

## **Minutes of Bures St Mary Parish Council Meeting**

**Thursday 23<sup>rd</sup> November 2023 at Bures Community Centre,  
Nayland Road at 7.30pm**

**Present:** Cllrs J Aries, T Fairbairn, G Jackson, J McCrory, L Norton, G Taylor, Cllr I Reece (BDC) Cllr S Keeble-Fox (Bures Hamlet Parish Council)

**In the Chair:** Cllr J Aries

### **01/11/23 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Koeck (personal commitment), Cllr Ellerbeck (work commitment) Cllr Taylor (personal commitment), Cllr Finch SCC (personal commitment)

All apologies accepted by those members present.

### **02/11/23 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.

### **03/11/23 MINUTES**

Minutes of the Parish Council Meeting of 28<sup>th</sup> September 2023 were duly approved and signed as a correct record (previously circulated).

### **04/11/23 CO-OPTION OF NEW MEMBERS**

There is one vacancy but no expression of interest has been received.

### **05/11/23 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

No members of the public present.

**County Councillor:** Cllr Finch's report circulated to all members, published on the parish council website and available to view online.

**District Councillor:** Cllr Reece's November report circulated to members, published on the parish council website and available to view online. Cllr Reece has followed up on the non-completion of the access drive to the Apple Tree Mews development off Cuckoo Hill but still no progress to report.

**Bures Hamlet Parish Council:** Cllr Keeble-Fox reported that it was proposed to demolish 20, The Paddocks and build 1no. 2-bedroomed and 1no. 3-bedroomed bungalows on the site. Still awaiting the response from an LHP application about safety /speed reduction on Lamarsh Hill. Discussions continue about parking on Colchester Road B1508. Jubilee Grove has now been transferred to Bures Hamlet Parish Council ownership. BB Associates has been appointed as Internal Auditor. An increase in the Parish Precept and a reduction in payments to the Sportsground Committee and the Joint Cemetery Authority have been agreed for the Budget 2024-25.

## **06/11/23 POLICE**

**a) Matters raised with Suffolk and Essex Community Policing Teams:** No issues to report. Information has been circulated about the new county policing model which will go live in December 2023.

**b) BSM SpeedWatch** Volunteer numbers remain very low. The team prioritises the Bures Hamlet site as it covers the school crossing. Sessions on the Sudbury Road are less frequent.

## **07/11/23 HIGHWAY MATTERS**

**a) '20's Plenty for us' Campaign** It was previously decided that all Bures St Mary households should be consulted to ascertain public support for the national campaign. A first draft survey was drawn up and circulated. It was felt that the questions in the survey were not clear enough and need to be reworded.

### **Action: Chair**

**b) ANPR** A large number of parishes have requested the ANPR. Bures remains on the waiting list. No date available as yet.

**c) Request for a dropped kerb at Nayland Road** Members had previously asked if the proposal for a dropped kerb by the Three Horseshoes Pub could be reconsidered by SCC Highways. The decision remains that it is not a suitable site.

**d) St Edmunds Lane, Pilgrim's Rest** Surface water issue outside the property has reappeared. Underground works to channel the water into the drain are scheduled but no date has been given due to the serious flooding issues elsewhere in the county.

**e) Brick Flint wall at Nayland Road** A letter has been delivered to the property raising the Parish Council's concern about the poor condition of the wall. No response received.

**f) B1508 road bridge repairs** Awaiting date for scheduled works.

**g) Corn Hall made-up track/drainage onto B1508** If surface water runs onto the B1508 and causes problems, it will be the responsibility of the landowner to resolve the matter. No further action by SCC Highways.

### **h) Parking issues**

**1) Hollow Lane** A vehicle has been parked in the passing place and this has caused some inconvenience to other motorists. Highways have been asked to clear the surface debris to increase the available space for manoeuvrability

**2) Town Hill** Works vehicles to a property have been parked on the pavement and causing an obstruction to pedestrians. The police were contacted and the issue seems to have been resolved.

**3) Friends Field** The overhanging conifers from one property were obstructing the view of motorists. The householder has been contacted.

### **i) Consider request for Pikes Marsh/Tawneys Ride (55-58) additional signage**

Following the difficulty experienced by paramedics trying to locate one of the properties, residents asked for additional signage indicating that 55-58 Tawneys Ride lead off Pikes Marsh which is a cul-de-sac. Babergh proposed a different modification to the signage. The residents have not responded to Babergh's alternative suggestion. Cllr Reece will pursue the matter if the residents submit a response.

**j) Frequent flooding/standing water on B1508 off Bevills Estate** The issue has been reported but this is not a priority at this time.

### **08/11/23 NATIONAL GRID BRAMFORD TO TWINSTEAD**

No update on the NSIP application to extend footpath links with Workhouse Green. The action group of six parishes has submitted a response to the Examining Authority about the proposed access road to the Stour Valley East CSEC. If the whole of Section F were undergrounded, the CSEC and its access road would no longer be required. In the event that Section F is not undergrounded, then the Action Group suggest an alternative access road off the B1508 by Highview Cottages, using an existing farm track. It is believed that this route would cause far less harm to the visual outlook of the valley than the route proposed by National Grid. To be followed up.

**Action: Cllr Fairbairn**

### **Cllr Taylor joined the meeting at 8.05pm**

### **09/11/23 MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Overgrown telegraph pole on Nayland Road-** no work has been carried out yet.

**b) Health and Well-being:** The Rural Coffee Caravan has run three monthly sessions on the Common, attended by the Police and various community services offering advice and refreshments. Well-attended. More dates have been planned. 28<sup>th</sup> November, 23<sup>rd</sup> January, 27<sup>th</sup> February. Dementia Awareness advice available at the Rural Coffee Caravan. No plans to organise a specific Dementia Awareness event at this time.

**c) Bus shelter repairs:** The EALC Microgrant application for £1000 was re-submitted at the end of September. An updated quote has been received from Littlethorpe for the proposed repair. Other companies were approached but they were not prepared to repair another company's product. Advice is to be sought as to whether a councillor may submit a quote to undertake the repair work. **Action:**

**Chair**

#### **d) Management of SID**

Bures Hamlet Parish Council are awaiting an assessment of the suitability of Highways poles on Colchester Road on which to mount the shared SID. The BSM contract has been reactivated with the Sudbury Town Council Team. The SID was installed on the Sudbury Road on 23<sup>rd</sup> October for a one-month placement, to be followed by Cuckoo Hill and Nayland Road as before. The STC team has been asked to forward the data every month as the unit is relocated.

**e) BDC Trees, Hedgerows and Wildflowers Scheme:** Friends Field bank still needs to be trimmed and raked. **Action: Chair**

**f) Christmas Lights Event:** The Parish Council would like to thank all the volunteers for putting up the lights around the village in readiness for the Switching On event on December 1<sup>st</sup>. The various stalls and attractions will be held in the Church again this year.

**g) Grit Bin for Tawneys Ride:** The Glasdon grit bin has been installed and filled with grit at the upper end of the road.

**h) Grit bin at Eves Orchard** This has not been refilled and Babergh have no record of it being their responsibility. The Parish Contractor has been asked to fill the bin before the weather conditions deteriorate.

**i) Parish Contractor works list (BPAP2iv)** Circulated prior to the meeting and held on file.

**j) Remembrance Day Service** A wreath was laid at the war memorial at the Sunday service on behalf of both Parish Councils. It can be a combined gesture again next year or Bures Hamlet may prefer to present its own wreath.

**k) Consider reverting to the third Thursday of the month for Parish Council meetings** This was agreed so that Bures Hamlet and Bures St Mary meet in the same week. All future dates will now need to be changed on the website and paperwork. **Action: Chair/Parish Clerk.**

### **10/11/23 PLANNING**

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

**b)** No applications requiring consideration at the meeting.

**c) Former Chambers bus depot site:** No further update on the Heritage Officer's concerns about the possible significant loss of the historic buildings, which, although non-designated heritage assets, contribute to the character of the Conservation Area.

**d) Plots 5 & 6 Cuckoo Hill ( Apple Tree Mews):** Concerns have been raised by the new residents about the non-completion of the access drive to the estate. This matter has been raised with Babergh Planning in the past but remains unresolved. The issue is now with the Enforcement Department.

**e) Other matters for reporting on:**

**Land sales at Colchester Road:** The Bures Common Land Trust (BCLT) and Bures St Mary Parish Council submitted an Expression of Interest (E.O.I.) to the UK Government Community Ownership Fund to enable the purchase of the Water Meadow. There has been a significant number of the community giving their support on social media (300). Twelve individuals have offered financial support to assist with match funding. Both Parish Councils support the bid for funding to purchase the water meadow which will be submitted by the BCLT when the next window is opened in December 2023. The field off Cambridge Way/Normandie Way adjacent to the B1508 is being auctioned as smaller parcels of land.

**Ferriers Farm Barns:** 23/01976/COUPA – Planning permission required for change of use to 1no. residential building. Date of decision-27<sup>th</sup> September 2023.

**Jubilee Grove (BPAP2ii):** A grant has been awarded by the Braintree Gardens and Open Spaces Fund to purchase three benches for the site. The Essex Foundation Fund has agreed a sum to purchase a new self-propelled brush cutter. A very successful working party took place on 15<sup>th</sup> November with volunteers from the Stour Valley Project to prepare the saplings for the winter and to plant a privacy hedge along the boundary of an adjoining property.

**Vacant Garage site, Colchester Road:** Condition 15- Details of Piling - has been granted. Workmen are on the site and activity has resumed.

### **11/11/23 JOINT PARISH PLAN 2023-24 and JOINT NHP**

**a) Joint Parish Plan for 2023-24** Members were asked to approve the revised Joint Parish Plan for 2023-24. Members felt there was more work required to include other long term aspirational initiatives.

**b) Clarification of Parish Councils NHP responsibilities:** The CCP adviser is currently looking at the review and this would be made available to members in due course. This will be Draft 8 for members to review. The Parish Councils are required to approve the pre-submission draft prior to it going forward for consultation under

Regulation 14. The Key views, Valued Trees, Green Spaces tables are now in appendices with examples in the text and these will be put onto the NHP website.

- c) **Minutes of the NHP Steering group** Minutes for the 6<sup>th</sup> November had been circulated and were duly accepted.

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

### **12/11/23 DRAFT BUDGET**

The 3-year draft budget 2024-27 was presented to the members for approval. It was agreed (5 votes for/1 vote against) to increase the BDC 2024-25 precept to £32,435.00, a £1000 increase on the previous financial year. It was also agreed to reduce the Sportsground Committee and The Cemetery Authority budgets by £500 to £8000 and £5500 respectively. The 3-year draft budget was approved accordingly.

### **13/11/23 AUDIT MATTERS**

- a) The appointment of BB Associates as the new Internal Auditor was noted and the Letter of Engagement previously circulated was approved.
- b) The virtual Autumn Internal Review was held on 30<sup>th</sup> October 2023 led by Mrs Jenny Wright as Parish Clerk/RFO. No issues arising.

### **14/11/23 FINANCE MATTERS**

- a) Finance and Budget monitoring report – noted, circulated, and attached.
- b) Bank reconciliation report and verifying bank statements - dated 23<sup>rd</sup> November 2023, previously circulated, were approved and duly signed by the Chairman and a non-signatory member.
- c) The change of Signatories and BACS payments are now working well.
- d) Arrangements are underway for the Tax and N.I. payments to HMRC to be paid by Direct Debit.
- e) The NALC Salary Pay Award 2023-24 was noted and salaries to be adjusted from December 2023.
- f) The Clerk for the Sportsground Committee was appointed as of 1<sup>st</sup> September and is now familiarising herself with the role. Training opportunities are being investigated. It is hoped that she will be in a position to take up the Clerk to BSMPC role in the New Year.

### **15/11/23 CORRESPONDENCE**

All the following correspondence has been circulated for information or follow up:  
Inspector's Report on the Examination of the Babergh and Mid Suffolk Joint Local Plan

James Cartlidge MP Charity Funding Fair with National Lottery 6<sup>th</sup> October 3.30pm

PCC Chief Constable Host Meeting online Tuesday 7<sup>th</sup> November 6pm

Flood Action Week - 20<sup>th</sup>- 26<sup>th</sup> November

Community Action Suffolk - Library Service Public Consultation open until Friday 26<sup>th</sup> January 2024.

SALC Conference – one place available (possibly two) 29<sup>th</sup> November 2023

AONB – As from 22<sup>nd</sup> November 2023 all AONB areas will be known as National Landscapes

## **16/11/23 REPORTS**

- a) Asset report:** Cllr Aries reported all assets in a satisfactory condition. (Dates for 2024 – Cllr Ellerbeck 18<sup>th</sup> January, Cllr Taylor 21<sup>st</sup> March, Cllr McCrory 23<sup>rd</sup> May)
- b) Sportsground (BPAP3.1)** – The minutes of 9<sup>th</sup> November circulated and noted.
- c) Community Centre** - The minutes of the Community Centre Management Committee meeting of 13<sup>th</sup> November circulated and noted. The Committee is still in need of a Treasurer.
- d) Rights of Way (BPAP2ii)** – no report on this occasion.
- e) Tree Warden** - (BPAP 2i) – Planning applications and decisions noted
- f) SALC** - Weekly news e-bulletins
- g) Primary School** - Cllr Fairbairn's, Chair of School Governors, report circulated and noted. Mrs Harris, the newly appointed Headteacher, has offered to speak at the Annual Parish Meeting next year.
- h) Webinar for the Suffolk Digital Inclusion Fund 9<sup>th</sup> November** – Cllr Taylor attended and gave a verbal overview of the session. An Expression of Interest is currently being drawn up for the Digital Inclusion Fund to launch a project, offering digital support and training to unemployed, disabled, low-income and elderly members of the community.

## **17/11/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS:**

None put forward.

## **18/11/23 REPRESENTATIVES AT BURES HAMLET PARISH COUNCIL MEETINGS:**

15<sup>th</sup> January 2024: Cllr Koeck  
18<sup>th</sup> March 2024: Cllr Jackson  
20<sup>th</sup> May 2024: Cllr Fairbairn

## **19/11/2023 DATE OF NEXT MEETING:**

Thursday 18<sup>th</sup> January 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meeting dates rearranged and agreed for 2024: 21<sup>st</sup> March. APM 25<sup>th</sup> March, AGM 23<sup>rd</sup> May, 18<sup>th</sup> July, 19<sup>th</sup> September

The meeting closed at 09.40 pm

Signed:

Chairman

Date

**Mrs Jenny Wright**  
**Clerk to the Bures St Mary Parish Council**