

**Minutes of Bures Hamlet Parish Council Meeting
Virtual Meeting held on
Monday, 18th May 2020 at 7.30pm**

Present: Cllrs M Baker, C Ellis, K McAndrew, D Monk, R Shackell, M Welch,
B Raymond, Cllr J Aries (Bures St Mary PC & Parish ROW Officer)

In the Chair: Cllr Michael Welch

Also Present: Cllr D Finch (ECC), Mrs J Wright (Clerk) plus 1 member of the public

01/05/20 APOLOGIES FOR ABSENCE

Apologies received from Cllr W Scattergood (BDC).

02/05/20 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
No interests declared and no dispensation requests put forward.

03/05/20 MINUTES

Minutes of the Parish Council Meeting of 16th March 2020 (previously circulated) were approved as a correct record. To be duly signed following the virtual meeting.
The Bures Annual Parish Councils Report 2020 received and noted.

04/05/20 COVID-19 PARISH COUNCIL RESPONSE

The Clerk as Vulnerable Persons and Volunteer Co-ordinator circulated her report to members. Duly noted, attached and advertised.
Cllr Monk agreed to attend a Health and Wellbeing Forum on 2nd June. This would assist the parish council to create an evolving Health and Wellbeing plan for the needs of the community as it eases itself out of COVID-19 restrictions.

05/05/20 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There was 1 member of the public present.

Concern was raised that the gate leading to the Millennium footbridge was constantly left open creating a danger for young children who may inadvertently run out into oncoming traffic. Signs to be ordered and members agreed that the gate should be closed. However this may prove difficult to adhere to owing to so many visitors to the area not wanting to touch the gate during COVID-19 restrictions.

County Councillor report: Cllr Finch reported on the following: Essex Welfare Service, Howe Green step down care centre, infection control in care homes, Coronavirus Community Facebook page, closure of country parks and household waste centres, schools and ACL and the ECC recovery programme for easing out of lockdown. Cllr Finch also advised that the pothole repair programme was continuing throughout the COVID-19 lockdown.
Full report to be placed on the parish council website.

06/05/20 POLICE

- a)** Suffolk and Essex Police continuing to support the parish when incidents occur. Still waiting on the Evidence Based Policing Project from Suffolk Police to combat ASB. Matters reported to Essex Police – illegal use of quad bikes at Ferriers Lane pits and trailer thefts.
- b)** Speedwatch Scheme – Cllr Aries advised that owing to the COVID-19 restrictions Speedwatch teams were not allowed to operate. However speeding traffic continued to be an issue through the village and police to be informed.
- c)** No police representative in attendance as per current force directive. Police information circulated as and when received and newsletters also available online.

07/05/20 HIGHWAY MATTERS

a) Local Highway Panel requests:

- 1) Colchester Road/Mount Bures junction – for a reduction from 60mph with a buffer of 40mph coming into the 30mph at Bures Hamlet. This request had been refused.
- 2) Bus stop at Mount Bures junction – to be marked and formalised with slow markings on the road - this request was being progressed.
- 3) Additional bollard at Millennium gateway – this request had been agreed.

b) Crossing at Colchester Road: A request had previously been submitted for a pedestrian crossing to be installed at the Millennium Gateway and subsequently refused on the grounds that speed of vehicles entering the village was too high and this would create a danger to those using a crossing. Cllr Aries advised that the results of the recent traffic survey demonstrated that there were no grounds for the installation of a 40mph buffer zone as the traffic was not travelling too fast on entering the village. This being the case, it would therefore be appropriate to resubmit a request for a pedestrian crossing at the Millennium Bridge. Ongoing matter.

c) Station Hill footpath: The issue of tree roots creating a hazard on Station Hill footpath was discussed – referred to Cllr Finch.

d) ECC Devolution Scheme: Under the “Buddy” scheme of local devolution the following items had been referred – damaged manhole cover at Lamarsh Hill was marked out for repair, damaged pipe and pothole at Water Lane – ECC considered this as a private issue to be referred to landowner. The Clerk agreed to forward to Cllr Finch for further discussion.

e) ECC SWAS: A scheme has been submitted to ECC Surface Water Assessment Schemes (SWAS) for a feasibility study to be undertaken in 2019/20 of the flooding issues at Colchester Road/Bridge Street/Station Hill. No further action to date. Clerk to follow up.

f) Anglia Level Crossing Reduction Strategy: Regarding the E54 crossing at Bures the parish council is still waiting on the Inspector’s decision following the Public Inquiry held on 8th November 2018 at Chelmsford. Final decision from the Secretary of State for Transport due July 2020.

Cllr Ellis reported on the poor state of the road surface in The Paddocks – to be referred to Cllr Finch for follow up.

Cllr Finch left the meeting at this point.

08/05/20 BURES PARISH ACTION PLAN

Joint Working Party reports:

- a) Highways, Transport & Parking:** It was agreed not to follow up on the proposal to alleviate the ongoing parking problem adjacent to No 1 Colchester Road by extending the yellow lines along this section of highway.
- b) Retail Facilities:** Bank House was up for auction. Bridge Stores remained vacant.
- c) Street Lighting:** A request had been submitted to ECC Highways to install a new street light at Parsonage Hill. As this request was unlikely to be taken up by Highways the Clerk agreed to contact the Tenterfield site manager to discuss as footfall along Parsonage Hill would increase on completion of the site.

09/05/20 PLANNING

- a)** All applications received and comments made to date as per attached list.
- b)** Applications requiring consideration at this meeting: 20/00098/TPOCON No. 1A Bridge Street CO8 5AD – to fell 1 no. Oak tree and to replace with 1 no. Ash – Tree Warden to visit site and give her comments for submitting to BDC.
- c) Other planning matters reported on:**
 - APP/XC1510/W/19/3237376** Land South of Pen-lan, Lamarsh Hill – still waiting on Inspector's decision.
 - Land to rear of Cambridge Way** – The Transition Group had drawn plans for the area to be used for a public amenity site with trees and planting. A pictorial representation had been produced along with a leaflet which had been circulated throughout the village to raise awareness. Some residents questioned whether planting of trees on high quality arable land was the best way forward. The proposed access via Cambridge Way was a further concern. BDC to hold a public consultation.
 - Cuckoo Hill development:** A new Inquiry date still to be agreed. BSMPC continuing to follow up on all issues being raised by residents.
 - Colne Road Site:** Work progressing to schedule. Cllr Raymond continuing to monitor and complimentary of the way the build is progressing and also the attitude of the workforce on site.
 - Ferriers Farm Barns:** Cllr Aries reported that work was being carried out on site. Barriers had been placed around the site to prevent crested newts accessing in. However no revised planning application had been submitted to date. Cllr Aries would continue to monitor.

10/05/20 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

- a) County Broadband installation:** Cllr Baker reported on the requested site meeting held with County Broadband in April. Sites for 3 pole locations had been amicably agreed plus utilising of existing poles. Cllr Baker to be informed when works scheduled to commence. Underground cable work to commence on 8th June at Water Lane with a road closure in place.
- b) S106 Contributions:** The ground matting at Bures Common had been installed. Clerk following up documentation with BDC to enable a smooth transfer of the S106 contributions to the parish council.
- c) Parish Councils Foundation Award:** Cllr Monk to submit the application to BDC for approval. The Parish Council resolved the following: that it had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website. The Parish Council also confirmed by resolution that it had achieved the items required for the Foundation Level. See attached.

11/05/20 BURES STATION ADOPTERS

- a) The Station Adopters report had been circulated prior to the meeting and placed on the parish council website.
- b) Station platform lighting – Greater Anglia reiterated the need to upgrade the lighting for the full length of the platform to ensure it provides for the minimum safe level of visibility necessary for driver only despatch that is used on the new trains fleet now running on the Sudbury line. The full output light setting to be adjusted when the COVID-19 restrictions eased along with the sensitivity of movement detectors.

12/05/20 RIGHTS OF WAY

The Parish ROW Officer's report had been circulated and noted.

Items referenced in particular from the report:

- a) Footpath 5 – Ferriers Farm to Hornes Green – the parish council had put forward Option 3 as suggested by ECC for re-routing the path. Some concerns raised by neighbouring parishes. No further update from ECC to date.
- b) Footpath 30 – part repair carried out under the Footpath and Pavement repair scheme. No further information on the ownership of the sections which accessed both sides of the railway crossing. The section to the rear of Parsonage Grove needed clearing and strimming. Clerk to follow up.
- c) FP 1, 3 & 4 – Essex County Council remained of the opinion that the re-instatement of FP3 was a viable option combined with the extinguishment of FPs 1 and 4. This matter was still being considered by all parties.
- d) ECC PP3 Scheme – Shirley Anglin PP3 Co-ordinator was keen to liaise with Cllr Aries on the benefits of the scheme. A meeting to be arranged later in the year.

13/05/20 FINANCE AND AUDIT MATTERS

Business Premium A/C balance: £13,050.52

Community A/C balance: £4,096.77 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 3rd May 2020 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. To be duly signed by the Chairman and non-signatory member following the virtual meeting.

14/05/20 AUDIT MATTERS

- a) The findings of the Review of the effectiveness of the system of internal control held on 28th October 2019 were considered and accepted.
- b) The Internal Auditor's Report 2019/20 was noted with matters raised duly followed up.
- c) The Annual Governance Statement 2019/20 was considered, approved by resolution and to be duly signed following the virtual meeting.
- d) The Annual Accounting Statement 2019/20 was considered, approved by resolution, and to be duly signed and dated following the virtual meeting.

- e) The following were reviewed and duly adopted:
- Standing Orders
 - Financial Regulations
 - Data Protection & Information Management – members noted their individual responsibilities
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Co-option Policy
 - Social Media Policy
 - Training Policy
 - Donations & Grants Policy
- f) The following matters were considered and approved;
- Carolyn Holbrook appointed as Internal Auditor for 2020/21. It was agreed to increase her fees to £80 per annum.
 - Internal Audit Review Checklist – agreed to meet in October – date to be arranged
 - Approved accounts to be made available for sale for £5
 - Asset Register
 - Insurance Renewal Premium
 - Minor Works Preferred Builders list

15/05/20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All documentation has been circulated and noted and there were no comments made.
PR3-20 Extending Accounts and Audit Deadlines
LO2-20 Employment Law Changes 2020

16/05/20 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated (attached and placed on website).

17/05/20 PHYSICAL RISK ASSESSMENT

Cllr Monk circulated her report prior to the meeting. Assets in a very good condition. She noted that the bus shelter was in need of a clean and surrounding area to be trimmed.

18/05/20 REPORTS

Bures St Mary PC: Cllr Aries had circulated her report prior to the virtual meeting.

Next meeting to be held on 21st May 2020.

Cemetery: Cllr Aries had circulated her report prior to the virtual meeting. Contractor investigating alternatives to glyphosate and was currently hand weeding and raking. New cemetery map to be printed. Stonemason to carry out a full inspection of all memorials for safety and stability. The Cemetery Authority had been awarded a Government grant as part of the support package for small businesses. The members had agreed to waive all interment costs during this difficult time.

Sportsground: Cllr Welch reported on the Committee meeting held on the 14th May. Under COVID-19 restrictions the 2 play areas had been closed. The skateboard ramp to be refurbished. Quotations being obtained. The landing stage repairs delayed owing to the current restrictions. Warning notices in place to indicate that it was currently unsafe. Installation of CCTV still being progressed. Grant applications in hand to fence off the main playarea and to purchase an inclusive trampoline.

Community Centre: Cllr McCrory had submitted her report prior to the virtual meeting. All regular bookings had ceased following the COVID-19 restrictions with the exception of the newsagents. Caretakers were working on reduced hours with full pay. Government business support grant received.

Transport: Nothing to report.

Tree Warden: Cllr Baker to submit her comments on the tree application for No. 1A Bridge Street. She continued to raise her concerns with ECC regarding the large oak tree along Colchester Road.

Bures Primary School: The Chair of Governors had circulated an update prior to the virtual meeting. This was noted and placed on the parish council website.

Bures Common: Due to COVID-19 restrictions the markets scheduled for April and May would not take place. Hard core and grass grid being laid to prevent the area around the gateway and in front of the barn from becoming muddy and rutted in wet weather. The Fish and Chip van continued to trade on Monday evenings.

NHW: NHW newsletters had been previously circulated.

19/05/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next Agenda items: Recording and use of Social media at Council meetings
A & J Lighting Sox lamp costs

20/05/20 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS

2020: 23rd July – Cllr Baker, 17th September – Cllr McAndrew, 19th November – Cllr Monk

2021: 21st January - Cllr Raymond, 18th March – Cllr Shackell, APM 22nd March - All

21/05/20 DATE OF NEXT MEETING

Monday 20th July 2020 to be held virtually.

Future dates booked: 2020: 14th September, 16th November,

2021: 18th January, 15th March, APM 22nd March

The meeting closed at 9.00pm.

Signed:

Chairman

Date:

