

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 24<sup>th</sup> September 2015 at the Garrad Room  
Bures Community Centre, Nayland Road**

**Present:** Cllrs G Jackson, D Ambrose, J Carpenter, M Cudmore, J McCrory, L Alston, J O'Sullivan (BHPC), L Parker (BDC), J Finch (SCC) plus one member of the public

**In the Chair:** Cllr G Jackson

**Clerk:** Mrs J Wright

**1/09/15 APOLOGIES**

Apologies received and accepted from Cllr G Crowley (personal commitment), Cllr R Butcher (prior meeting), Cllr P Arnold (on hols). Apologies also received from PC Gary Austin.

**2/09/15 DECLARATION/REGISTER OF INTERESTS/DISPENSATION**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – none received at the meeting.

The Clerk confirmed that the link to the members Register of Interests was now on the Bures and Babergh District Council websites. All members to maintain their Registers up to date as a legal requirement.

**3/09/15 PUBLIC FORUM**

Mr Tim Underwood raised the matter of continued lack of repairs to The Croft surfacing by SCC Highways. The parish council assured Mr Underwood that this matter remained on its agenda and would be followed up once again. He also questioned what works had been completed during the recent B1508 closure.

Cllr Carpenter assured him that BT Fibre had been installed as agreed. It was noted that there had been a theft of ironworks during the closure period.

**4/09/15 MINUTES**

Minutes of the previous Parish Council Meeting of 23<sup>rd</sup> July 2015 (previously circulated) were approved and signed as a correct record.

**5/09/15 POLICE REPORT**

A letter from Chief Constable Gareth Wilson outlining the review of local policing in Suffolk had been circulated to all members. Police officer attendance at parish council meetings would only be made if there was a specific local issue of concern.

Immediately prior to the parish council meeting, PC Austin had met with Cllr Jackson, Cllr Ambrose, the Clerk and 5 youths at the sports ground to progress initiatives to improve local youth facilities. Initiatives agreed: a) to move the teen shelter to the skateboard area. b) to add side panels to the teen shelter c) to extend the skateboard ramp d) youths to assist with S106 consultation by delivering questionnaires e) youths to assist with any necessary ground maintenance.

The Chairman expressed her appreciation to PC Gary Austin for his greatly valued assistance and a letter expressing this to be sent to his Inspector.

## **6/09/15 MATTERS ARISING FROM PREVIOUS MINUTES**

**Beaumont Close Section 106 Funding:** The parish consultation had established a need for a safe crossing in the village with a second preference for a modern style roundabout. As the parish council had agreed to progress the safe crossing with Cllr James Finch and the current roundabout had recently been refurbished it was agreed that a further consultation should be made to establish a use for the S106 monies. 3 options for use agreed: 1) to improve the skateboard facilities 2) for metal fencing around the toddler playarea and carpark boundary 3) to heighten the tennis court fencing to prevent balls going over into boundary gardens. The parish council agreed to match fund the S106 contributions available.

**Pykes Marsh Section 106 funding:** Sarah Carter, BDC Officer advised that there was £5,000 ring-fenced for improvements to the play area at Pykes Marsh. The slide already in place had been supplied by Persimmon Homes within the planning conditions. Ideas for improvements had been sought from the residents. It was agreed to investigate costs for a playhouse and turfed flooring. The parish council agreed to contribute a further £2,000 towards the improvements. Clerk to progress.

**Bank House:** Exterior work on the building was being undertaken by the property owner. Natalie Drewett of Heritage and Design to visit the site.

**Sworders Shop:** Following a letter of concern to the property owner from the parish council, exterior work now being undertaken. The owner advised he was happy for local organisations to use the office for promoting events in the village.

**Waste collection:** The Clerk had circulated a breakdown of costs for the parish waste and dog waste bin emptying if reverted back to a BDC collection service. She had also met with BDC Officer Sarah Carter to discuss options for the sports ground bins to be included. A collection point would be required at the recycling centre. Jack Brown agreed to continue with emptying the waste via black sacks into the collection point prior to BDC allocated collection day. It was agreed to proceed with a BDC collection service and the Clerk to continue progressing the matter.

**Green's Fish Bar:** Nothing further to report.

**Assets of Community Value:** Cllr Arnold to progress this within the NHP process.

**Joint Emergency Plan:** Cllr Lee (BHPC) still progressing. An Emergency Planning Conference to be held at Stowupland on 13<sup>th</sup> November.

**Joint Neighbourhood Plan:** Cllrs Welch, Arnold and McCrory agreed to refresh this initiative and arrange a meeting in the autumn.

**Scout Troop bird & bat boxes:** 20 boxes had been made and were currently with Cllr Ambrose. He and the Clerk to liaise as to where to site the boxes.

**Open space at Beaumont Close:** Application for grant funding submitted to cover costs of tools, bulbs, litter pick sticks. Clerk to re-apply as funding did not apply to the maintenance clearance and the mowing costs. Community action days to be arranged.

**Wharf Lane maintenance:** Lime trees along boundary of St Mary's church needed pollarding plus budlia to be cut back. Alan Ryman Church Warden following up.

**Assessment of garage need:** Clerk had submitted an article to the parish magazine to gain an assessment of need for rented garages under BDC remit.

**Scattered Orchard Project:** Cllr Ambrose and Ken Jackson had met with Emma Black, Project Officer and agreed to put forward the Community Woodland to receive 5 fruit or nut trees. The local community to agree to be responsible for planting and aftercare of the trees.

**Water pumps:** A letter addressed to the parish council requested that it re-provide a local water supply for Bures St Mary by way of re-opening the village water pump or provide access from the local spring at Cuckoo Hill. Clerk to investigate the matter.

## **7/09/15 HIGHWAY MATTERS**

Report from Cllr Finch circulated and held on file. He reported that he had prepared the necessary information for a road traffic order to be submitted to implement a speed limit change on the B1508 from 60mph to 40mph. Members expressed their appreciation to Cllr Finch.

- a) Steve Merry of SCC still to meet with members to discuss highway matters for Bures St Mary. Items for following up – Cuckoo Hill parking, impact of new development, 30mph extension along Nayland Road.
- b) Hollow Lane – re-surfacing and flooding reported.
- c) Unstable bollard at Eaves Orchard – reported.
- d) Faulty street light outside Bures House – reported twice and Clerk had spoken to SCC who advised that the matter was currently under UK Power for repair.
- e) The Croft pot holes – still needing attention.
- f) Temporary road closure at Sudbury Road for repair of a water main due 26<sup>th</sup> – 30<sup>th</sup> October – circulated.

The Clerk agreed to forward all necessary paperwork to Cllr Finch to progress the above matters urgently.

## **8/09/15 PLANNING**

All applications received and comments made – see attached list

## **9/09/15 PIKES MARSH**

- a) Street lighting – the Clerk had received confirmation that the Management Company was investigating the lighting to be adopted by SCC. Also the contractor had adjusted the sensors to be in line with SCC light reduction scheme. A residents association still to be formed for the estate.
- b) Parallel footpaths – Cllr Parker still following up owing to issues with land ownership.
- c) Signage – damaged signage on wall of No. 44 Claypits being assessed by BDC. It was agreed to redirect the lighting budget to the costs of new signage for Pykes Marsh. The Clerk advised that an average new sign plus installation would cost in the region of £80. It was agreed the parish council would meet the cost of signs stating 'leading to' and request the Management Company to meet the cost of the remaining signs within the estate. It was agreed to ensure that the signs read Pykes Marsh and not Pikes Marsh.
- d) Footpath adjacent Three Horseshoes PH plus provision of light – the footpath was under a three party ownership - SCC, BT and Persimmon Homes. Cllr Parker still investigating the matter.
- e) Fenced land owned by Persimmons Homes – land purchased in May 2015 by D & B Scaffolding Ltd. BDC agreed to monitor but enforcement will only make safe not make tidy.

**Cllr Parker had circulated his written report and this would be held on file for future reference.**

**Both Cllr Finch and Cllr Parker asked to leave the meeting at this point.**

### **10/09/15 FINANCE**

Finance & Budget Monitoring Report – circulated, noted and attached.

Bank reconciliation dated 13<sup>th</sup> September 2015 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

Projects considered to reduce the Financial Working Balance – to extend the current skateboarding facility. The Chairman invited members to put forward further ideas for use of funds.

It was agreed to accept the insurance renewal with Came & Co under a 3 year long term plan. As per the Internal Auditor's recommendations it was agreed that the Sports Ground Committee should review its % reimbursement to the parish council at its next meeting.

Bank Mandate for Change of Signatories completed but waiting on confirmation from Lloyds Bank.

### **11/09/15 AUDIT MATTERS**

Internal Audit Review meeting to be held on Monday 5<sup>th</sup> October - Cllr McCrory, Cllr Arnold, Clerk and Internal Auditor to attend.

### **12/09/15 CORRESPONDENCE**

Community Action Suffolk Rural Services survey completed online – noted

Information on Headway Suffolk services – circulated & advertised

Community Action Suffolk Annual Review & Celebration 8<sup>th</sup> October – Cllr Arnold agreed to attend

AONB July monthly update – circulated

SCC Working Together Fund Awards Programme – circulated

BDC Information Litter & Dog Waste Bin emptying – circulated

BDC Gambling Act 2005 Local Policy (2016 – 2019) Consultation – circulated

BDC Licensing Act 2003 Local Policy (2016 -2019) Consultation - circulated

### **13/09/15 REPORTS**

**Assets Report:** Cllr Butcher reported all items satisfactory. Waste bin at Clicketts Hill layby needed emptying.

**Bures Hamlet PC:** Cllr O'Sullivan reported: Installation of refuge at Colchester Road now waiting on a Road Traffic Order with a completion date of January 2016. VAS sign completion date December 2015. The vacant garage site had been put forward to BDC under its Brownfield Call for Sites Search. Regular vandalism at the Station. Suffolk Police agreed to monitor. New light on order for the Lamarsh Hill bungalows. Cllr Jackson made those present aware of a Heritage meeting being arranged to discuss the old Swan PH site.

**Cemetery:** Cllr Cudmore had circulated her report: Cemetery in an extremely satisfactory condition. Further quotations being sought for resurfacing of the top of the main driveway. Quotation to resurface St Edmunds Lane pathway accepted. 16 lime trees to be pollarded. New noticeboard in place. Families to be given priority when times of ashes interments being arranged. The new land is not consecrated and interment notice wording amended to reflect this.

**Sportsground:** Cllr Ambrose reported: Application for funding made to the Bures Music Festival to finance the eco parking grid. Hedging for crash barrier on carpark being investigated. Landing stage repaired. Cricket pitch boundary to be rolled. Nettles and trees to be cut back at the rookery. Roundabout repaired and now in place.

**Community Centre:** Cllr McCrory had circulated her report and held on file. An extraordinary meeting had been held. Noah's Ark to remain open until 1.30pm. Maintenance agreement with the Sports Ground Committee agreed. Wi-fi to be installed. Letting agreements to be raised with all users.

**Rights of Way:** Hugh Turner had circulated his report. He suggested a series of guided or led walks to encourage residents to maintain all rights of way open to the public.

**Transport:** Station Adopters report circulated. The Clerk reported on the ECC Local Bus Service Network Review Consultation and noted that Service 327/329 Twinstead to Halstead via Bures Hamlet and Bures St Mary was proposed to be replaced with a Demand Responsive Transport. Bures Hamlet Parish Council had agreed to object.

**Tree Warden:** Ken Jackson had circulated his report. He reported on the overleaning cherry at the churchyard which the BDC Tree Officer did not consider a major hazard. He also reported on tree applications at The Croft and Cuckoo Hill.

**SALC:** Next meeting to be held at Elmswell on 12<sup>th</sup> November. Details forwarded to Cllr Arnold.

**Primary School:** Cllr Cudmore reported: Environmental Week held early September. 3 litterpicks undertaken on the sports ground. Poster competition held. Winning posters advertised. New front gates and improved frontage area. Cllr McCrory agreed to take on the Primary School reporting for 2015/16.

**Bures Common:** Cllr Alston reported the following: The Trust's Annual Parish Meeting due next week. Still progressing a Heritage Lottery application to upgrade the barn. Michaelmas Fayre to be held this coming Saturday.

**Transition:** Cllr Ambrose reported the following: Benches had been burnt at the Community Woodland area. Totnes Pound project not progressed. Scattered Orchard project for 5 fruit or nut trees being followed up.

#### **14/09/15 ANY OTHER BUSINESS – items to note and for the next agenda**

Cllr Arnold had requested further information on the operation of the defibrillator. Cllr McCrory to follow this up for the next meeting.

Chris Mortimer sweeping key areas in the parish – noted. The Clerk advised that Bures Hamlet Parish Council was to advertise for expressions of interest from persons interested in taking on minor works at an hourly rate. Members suggested this could be a joint venture. Clerk to follow up.

It was noted that Eaves Orchard tenancy issues were being dealt with via Suffolk Police Joint Organisations Strategy meetings.

A letter from the Leader of BDC requesting sites to be identified on which to locate three Short Stay Stopping Sites for the Gypsy and Traveller community was circulated.

#### **15/09/15 DATES FOR FUTURE MEETINGS**

Next meeting: Thursday 26<sup>th</sup> November 2015 at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked: 2016: 21<sup>st</sup> January, 24<sup>th</sup> March, 19<sup>th</sup> May, 21<sup>st</sup> July

The meeting closed at 9.30pm.

Signed:

Parish Council Chair:

Date

