

## **Bures St Mary Parish Council**

### **Minutes of the Meeting held 24<sup>th</sup> July 2025 in the Garrad Room at Bures Community Centre.**

**Present:** Cllr Jan Aries (in the chair), Cllrs Jones, Jackson, Fairbairn, Giles, McCrory, Norton.  
Cllr Elder (Bures Hamlet), Cllr Reece (Babergh District Council).

**1. Apologies for Absence** – Apologies received from Cllr Finch – prior arrangement

**2. Declarations of Interests & Dispensation Requests** - No 'Pecuniary' or 'Nonpecuniary' interests or Dispensation requests were submitted.

**3. Minutes** - Minutes of the Annual General Parish Council Meeting of 22<sup>nd</sup> May 2025 were approved and signed as a correct record (previously circulated)

**4. Co-option of new members** – No interests received.

**5. Public Forum** 15 minutes maximum public participation 3 minutes for individual contributions unless agreed by the Chair

No members of the public present.

**County and District Councillors** – The Cllrs. respective reports were circulated in advance to members and are now available on the Parish Council website

Cllr Elder presented the Bures Hamlet Parish Council report. Items of note:

A fire had occurred in Jubilee Grove. Fires and Rescue Service were in attendance. No damage to neighbouring properties. Cause reported as accidental.

Work continues by Essex County Council Highways to resolve flooding issues in Water Lane. A section of the brook remains to be 'hoovered' of silt and debris. Station Hill Gardens refurbishment now complete and the grant monies have been spent.

## **6. Police**

**a)** Matters raised with Suffolk and Essex Community Policing Teams – A Public Spaces Protection Order (PSPO) will not be available for this summer. This provision is to be reviewed for next year if required. It was believed that a PSPO would provide the means by which to address the persistent dog fouling on the Sportsground. Cllr Reece to investigate if there is a blanket Babergh District Council policy on dog fouling in public places which could be implemented by the Parish Council.

**b)** Suffolk Community SpeedWatch. The team is now officially disbanded due to lack of volunteer support and the equipment will be collected in due course. The Essex CSW Co-ordinator received a complaint about speeding on the Sudbury Road. The Co-ordinator has dealt with the complaint, explaining that a Speed Indicator Device (SID) is in position on rotation with two other BSM sites, managed by a volunteer. The members thanked Cllr Norton for undertaking this task. The Sudbury Road also has limited ANPR coverage as part of a county-wide programme.

## **7. Highway Matters**

**a)** St Edmunds Lane – surface water outside Pilgrim's Rest. To be removed from the agenda due to inaction.

**b)** Joint Parishes Highways Working Party (Wormingford, Fordham etc). No further meetings have taken place.

**c)** ANPR for B1508 – Bures St Mary has been allocated a week's coverage later this summer.

**d)** Alleyway from Eves Orchard/Pikes Marsh to Nayland Road request for dropped kerb.

Cllr Finch to be asked to reconsider the provision of a dropped kerb on the corner of Nayland Road with Church Square. Parked vehicles on both sides of Church Square make access to the surgery and the Post Office very difficult for residents using mobility aids.

## **8. Matters arising which do not appear elsewhere on the agenda**

**a)** Bridge Street Bus shelter – Bids for Government funding to improve bus services/shelters are still being considered by SuffolkonBoard Panel. A bid to replace the bus shelter on Bridge Street with an identical Littlethorpe product has been submitted. Lottery funding to also be explored.

**b)** Management of Speed Indicator Device (SID)-

Cllr Norton is moving the SID on a four-weekly rota around the three sites in the village. Data has not been downloaded as yet but the unit acts as a prompt to motorists to check their speed.

**c)** Parish Contractors works list - Circulated (BPAP 2iv)

- Bin relocation

The Magpie Cottage bin is now positioned in Wharf Lane and being used. The High Street bin is now at the top of the Cuckoo Hill Permissive path and is also being used although its position is not immediately obvious to walkers.

- Commercial waste bins (Community Centre Carpark)

Excessive quantities of bagged and loose waste over the recent periods of good weather have meant the two current trade waste bins do not have sufficient capacity for the week's waste. Colchester Skip Hire (CSH) approached but they will not accept any waste contaminated with dog waste. Braintree District Council have been approached to supply an extra trade waste bin, just for the summer months, to be located on the Common in Bures Hamlet. The cost of this is to be shared between the two Parish Councils and the Joint Sportsground Committee.

Babergh has notified the RFO of a Cleansing Grant payment of £1904.76

- Noticeboard – waiting to hear from our contractor on a possible solution.

**d)** EV Plug-in application – no further news on the progress of this project.

**e)** Joint Parish Council Magazine and bi-monthly snippets – the Parish Councils to continue with bi-monthly snippets while the future management of the Village magazine is being reviewed by the Parochial Parish Council. Cllr Reece to forward information about the new arrangements for waste bins/collections planned for next year to be included in the Village magazine.

**f)** Bleed Control kits

A Bleed Control kit now on the Football Club building, housed in a dedicated cabinet next to the defibrillator. Members expressed their thanks to Cllr Finch who kindly funded the cost of the cabinet. The Football Club will check the kit.

A second kit has been installed in the defibrillator kiosk in Church Square. This will be checked by Cllr McCrory. Cllr McCrory reported that the current defibrillator will soon need either to be refurbished or replaced. It was decided to approach the Bures Music Festival for funding.

**g)** Proposal to proceed with a gov.uk domain

The Bures Hamlet Clerk has recommended that both Parish Councils proceed with setting up a .gov.uk domain before appointing a new clerk if all in agreement. A quote has been circulated. Onesuffolk already manages the website. Bures Hamlet have agreed to proceed. It was suggested

that .gov.uk addresses be set up for the Clerks, Chairs and Vice -Chairs as a first step to ensure compliance with JPAG recommendations. Further addresses can be added at a later date.

**h) Apple Tree Mews signage request**

Awaiting installation. The sign has been ordered and is ready for collection. No date given.

**i) J.S. Wright Willow Plantation Little Cornard- 'no PROW' acknowledgement request**

The Parish Council acknowledges that there is no Public Right of Way through the Little Cornard willow plantation to the west of the railway line. Map supplied with letter.

**j) APPG (All Party Parliamentary Group) Survey - Protection of Green Lanes.**

No green lanes put forward as BSM PC already has a winter closure order in place from October to April on Dead Lane off Arger Fen.

**k) Bures Music Festival**

The Chair was approached for permission to use the Christmas lights for the BMF. This was duly given. The Parish Councils posted a congratulatory comment on Beautiful Bures. It was another hugely successful and well-organised event enjoyed by many, young and old.

**l) To report on VJ event 15<sup>th</sup> August -Cllr Elder**

Help was requested with the setting up of this event to be held on the Sportsground. It has been advertised around the village and on Beautiful Bures FB. Everyone is invited to attend (£5 per adult) for a grand BYO picnic with music, a raffle, a quiz and a Pimm's bar. A beacon will be lit later in the evening. 40's dress optional. Please contact Cllr Elder to help.

**Cllr Reece left the meeting at this point.**

**9. Planning**

**a) To report on applications received and any decisions made since the previous planning committee meeting – see attached list**

**b) To consider a response to any applications received since the previous meeting requiring a response:**

**DC/25/03165 – Bures House Nayland Road Tree Works Comment by 6<sup>th</sup> August – no issues.** The Tree Warden recommended that the works were necessary.

**DC /25/03137 Apsley House, High Street Tree Works Comment by 6<sup>th</sup> August- no issues.** Awaiting advice from the Tree Warden.

**DC/25/02527 - 1 Over Hall Cottages Arger Fen**

Householder Application - Erection of a two-storey side extension and single storey rear extension. Single storey detached cart-lodge/outbuilding **Comment by 29<sup>th</sup> July.** No issues. A neutral comment already submitted.

**c) To report and follow up as required:**

- Chambers Bus Depot/Knowle House Full Planning Committee 16/04/2025

The decision notice hasn't been issued yet as Rose builders are in the process of agreeing a S106 agreement between the developer and the district/county councils. This has taken longer than expected, it is hoped it will be sorted by the end of July. The various planning conditions need to then be discharged.

- Central Stores

The compressor unit has been relocated from the rear of the property, where it was causing disturbance to adjacent neighbours, to the first-floor window on the shop's frontage. As it is now housed inside the property, Enforcement can take no further action as the noise has been reduced. No further news on the unauthorised installation of a satellite dish to the front of the premises. It is unlikely that any further action will be taken. Concern was expressed about the promotional signage placed on the pavement outside the premises, causing a potential obstruction to pedestrians. Chair to investigate.

- Bures Hamlet allocated sites update

Braintree District Council is not proceeding with a 'Call for Sites' or 'Allocated Sites' for the land off Parsonage Hill or land off Hall Road, Mount Bures at this time. It was noted that the Land off Colchester Road – retrospective application for change of use- has been granted and the case is now closed.

**District Councillor Reece and Cllr Fairbairn left the meeting at 9.05pm**

### **10. Finance Matters**

- a) Finance & Budget monitoring report – (previously circulated) noted and no issues raised
- b) Bank reconciliation report and verifying bank statements – circulated and duly signed by the Chair and a non-signatory
- c) Finance Reports from the Joint Sportsground Committee and Joint Cemetery Authority- (previously circulated) noted and no issues
- d) To budget for bleed control kit ongoing costs- noted that replacement of sterile items will be necessary.

### **11. Audit**

- a) It was noted the RFO is waiting on External Auditor's report for year ending 2024/25. There was a delay as PKF Littlejohn LLP required further clarification about the AGAR Form 3. Significant variance in the salary figures of £6269 in comparison with the previous year had been identified. An explanation was provided about the new clerk appointment resulting in an increase in SG hours, pension contributions and costs for mentoring provided by an experienced clerk. This explanation has been accepted.
- b) It was noted that an Internal Audit Review is scheduled for 6<sup>th</sup> October via Zoom (JA/JMcC)
- c) The Safeguarding Policy was adopted.  
Cllr Ollie Giles now named as the Designated Safeguarding Lead. Cllr Giles identified the need for a secure folder for recording any future safeguarding issues. There have been no safeguarding issues to date.
- d) A revised Data Protection and Information Technology Management Policy was adopted with recommended additions taken from the EALC IT Policy.
- e) CIL - £3428.60 – It was confirmed that the CIL payment was made 16<sup>th</sup> October 2023. The money must be spent within 5 years of payment.
- f) It was noted that the RFO has dealt with the Gallagher insurance Pre-renewal Questionnaire – submitted. (renewal 1<sup>st</sup> October)

### **12. Bures Neighbourhood Plan & Bures Parish Action Plan**

- a) Update on Joint NHP progress - Babergh District Council has taken over the assessment of the Joint Bures Neighbourhood Plan. We await to hear of any revisions if required and then its final approval when the Plan will become 'made'.
- b) Draft Joint Parish Plan 2025-2026 – Waiting to include any Community Actions stated in the Neighbourhood Plan once the Plan has been made.

### **13. Correspondence**

All the following correspondence has been circulated for information or follow up:

- Bures Primary School Newsletters
- Proposed Revised Community Infrastructure Levy (CIL) Charging Schedules – Babergh and Mid Suffolk District Councils – six-week consultation 28th May to 9th July 2025
- Babergh Community Governance Review 2025 – submission of requests 27<sup>th</sup> October – 7<sup>th</sup> November 2025
- Babergh and Mid Suffolk Licencing Policy – consultation 30<sup>th</sup> May- 11<sup>th</sup> July 2025
- NSIP and large-scale energy developments update June 2025
- SALC Council and Community Action -climate action pilot survey June 2025
- Babergh Area Forums 24<sup>th</sup>/26<sup>th</sup> June 2025
- Suffolk’s Nature Recovery Consultation -11<sup>th</sup> June 2025 closing date
- All the latest from your National Landscape
- Action with Communities in Rural England (ACRE) Survey on Flood Resilience 29<sup>th</sup> August
- Campaign to Protect Rural England – Planning Infrastructure Bill
- Stour Valley Run Saturday 9<sup>th</sup> August 2025(same day as the market so a busy day in the village)**

**14. Reports:** Cllrs to acknowledge receipt and present questions by exception

- a) Asset report – 24<sup>th</sup> July 2025 – Cllr Aries – previously circulated. No issues to report. (September 2025- Cllr Norton)
- b) Sportsground (BPAP 3 i)
- c) Community Centre
- d) Cemetery – 9<sup>th</sup> June -Draft Minutes
- e) Jubilee Grove/Transition Group Report (BPAP2ii) - meeting Friday 25<sup>th</sup> July to consider next steps
- f) Station Adopters
- g) Rights of Way (BPAP 2 iv)
- h) Tree Warden (BPAP 2 i) – see planning applications and decisions
- i) Bures Common Land Trust
- j) Bures Hamlet Transport Report (circulated)

### **19. Brief information & exchange for next agenda items**

- BSMPC representatives for BH meeting on 15<sup>th</sup> September 2025 – **Cllr Aries**
- BH Representative for BSMPC meeting on 25<sup>th</sup> September 2025 - **Cllr Child**

**20. Date of next meeting:** Thursday 25<sup>th</sup> September 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meeting dates: 27<sup>th</sup> November 2025

**2026-** 22<sup>nd</sup> January, 26<sup>th</sup> March 2026, 28<sup>th</sup> May, 23<sup>rd</sup> July, 24<sup>th</sup> September, 26<sup>th</sup> November.

APM: Monday 30<sup>th</sup> March 2026

Meeting closed at 9.34pm

Mrs Jan Aries (Chair Bures St Mary Parish Council)