensing. This advice had been circulated to all members.

The Chairman outlined the history of the Community Swap Shop as a temporary Covid-19 need. She was complimentary to Cllr Saer for her hardwork and effort.

The Chairman advised members on the following - conflict of interest for Cllr Saer, location options in the village, option to be a mobile business/community trading unit, the sportsground is an open recreational space and the Sportsground Committee Terms of Reference make no mention of retail.

The Chairman invited members to comment. Suggestion made that the clubs work with Cllr Saer to give a smooth continuation of the venture at its current location. Clarification was requested on the conflict of interest for Cllr Saer. The council or Sportsground Committee should not allow a councillor to trade from council land. If retail was agreed the matter would have to go out to tender to ensure fairness. The Chairman confirmed that following the decisions by the two parish councils the matter would then be referred back to the Sportsground Committee to make the final decision. Currently the remit is to manage sport and recreation facilities. The addition of retail would require a review of its Terms of Reference.

Members discussed the need for toilets however this was noted as a huge financial commitment for the parishes.

At this point Cllr Barrett asked if she could comment on Items 10 a, b and c before leaving the meeting. Agreed.

10/07/20

a) Garages at Claypits Avenue – Cllr Barrett reported that she had requested BDC Officers to review the use of the garages and to consider whether the land could be developed.

b) Pikes Marsh – 1) Transfer of play area to the parish council – matter continuing to be followed up by Cllr Barrett. 2) S106 contributions – BDC had agreed that the S106 contributions made available from the build of Pikes Marsh would be set aside for use against the fencing project at the sportsground. 3) Debris/barbed wire – the parish contractor had cleared.

c) Fence issues at Eves Orchard – to ease the issues between residents Cllr Barret had arranged with BDC Officers for the dilapidated fence be removed and replaced with a chain link fence. Cllr Aries advised Cllr Barrett that the BDC resident was happy for the fence and ivy to be removed.

Cllr Barrett left the meeting at this point and the meeting returned to its agenda

9/07/20 BURES PARISH ACTION PLAN

(b) Request for Business/Community trading unit

The following proposal was put forward: Does the parish council support a full retail facility on the sportsground. This proposal was rejected 4 votes to 1.

The following proposal was put forward: Does the parish council consider there is a need for a 'drop-in'/with wellbeing support in the village. Unanimously agreed.

There was a discussion around a Wellbeing Hub on the recreation ground and elsewhere in the village. The Chairman asked if there were any further proposals but none were put forward. Further information on CICs was needed before any debate could be made and it was not considered necessary for the parish council to be involved in a CIC.

Cllr Saer was invited to re-join the meeting at this point.

The Chairman advised Cllr Saer on the decisions made. A retail facility on the recreation ground had not been agreed, however the idea of a Wellbeing Hub was supported.

The Chairman confirmed that there needed to be more information on the CIC suggestion before members could consider that option. She also confirmed that the matter would now be referred back to the Sportsground Committee for a final decision to be made and for a possible review of its Terms of Reference and apologised to Cllr Saer for the prolonged situation.

At this point the Chairman requested the meeting to continue after the 2 hours per Parish Council Standing Orders. All members present agreed.

c) Joint Action Plan Review – the Chairman had prepared a draft of a Plan for 2020-21 and asked members for their thoughts and suggestions for consideration at the September meeting.

10/07/20 MATTERS ARISING FROM PREVIOUS MINUTES

10 (a), (b) (c) reported on earlier in the meeting.

d) Improved rural broadband: Local residents were currently negotiating with Openreach to gain a better broadband service at Arger Fen and Smallbridge. The residents would be contributing to the costs under the Community Funding Scheme.

e) Footpath beside 3 Horseshoes PH: Parish contractor to do patch repair on the footpath. If successful this could be suitable for improving the surface at the Croft end. LED bollard lighting costs had been investigated. Concerns raised that solar lighting would not be suitable. Members gave support for one light and agreed that other lamp options should be sourced.

- f) Local Council Award registration:** The application had been submitted but required a current year External Auditor's report before it could be processed.
- g) Health & Wellbeing Plan:** Cllr Fairbairn had kindly agreed to put forward a first draft joint plan for discussion at the September meeting.
- h) Recording and use of Social Media at Council meetings:** Agreed to defer to the next meeting.
- i) One Suffolk website accessibility update:** One Suffolk offered the parish council a paid Accessibility Audit and Scan of its website with 23rd September 2020 as the deadline for all Local Government websites to be compliant with the WCAG 2.1 standard. It was agreed to proceed with audit and scan. Costs to be shared with BHPC.
- j) Alternatives to Glyphosate:** Parish Contractor continuing to investigate for the best alternative.
- k) Parish contractor works:** Works list circulated to members. (Attached). It was agreed to re-install the waste bin at the layby along Sudbury Road at the contractors request.

11/07/20 AUDIT AND FINANCE MATTERS

- a)** Still waiting on External Auditors approval of the 2019/20 accounting statement – noted
- b)** Internal Audit Review meeting to be held early October – date to be agreed
- Cllr Pentney, Cllr McCrory, Clerk and Internal Auditor to attend.

Business Access A/C balance: £15,287.85

Community Account balance: £145.54 (when all cheques paid)

- c)** Finance & Budget Monitoring Report – circulated, noted and attached.
- d)** Bank reconciliation dated 8th July 2020 – circulated, noted and attached.
Corresponding bank statements - circulated, noted and attached. To be duly signed by the Chairman and non-signatory member following the virtual meeting

12/07/20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentation had been circulated and noted:

LGA Code of Conduct Consultation – responses by 17th August

L03-20 Postponement of Elections and Referendums

NALC Briefing Summary of Advocacy on the Impact of Coronavirus

NALC Briefing Housing, Communities and Local Government Committee

13/07/20 CORRESPONDENCE

All the following correspondence had been circulated for information and follow up:

Government guidance on Coronavirus widely circulated and advertised

All members made aware of the Emergency Plan and Vulnerable Persons Plan held by the Clerk and both District Councils as Case Sensitive for action when required.

Collaborative Communities Covid-19 Survey response – Cllr Aries had responded

BMSDC Town and Parish Survey Planning – Cllr Aries had responded

Information on Age UK Suffolk ceasing operation from 24th July 2020

Available Grants information: Emerging Needs Covid-19 Community Grant,

Babergh District Council Locality Award, County Councillor Locality Award, CIL grants

14/07/20 REPORTS.

Assets Report: Cllr Sills had circulated her report prior to the meeting. All assets in a satisfactory condition. She suggested it may be advisable for the contractor to put liners in the dog waste bins. Clerk to follow up. Cllr Sills considered St Edmunds Lane to be poorly lit and suggested investigating the need for an additional light.

Bures Hamlet PC: Cllr McAndrew had circulated a report of the parish council meeting held earlier in the week to all in attendance. He thanked the litterpick volunteers for their sterling work over the summer.

Cemetery: Cllr Aries had circulated her report prior to the virtual meeting. Cemetery all in good order. Contractor investigating alternatives to glyphosate and was currently hand weeding and raking. New cemetery map printed. Stonemason to carry out a full inspection of all memorials for safety and stability when Covid- 19 restrictions eased. UK Power notified of the overgrowth on a utility pole. The Cemetery Authority had been awarded a Government grant as part of the support package for small businesses.

It continues to waive all interment costs during this difficult time. Still waiting on the erection of the boundary fence as agreed by Stemar Developments.

Sportsground: Cllr Welch had circulated a report from the Committee meeting held on the 2nd July. Assistant Sportsground Clerk had resigned with no immediate plans to replace. Landing stage repaired. Some matters raised on the Police Crime Out Report being addressed. Request for a retail/community unit to be referred to the two parish councils for consideration at the pending July meetings. Fencing project proceeding. Members had agreed for the Cricket Club to install a new net between the Pavilion and the tractor shed. CCTV being installed at various locations on the recreation ground.

Community Centre: Cllr McCrory had circulated a report from the virtual Committee meeting of the 15th July. CCTV installed. Electrical survey completed with matters raised being addressed. Upgrade of heating system being investigated. Independent survey in hand. Government guidance on re-opening of community centres had been brought to the member's attention. Since the meeting guidance on summer holiday clubs had changed and these were now permitted and encouraged. Therefore it had been agreed to allow the Bures Summer Camp to proceed with full risk assessments being undertaken in line with government guidance. Cllr McCrory would keep all users informed as Covid-19 restrictions continues to be eased.

Rights of Way: Cllr Aries had circulated her report prior to the virtual meeting and this been placed on the parish council website.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters. Very little planting had taken place during the Covid-19 restrictions. The platform lights issue remained ongoing. New noticeboards to be erected on the waiting room. CCTV installed on the platform. Advisory signage still to be installed.

Tree Warden: Ken Jackson had circulated his report prior to the virtual meeting. One tree application received for the removal of 3 eucalyptus trees in the garden of Foxhall at the Croft. No objection raised.

SALC: Cllr Fairbairn reported that the SALC AGM would take place via Zoom conferencing on 30th July.

Primary School: The Chair of Governors had circulated a 2019/2020 Reflections on the School Year prior to the virtual meeting. This was noted and placed on the parish council website.

Bures Common Trust: Trust Secretary Gill Jackson had circulated a report prior to the virtual meeting. Grass protection grid had been laid and financed by S106 contributions. Markets had resumed in June with fewer stalls, social distancing and hand-sanitising stations. Two food vendors operating from the gateway to the Common.

15/07/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None.

16/07/20 DATE OF NEXT MEETING

Thursday 17th September 2020 to be held virtually.

Future dates booked 2020: 19th November

2021: 21st January, 18th March, APM 22nd March

The meeting closed at 10.15pm

Signed:

Chairman

Date