

**Minutes of Bures St Mary Parish Council Meeting
Thursday 24th November 2022 at Bures Community Centre,
Nayland Road at 7.30pm**

Present: Cllrs J Aries, G Jackson, S Koeck, J McCrory, T Saer, S Sills,
Cllr J Finch (SCC), Cllr M Barrett (BDC), Cllr C Ellis (BHPC)
In the Chair: Cllr J Aries
Also Present: Mrs J Wright (Clerk plus one member of the public)

01/11/22 APOLOGIES FOR ABSENCE

Apologies received from Cllr S Pentney (unwell) Cllr L Norton (unwell), Cllr T Fairbairn (personal commitment).

Apologies accepted by all those members present.

02/11/22 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

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

No Register of Interests declared or Dispensation requests put forward.

03/11/22 MINUTES

Minutes of the Parish Council Meeting of 29th September 2022 were duly approved and signed as correct records (previously circulated).

04/11/22 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

One member of the public present. Silas Palmer, applicant for the Rainbow Field planning application explained his vision for the land. He wants to set up a farming business and needs a 3 year trial to see if he can establish a thriving enterprise. Silas needs to live on site for the security and welfare of livestock. The current mobile home is a farm office only. A 3 bedroomed log cabin to be built for temporary family living accommodation with a view to redesignating the cabin as a permanent dwelling if the farming business is successful.

a) County Cllr James Finch had circulated his report prior to the meeting. Items to note: Suffolk Councils have been working in partnership with landowners, the Local Enterprise Partnership, the Chamber of Commerce and key local stakeholders to identify sites that meet the Government's criteria for Investment Zone status. More Special Educational Needs (SEND) places funded. Cost of living impact – SCC is keen to hear from Suffolk residents, businesses and local communities, as it decides its budget for next financial year. An online survey has been launched <https://www.smartsurvey.co.uk/s/7BQYOJ/> Ipswich Register Office has moved to Endeavour House. The launch of 'Childhood' on Youtube is a short film raising awareness of the need for Foster Carers <https://www.youtube.com/watch?v=arYodXGnYsU./HERE>
Cllr Finch reported on Highway matters – see Item 6 Highways.

b) District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note: 2 council meetings took place in October. None of the Babergh Conservative Cllr's attended the second meeting as a protest against the Vice-chair of the Council actions. He remains in place after a failed vote to remove him. At the earlier October meeting changes to Community Infrastructure Levy were agreed raising the maximum award from £75-£100k. Council voted to increase the allowances paid to Cllr's in 2023 – the basic allowance will increase from £5,000 to £5,669. The last review took place in 2018. Cllr Barrett welcomes the retention of an allowance of up to £13ph Childcare Allowance and a Dependants Relative Care/Specialist Nursing Care Allowance up to £30ph.

More general news from across the district can be accessed by clicking the link: [BDC T&P November .docx \(sharepoint.com\)](#)

Thermal imaging cameras available to check home insulation and heat loss.
Cllr Barrett reported on the garages at Claypits Avenue – see Item 8 (a).

Both Cllr Finch and Cllr Barrett left the meeting at this point.

05/11/22 POLICE

a) Matters raised with Community Policing Teams: An arson incident at The Mill destroying an historic yacht had been reported along with the setting alight of the eggs and booth at Fysh House Farm. Both incidents of great concern to the parish.

It is noted that Rachel Kearton the new Chief Constable for Suffolk is due to commence in office from 2nd December.

b) BSM Speed Watch: Cllr Aries reported that the team remains short of volunteers and if numbers do not improve then it will be necessary to consider disbanding. Weather conditions dictate when team operates. The SID data shows an average speed of under 40mph. However there are some rogue speeders late evening or early morning. Suffolk Police do not consider this data to be a serious problem for the parish.

c) EALC 20s Plenty update: An Essex wide Parish and Town Council debate with 6 objectives of making communities safer and more amenable for active travel, walking, cycling and outdoor play supported by the not for profit group '20s Plenty' held mid November. Parishes encouraged to lobby their County Councillors to adopt a default 20mph limit in residential areas. Cllr Aries asked members if they wished to lobby SCC. Enforcement is not believed to be a necessary measure as it has been found that motorists tend to self-regulate when there is a default 20mph across residential areas.

06/11/22 HIGHWAY MATTERS

a) St Edmunds Lane: No visible water leakage at the moment but continuing to monitor. A spring identified as the probable cause. New local Highway Officer now in place. Quarterly area site visits scheduled.

b) B1508 road bridge repairs: Steel plates to be installed on the broken railings. The roadbridge is currently part way through a structural assessment to confirm load carrying capacity. Painting to the metal elements of the bridge planned for summer 2023. Cllr Finch to establish if there remains any serious faults as mentioned in a 2019 report.

c) Flooding at Tawneys Ride: Cllr Aries attended a site meeting with Flood Management Officers to follow up on the issues. Drains and underground pipes have since been jetted. 2 small channels have been installed by the landowner at Sloanes track. Officers advised the ditch and underground pipe should be checked by the landowner. Matter referred.

d) Quiet Lanes Suffolk: Cllr Aries gave the following report: Hollow Lane and St Edmunds Lane have now formally been designated as Quiet Lanes. The signs have been collected from SCC depot in Ipswich and will be installed, weather permitting, on 26th November. The legal designation process for the **Wave 4** Lanes (Smallbridge Entry, Mill Hill) has met with some opposition during the formal consultation process. No final decision has been made yet by SCC to proceed with or to withdraw the application. The nature of the objection is not known.

e) 30mph Nayland Road: Cllr Finch has submitted a request to extend the 30mph limit past Mill Cottages. A Traffic Road Order will be required.

f) Smallbridge broadband coverage: Cllr Finch confirmed that works to improve the broadband connection at Smallbridge is complete and residents can now apply to their broadband provider to upgrade.

g) Dropped kerb at Scout Hut: Cllr Finch confirmed that the proud kerb would now be repaired via an external contractor. Costs to be met from his Councillor Locality Budget.

h) Extended bus parking issues: The proposal to relocate 'layover' of buses currently at Bridge Street on to the stops by Normandie Way has been agreed with SCC Passenger Transport Manager. Buses leaving Bures Church southbound have been retimed to leave 1 minute earlier to lessen the chance of a bus arriving with excess time.

i) LED upgrade at Friends Field: Reinstatement of the light at No. 1 Friends Field scheduled for mid December.

j) ANPR B1508 request: Application submitted for Sudbury Road. Location – approaching Bures near the Little Bevills. Awaiting approval.

k) Sewerage issue at Claypits Avenue junction: SCC has ordered works to be carried out - Reference No. 00378341.

7/11/22 NATIONAL GRID BRAMFORD TO TWINSTEAD

A further targeted consultation period running from 8th September to 19th October has ended. This consultation relates to changes made to the proposals following the earlier consultation. The biggest changes to the plans are in the western part of Stour Valley. A Development Order to be submitted to Government. Braintree DC has given permission for the substation near Bulmer.

8/11/22 MATTERS ARISING FROM PREVIOUS MINUTES

a) Garages and off street parking solutions: Consultation process with residents regarding a change of use for the garages at Claypits Avenue completed. A meeting with Suffolk Schools Manager to follow to consider funding and way forward for use of the site. Off street parking to be included in the process.

b) BDC Trees, Hedgerows and Wildflowers Scheme: 6 areas plotted on maps and agreed with BDC Biodiversity Officer to be included in the 2023.scheme. Advisory notices to be installed in the spring.

c) Bus shelter repairs: Two quotations received. The quotation from Littlethorpe included repair and to move the shelter forward. Cllr Finch kindly offered to contribute towards the costs from his locality budget. The family who initiated the bus shelter project in 2007 has also offered to contribute to the cost. It is agreed to establish their contributions before any decision is made.

d) Christmas lights: Cllr Saer gave her report. This year the event will be held at St Mary's Church owing to the appalling weather of the last 2 years. Scheduled to commence at 5pm on Saturday 3rd December with the lighting up ceremony at 6pm followed by carol singing. Crafts, dancing display, refreshments to be included. Some old display lights replaced plus additional lights purchased to be installed on the Millennium Oaks at the recreation ground. Members expressed their thanks to Cllr Saer.

e) Weed clearance: A one off weed clearance throughout the main areas of the village completed by the parish contractor. All satisfactory. JPB Landscapes trialling NewWay weed spray when weather allows.

f) Parish Contractor works: Works list circulated to members. It is agreed not to increase the allotted street cleansing hours but to request a further one off weed clearance in the spring. Pikes Marsh ditch area and path leading by Beaumont Close cleared of overgrowth and debris.

9/11/22 JOINT BURES NEIGHBOURHOOD PLAN

a) NHP update: The Steering Group timetable to achieve a draft NHP by the end of the year to be revised. Housing Needs Survey to be completed. It has been agreed not to proceed with a Call for Sites following advice sought. Public engagement is essential. Trifold flyer to be circulated to all residents. NHP Facebook page set up.

b) Grants: Application for a second grant from Groundwork UK approved. £3,695 received. All NHP finances being managed via BHPC financial accounts.

c) Steering Group: Steering Group minutes dated 27th September and notes from NHP meeting with both District Council Planning Officers plus the Wider Team meeting minutes of 13th October circulated and accepted by the parish council.

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10/11/22 JOINT PARISH PLAN 2022-23

a) Follow up on Review items:

1) First Aid training: 2 hour workshops being offered by Braintree DC free of charge. Hall booked for 1st Saturday in March. Advertising in hand. Contact Cllr McCrory if of interest.

2) Warm Spaces: A grant application for £1,000 has been successful for use by the Community Centre. Warm Spaces being arranged for the Garrad Room, the Baptist Church and St Mary's Church.

3) Cycle racks initiative: Grant application has been unsuccessful. Other options may be investigated for cycle racks on Bures Common.

4) Joint parish magazine: Cllr Aries and the Clerk have discussed options for a village magazine with Rev'd Whiffen. Ongoing matter.

b) Joint Highways WP: It is agreed there is a need to hold a joint highways working party meeting to discuss items highlighted in the previous Parish Plan 2021/22. Date and time to be arranged.

11/11/22 PLANNING

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

DC/22/05228 No. 34 Tawneys Ride – the parish council has submitted no objection however the Chair raised questions on parking space allocation and the impact of households with multi-vehicle ownership with Cllr Barrett for when considering future planning applications.

b) Applications requiring consideration at the meeting:

DC/22/05542 White Lodge, St Edmunds Lane – members agreed to recommend a Traffic Management condition is applied to this application to safeguard verges as the lane is designated as unsuitable for HGVs.

DC/22/05723 The Old Bakery, The Croft – the Tree Warden is happy for the proposals to proceed.

DC/22/05119 Rainbow Field, Arger Fen – raised earlier in the Open Forum. A suggestion was made that the mobile home is not in keeping with the landscape and should be removed following the 3 year period. However the existing mobile home is not part of this planning application.

The parish council agreed to give support to this application.

DC/22/05075 Land at Corn Hall – no objection in principle however clarification needed from the Case Officer as to whether a Planning Condition should be applied for the applicant to observe a no-shooting restriction in the vicinity of the river.

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

c) Former Chambers bus depot site: Rose Builders are in the process of preparing details to discharge some of the planning conditions, mainly archaeology and soil remediation. Work to commence in January. Further planning conditions to be discharged over the next year or so. Cllr Finch waiting on a response from Highways as to whether there is a case to extend the 30mph limit along the B1508 as part of the development approval.

d) Plots 5 & 6 Cuckoo Hill: The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached. Work progressing on site however drainage issues still being addressed. Leaking manhole on driveway being followed up.

e) Other planning matters for reporting on:

Jubilee Grove: Land transfer completed on 26th October 2022. Transfer of the Land Registry currently being applied for. Transition Group has created wide grass paths and an area designated for wild flowers. Path to the viewing point to be made wheelchair accessible. Grants to be applied for. Meeting to be held on 28th November as per the Maintenance Agreement to discuss budgets and future maintenance. Clerk to check on parking arrangements for adjacent housing tenants to prevent access to the land being blocked.

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Vacant garage site: The Parish Council has not been informed who the new site owner is. Safety fencing erected at the request of Braintree DC Enforcement Team. Some tree work undertaken on the site. Canopy to be removed and made safe.

Land at Old Barn Road: Proposals for the land at Old Barn Road for consideration in relation to the Bures Neighbourhood Plan process in response to the evidenced need for local affordable housing in the parish had been presented to Bures Hamlet Parish Council at its meeting on the 14th November. The proposed development if accepted would be for 8 dwellings plus a village green for Mount Bures. BHPC considered it vital to gain Mount Bures Parish Council's support owing to the close proximity of the site to Mount Bures.

Barns at Over Hall: Barns are currently on the Buildings at Risk Register. Referred back to Heritage Officer Natalie Drewitt for follow up.

Cllr Koeck left the meeting at this point.

12/11/22 DRAFT BUDGET

The Clerk presented the 3 year draft budget for 2023 – 2026. The budget showed balances to be low. It is agreed to increase the BDC 2023/24 precept to £31,435.00, a £1,000 increase on the previous financial year. It is also agreed to reduce the Sportsground Committee and the Cemetery Authority budgets by £500 to £8,500 and £6,000 respectively plus a Nil budget for Christmas lights and no further donations to be given out for this current financial year. Cllr Saer encouraged to apply to BCLT for future funding for the Christmas lights. The final rental instalment of £277.45 for the CCTV to be paid from the 2022/23 budget. The budget subsequently agreed.

13/11/22 AUDIT AND FINANCE MATTERS

a) Internal Audit Review meeting held on 10th October 2022 – Cllr McCrory, Cllr Pentney, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members and held on file. It is noted that the Sportsground Committee will be holding a separate Internal Audit Review. Items agreed: Internal Auditor to have sight of all legal notifications issued via NALC. Internal Auditor to check the EALC and SALC websites for training needs targeted specifically at Internal Auditors. Areas for development to be considered by all members. Bank transfer payment procedures to be followed up.

Business Access A/C balance: £10,471.83

Community Account balance: £1,819.59 (when all cheques paid)

b) Finance and Budget monitoring report - noted, circulated and attached.

c) Bank reconciliation and verifying bank statements dated 18th November 2022 – noted, circulated and duly signed by the Chairman and non-signatory member.

d) NALC Clerk's National Salary Award for 2022/23 accepted.

e) It is agreed to hold a Clerk's Appraisal in 2023/24.

f) Civility and Respect Pledge certificate received and posted on the parish council website. Cllr Aries to attend Code of Conduct training – noted.

g) Policies adopted: Recording and Use of Social Media at Meetings and Use of Social Media.

h) The Land Registration for Pikes Marsh completed. Cost £641.00.

i) ACV Listing for The Three Horseshoes PH is due to expire on 15th January 2023. It is agreed not to nominate the property again and Clerk to inform the Landlady accordingly.

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14/11/22 CORRESPONDENCE

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

Community Infrastructure Levy (CIL) Parish Briefings – Cllrs Fairbairn and Aries to attend Babergh & Mid Suffolk District Councils Draft 5 year Housing Land Supply Position Statements Consultation 30th September to 31st October 2022

Babergh DC town & Planning Newsletters

Suffolk Neighbourhood Watch Association call for new volunteer

Electoral of Electors 2022/23 to be published 1st December 2022

Suffolk Constabulary launch of live chat feature

Dedham Vale & AONB Wilder Together Village & Town Project

Letter from James Cartlidge MP – Energy Support Package & Constituency Surgeries

Information on Street Lighting and Highways Asset Energy & Maintenance costs

The Rural England Prosperity Fund Survey – NHP Group to discuss applying for a grant

15/11/22 REPORTS

Assets Report: Cllr Jackson had circulated her report prior to the meeting. All assets in a satisfactory condition. Grit bins full and waste bins emptied. Bollard at Eves Orchard leaning. Bus shelter awaiting repair.

Bures Hamlet PC: Cllr Ellis in attendance. Agent for Old Barn Road site had attended the meeting and presented proposals for the site for 8 Affordable Homes plus a village green for Mount Bures. Flooding issues at Water Lane, Station Hill, Colchester Road and Colne Road to be addressed. Sandbags made available to the residents. Station Hill garden revamped with new shrubs, plants, bulbs and wooden planters.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Work to remove the vulnerable limbs and to reduce the crowns of the Cedar and Sequoia trees, has now been completed. Both trees look very gaunt and their distinctive canopies are very much missed but they will, hopefully, continue to provide important habitat for wildlife. Ferriers Barn Day Centre has been approached to make an owl box to be attached to one of the residual trunks. Both trees already had bat boxes fixed to the upper trunks, apparently unused. These remain in situ. The Scout Group has been commissioned to make a further six bat boxes this autumn to be erected on other trees in the grounds of the cemetery. During the work, there was some accidental damage caused to the casing of one of the water standpipes which has now been repaired. A red oak and a lime tree require careful monitoring over the coming months but it has been decided to delay any advised intervention work until next year when funds may have recuperated. The Authority has decided to ask Blake Tree Care to carry out a thorough inspection of all the trees once every three years. The removal of the Leylandii trees in hand. Some re-pointing of the cemetery walls has been carried out to keep them in a good and safe state of repair. The Authority has decided to suggest to families wishing to install an additional memorial to a loved one that wooden planters would be an attractive feature. As space is limited, it may be more difficult over time to accommodate many more benches

Sportsground: Draft minutes of a meeting held on 10th November are published on the parish council website. Items to note: A sign to be displayed when the recycling bins are full. Recycling credits to be added to the Tennis Court refurbishment fund. Crowdfunding for the fund has been reasonably successful. ASB summer security being followed up. Members investigating alternative replacement for the carpark fencing/crash barrier.

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Community Centre: Minutes from meeting held on 3rd October circulated. Kitchen hatch remains broken. Heating system needs attention. Roof repairs completed. Investigating whether appropriate to remove the hall pay phone. Warm Space grant successful. Key amnesty completed. Committee Room is now available for hire. Next meeting 18th January 2023.

Rights of Way: Cllr Aries had circulated her report prior to the meeting and this has been published on the parish council website. Items to note: FP9 - finger post at Over Hall Cottages still to be repaired. FP14,17 & 18 – there is a passable earthen route along the field margin although the grassed PRoW itself remains overgrown. FP16 - a ‘camber’ has developed which renders it difficult for walkers. Cllr Aries continues to attempt to dig out the camber. Fencing repaired. Vegetation cut back along the path. Byway 5, FP14, FP16 and FP21 submitted for consideration in the SCC Cutting Schedule 2023. RUPP10 – longstanding flooding issue being addressed by covering with a layer of broken roof tiles. Note that fingerposts clearly mark PRoW FP21 which is a crossfield route to Fysh House.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website. The station lighting is currently being upgraded.

Tree Warden: Ken Jackson had circulated the following report prior to the meeting. Pruning of the Millennium Oaks along the recreation ground path has been undertaken by Ken, Nigel Gaspar and Cllr Norton. All cuttings removed off site. The tree overhanging the bus shelter has been cut back by Ken and Hillary Sears.

SALC: Cllr Fairbairn attends the online area forums and minutes available on the SALC website and are circulated to all members for information.

Primary School: Cllr Fairbairn, Chair of School Governors circulated a November update to the parish councils. This has been published on the parish council website for reference.

Bures Common: The monthly markets have continued to be well supported and provide valuable income that can be used for other volunteer projects around the village. Bures in Bloom and The Christmas Lights Fund have both benefitted. Up to £1,000 is available for the Jubilee Grove project for the coming year. The recent flooding affected part of the field and the stable shed. For the first time mud was left in the stable shed meaning tables needed cleaning before the market. The barn has been used for many of the Bures Neighbourhood Plan meetings when the Garrad Room is already booked. Visitors from Braintree and RCCE have been impressed by the facility. The trustees welcome enquiries from clubs and societies wishing to hold events but the current objects of the charity do not allow business arrangements. Enquiries relating to financial support for volunteer projects in the village are also welcome.

Bures in Bloom: The income from the twice yearly Art and Craft Fair is now dedicated to Bures in Bloom which will ensure that plants are provided in May and November. Members of the BiB team contributed cakes to the refreshments for the October Art and Craft Fair. The Autumn Winter planting has now taken place. One planter has been moved from Sudbury Road to Nayland Road.

Good Neighbour Scheme: Packs given to new residents and those who have recently moved in the village over the past year or so. Investigating further tasks to be undertaken by the team.

16/11/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next agenda item – to discuss adjusting number of meetings held annually.

A vicious attack between 3 dogs on the recreation ground has been reported to Suffolk Police.

17/11/22 DATES FOR REPRESENTATIVES AT BHPC MEETINGS

2023: 16th January – Cllr Norton, 20th March – Cllr Sills , APM Monday 27th March – All,
AGM 15th May – Cllr Aries, 17th July – Cllr McCrory, 18th September – Cllr Saer

18/11/22 DATE OF NEXT MEETING

Parish Council Meeting: Thursday 26th January 2023o be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2023: 23rd March, Joint APM – Monday 27th March, AGM 18th May, 27th July, 28th September

The meeting closed at 10.25pm

Signed:

Chairman

Date