

**Minutes of Bures St Mary Parish Council Meeting
Thursday 24th November 2016 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs T Fairbairn, J Aries, G Crowley, A Waring, B Wilson (BHPC),
1 Member of the Public
In the Chair: Cllr Gill Jackson
Clerk: Mrs Jenny Wright

1/11/16 APOLOGIES

Apologies received from Cllrs J McCrory (panto rehearsals), D Ambrose (holiday), R Kemball (personal commitment) and Leigh Alston (hospital operation).

All apologies duly accepted.

Apologies also received from Cllr L Parker (BDC) and Cllr J Finch (SCC).

2/11/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

It was noted that Cllr Antony Waring's Register of Interests still to be published owing to IT problems at BDC.

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.

None declared.

3/11/16 PUBLIC FORUM

Tim Underwood, resident of The Croft offered his thanks to all those involved with the resurfacing. He noted the surfacing to be attractive and durable but needed to make the parish council aware of the residents speeding concerns. Cllr Waring agreed to pass on those concerns to the users of the Scouts facilities but it was acknowledged that delivery vans were the main culprits. The parish council agreed to investigate pedestrian priority warning signs and to establish where to site them. The sign at the B1508 entrance required re-fixing. Tim Underwood pointed out to all those present that it was 49 years since the Croft had been surfaced and 35 years since he had requested its resurfacing.

4/11/16 MINUTES

Minutes of the previous Parish Council Meeting of 22nd September 2016 (previously circulated) were duly approved and signed as a correct record.

5/11/16 POLICE

All police reports and police meeting dates circulated and noted.

Details of Suffolk Constabulary recruitment drive circulated, advertised and noted.

Suffolk Policing Review circulated and noted.

Items reported to PCSO Laura Mansell – thefts from unlocked cars in the Croft, nuisance cars racing through the village, excessive debris at the garage block at Tawneys Ride. All areas to be monitored.

6/11/16 HIGHWAY MATTERS

- a) School kerbside drop off scheme – Cllr Fairbairn to meet with Cllr Finch of SCC Highways on site to discuss the proposals put forward by the Primary School and the Parish Council. A scheme similar to one in place at Boxford Primary School had been suggested. Members noted that previously they had preferred to prioritise the installation of a safe crossing in Bridge Street.
- b) Zebra crossing at school - all members agreed that the current crossing point at the school was unsatisfactory as both pedestrians and drivers were unsure of their priority right of way. It was suggested the crossing point could be painted with a more visible colour. Parking issues to also be discussed but Cllr Fairbairn noted that the primary school was not keen to create extra parking space at the new field area.
- c) The Croft – resurfacing completed and all satisfactory. Following concerns raised regarding speeding the Chairman had investigated costs and designs for pedestrian priority warning signs. It was agreed to purchase 2 plastic signs. Sites to be agreed.
- d) B1508 speed limit change – due to be implemented in January. It was noted that 3 further traffic accidents had occurred during the last fortnight. Clerk to suggest to Little Cornard Parish Council that the kerbing at the accident blackspot may be a contributory factor.
- e) St Edmunds Lane traffic dangers – following a resident's concern of speeding Cllr Finch had requested a traffic survey to establish a need for a traffic regulation order. He also agreed to place a sign 'Unsuitable for Lorries' at the junction of the B1508. The parish council agreed there was a need for this sign and also suggested a pedestrian priority warning roundel on the road.
- f) Road bridge footway surfacing - the Clerk had reported but only the damaged concrete had been marked for repair. Clerk to report the safety surfacing to be made good as well.

7/11/16 MATTERS ARISING FROM PREVIOUS MINUTES

1) Pikes Marsh playarea:

- a) Land transfer: The Clerk had sent written confirmation of the parish council's willingness to take over responsibility of the play area when land transfer between BDC and developer finalised.
- b) S106 contributions: Nick Elliott BDC had laid out his reasons to the Clerk as to why the £5,000 had still not been released. Land required to be formally adopted by the parish council and the parish council to evidence a consultation with residents on preferred play equipment. Consultation questionnaire to be circulated. Clerk following up.
- c) Play equipment: Costs for the 3 special play equipment pieces from the original agreed order with Playquip had been met. Playquip had kindly agreed storage free of charge. Remainder of order held on file until release of monies from BDC.

2) Ditch at Beaumont Close: Persimmons had cleared the route through from the footpath at Beaumont Close across to the play area as per its agreed conditions of the Pikes Marsh planning application. It was agreed to suggest to BDC that a preferred route would be across to the main gate at the bottom. Gary Vaughan had cleared debris from around the ditch area. Clerk to forward a map of the area to BDC to clarify suggested routes and responsibilities.

3) Grounds maintenance/Street cleansing: Trial scheme to continue until otherwise advised by BDC. The Clerk liaised weekly with Gary Vaughan on works required. A problem with cat litter being deposited in the dog waste bin at Eves Orchard now resolved. Advisory stickers had been placed on the bin.

4) Assets of Community Value: BDC confirmed that the listing for the Allotments must remain but stressed it was a partial listing and valid for 5 years only. Cllr Jackson had spoken with the owner of the Three Horseshoes PH who was happy for an ACV listing application to be sent to BDC. Waiting on a supporting letter from CAMRA to proceed with the application.

5) Joint Emergency Plan: Tim Underwood had kindly agreed to process the plan forward with the Clerk's assistance. Both to meet with Emergency Planning Officers from the two District Councils to gain advice to finalise the current draft plan and to initiate a trial run.

6) Joint Neighbourhood Plan Options: It had been agreed to proceed with a Parish Plan rather than a NHP. Next committee meeting scheduled for Monday 28th November. Some new member interest had been shown.

7) War memorial: Clerk still waiting on a quotation for repair of the base wording. Cllr Crowley agreed to liaise with the Clerk on further quotations. It was noted that the laurels around the memorial had not been cut back for the Remembrance Day Parade. Parish Council suggested that the laurels should be removed to allow the war memorial to be more visible. Clerk to follow up.

8) Land agreement at Sportsground & Community Woodland: Bevill's Estate Trust currently drafting a formal long term lease to remove the two portions of land from agricultural use.

9) Bank House: Clerk continuing to follow up with BDC.

10) Sworders Shop: Rotten window sill still not repaired. The Clerk had been assured by the owner that the work was in hand. BDC Officer had also written to the owner.

11) Website: The Clerk had signed up with Community Action Suffolk onesuffolk website hosting service for 1 year at a cost of £25. This was a joint website with BHPC.

12) Defibrillator demonstration: A successful demonstration of the community defibrillator by the Local First Responder Team had been held at St Mary's Church. The demonstration well received by neighbouring parishes. Cllr McCrory noted that the community defibrillator was not one of those referred to by BDC in its circulated warning of defibrillator faults.

13) Closed churchyard responsibilities: The suggestion of closing the St Mary churchyard and handing over its responsibility to BSMPC had been raised but with no formal request being put forward to the parish council. The St Mary PCC would require assurances from BSMPC on the level of maintenance owing to the central location of the churchyard before any formal request was submitted to the parish council.

14) Street name & numbering service: BDC advised the parish council on its service responsibility and asked for a list of appropriate street names for holding on file for reference when a new request was received from a developer. The parish council agreed it would prefer to suggest a street name when it became aware of a specific area being put forward for development.

8/11/16 PLANNING

All applications received and comments made – see attached list

- a) LTN 59 (effective August 2016) The Rights of Local Councils to be Notified of Planning Applications and Decisions – circulated to all members – noted that BDC was now notifying the parish council of the Officer's terms when decisions made.
- b) Geoff Davies owner of the Cuckoo Hill building site had informed the Clerk that he was still in negotiations with SCC Highways regarding access. It was agreed to inform Mr Davies that the parish council was still very much in favour of his initiative for a Care Home on the site and was happy to forward him the list of names in favour currently collated by the Clerk.

- c) Notes from the Holmes & Hills Parish Council Seminar held at the Mill Hotel, Sudbury was circulated to all present. Noted items being - Responding to Planning Applications and 'How to make an Effective Response to Planning Applications advice.

9/11/16 BUDGET

The Clerk presented the draft budget which had been circulated to all members prior to the meeting. Cllr Fairbairn raised various points on the budgets allocation and presentation. He also suggested the parish council should consider future projects for use of the Residual Balance. Cllr Fairbairn questioned why there were 6 remaining parish lights recorded on the Asset Register. The Clerk agreed it would be prudent for Cllr Fairbairn to meet with the Internal Auditor to discuss the points raised and represent the Budget for approval at the January meeting.

10/11/16 FINANCE

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

Bank reconciliation dated 8th November 2016 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

Confirmation of Came & Company insurance cover regarding Team Tree Xmas Lights circulated.

11/11/16 AUDIT MATTERS

Internal Audit Review Checklist completed and all reported satisfactory.

12/11/16 CORRESPONDENCE

Report from SCC County Councillor James Finch – circulated and noted

Terms of Great Ropers Charity – the Church Wardens and Trustees of the Charity had circulated updated revised aims and asked the parish council for its approval of the new wording. Agreed by all members present but suggested it should be forwarded to the Charity Commission for verification.

New Highways Maintenance Operational Plan survey consultation - circulated

Details of the Community Infrastructure Levy (CIL) Statement – circulated

Details of Local Council Award Scheme Foundation Level – circulated – noted that the parish council would need to meet the criteria to gain the award.

Came & Co. Local Council Insurance Council Matters Autumn 2016 – circulated

Precept consultation LAIS1393 – Clerk's online response – circulated

SALC course Action Plans & Business Plans – circulated for interest

Details of the Suffolk Rural Fund – circulated and noted

LAIS 1394 Neighbourhood Planning Bill – circulated

Waste & Recycling dates for Christmas and 2017 – circulated and advertised

13/11/16 REPORTS

Assets Report: Cllr Fairbairn reported: All assets checked and satisfactory. Some waste bins needed emptying. Kissing gate side plinth not secured. War memorial bottom lettering needing attention. Community Centre noticeboard damp inside plus some graffiti. Middle bollard lamp at Eves Orchard may need attention.

Bures Hamlet PC: Cllr Wilson reported: Refuge installation now scheduled for 9th January. Reference the site at Normandie Way, BDC Local Plan Sub-Committee meeting to be held on 15th December at Causeway House. BHPC Chairman to submit further comments prior to the meeting. Cllr Scattergood had requested a full ecological study of any effect the proposals may have on the proposed extension to the AONB. BSMPC Chairman to inform Colne Stour Valley of the parish council's views on the proposals.

Cemetery: No meeting.

Sportsground: Cllr Jackson reported: Owing to the prolonged delay of the Morpheus X project the Committee had suggested it should be installed in the spring. £500 grant received from the Bures Music Festival towards the project. Community Payback Team to paint the Coronation Shelter and the Teen Shelter. The cricket outfield had been levelled and seeded. Annual play equipment inspection completed with all items being considered low or very low risk.

Community Centre: A new dishwasher had been installed. Soundproofing the dividing doors to the main hall being investigated.

Rights of Way: Nothing to report.

Transport: Nothing to report.

Tree Warden: Ken Jackson had circulated his report. Seed from birch trees causing problems for some residents. Pollinator wildflowers had been received from the AONB and he had put these in the Community Woodland and in the conservation area of the churchyard.

SALC: Nothing to report. New representative needed for follow up on SALC matters.

Primary School: Nothing to report.

Bures Common: Cllr Jackson reported: There were 6 Trustees and 2 member representatives of BHPC & BSMPC on the Bures Common Group. Mike Seymour had resigned as representative for BSMPC. Cllr Jan Aries was proposed by Cllr Fairbairn and seconded by Cllr Crowley to be the BSMPC representative. Cllr Aries accepted.

14/11/16 ANY OTHER BUSINESS – items to note and for the next agenda

Cllr Fairbairn asked for a background on land ownership to progress whether a light could be erected along the footpath beside the 3 Horseshoes PH. The Chairman advised him on the previous lengthy correspondence on this matter. The parish council would wait to see if the new end property installed a sensor light before following up further again. Clerk to check on the outcome of the site meeting between Cllr Parker and Cllr Finch.

Cllr Jackson put forward details of a scheme currently being run in another parish where 30mph warning stickers had been put on all household wheelie bins. An agenda item for next meeting.

15/11/16 DATES FOR FUTURE MEETINGS

Next meeting: Parish Council Meeting - Thursday 19th January 2017 at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked: 23rd March, 30th March (Joint APM), 18th May (AGM)

The meeting closed at 9.30pm

Signed: Parish Council Chair:
5 Bures St Mary Parish Council minutes 24.11.2016

Date

