

**Bures St Mary Parish Council**  
**Minutes of the Meeting held 25<sup>th</sup> September 2025 in the Garrad Room at Bures**  
**Community Centre at 7.30pm.**

**Present:** Cllr Jan Aries (in the chair), Cllrs Jones, Jackson, McCrory, Cllr Child (Bures Hamlet), Cllr Reece (Babergh District Council).

**1. Apologies for Absence – Apologies received and accepted:**

**Cllr Norton-** family commitment

**Cllr Fairbairn-** personal reasons.

**Cllr Finch-** other County Council commitments

**Cllr Giles -** unwell

**2. Declarations of Interests & Dispensation Requests -** No 'Pecuniary' or 'Nonpecuniary' interests declared or Dispensation requests put forward.

**3. Minutes -** Minutes of the Parish Council Meeting of 24<sup>th</sup> July 2025 were approved and signed as a correct record (previously circulated).

**4. Co-option of new members –** No further interest received to date. Posters have been displayed in the village and items submitted to the Village magazine. It was noted that recruitment of a new Parish Clerk and RFO should be discussed at the next meeting.

**5. Public Forum -**No members of the public were present.

**County and District Councillors:** Respective reports circulated in advance and available on the Parish Council website. Cllr Reece reported that the two proposals from Suffolk County Council for a single unitary authority and the District/Borough Councils for three unitary authorities would be submitted to the Government on Friday 26<sup>th</sup> September and a decision was expected to be made in January 2026. Please see update on item 9d) EV Charging. Cllr Reece advised that the Planning Application for the Three Horseshoes PH DC/25/ 03192 had probably not received sufficient objections to warrant being called to the Planning Committee.

**Bures Hamlet Parish Council –** Concern had been raised about the closure of the Post Office planned for March 2026. It was not clear what alternative provision would be made available. The Millennium Bridge, which is a Public Right of Way (PRoW), is in need of repair to rejoin the surface from the path to the bridge itself. This will involve a closure notice. The Braintree Planning Committee's Call for Sites had recommended that the Woolpit Downs site should not be approved. The site at Old Barn Road was likely to be dismissed as Mount Bures Parish Council had lodged an objection.

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

**6. Police**

a) To report on matters raised with Suffolk and Essex Community Policing Teams

- i) Dog waste bin fire - Monday 8<sup>th</sup> September. Glasdon replacement on order (£395.54 + installation costs paid for by the Sportsground).
  - ii) Cricket Pavillion Fire-Tuesday 9th September -Police and Fire Service involved. JustGiving page set up by Luke Terry on behalf of the Bures Cricket Club to rebuild a new pavilion and an insurance claim is being pursued. The whole community has been shaken by this loss but the Cricket Club has received lots of support and encouragement.
- b)** Relaunch of Suffolk SAFEKey- a scheme costing from £1 a month to provide recovery, and assistance should if a resident loses their keys, as well as allowing Suffolk Police to access Suffolk properties in the event of an incident occurring whilst owners are away.
- c)** PCC and Chief Constable meeting for Parish Councils Monday 3<sup>rd</sup> November at 6pm via Teams

## 7. Highway Matters

- a) Joint Parishes Highways Working Party (Wormingford, Fordham etc)** No actual working party meetings have taken place since the last Parish Council meeting. The Chair attended an Extraordinary Meeting on 11th September at Wormingford to find out about the Greenacres Packards Lane application (Ref: 251634) to develop a business hub adjacent to the CSH site. Papers circulated with details of the application. The Chair offered to lodge an objection to the proposal because of the inevitable impact on the village of Bures caused by an increase in HGV traffic. Awaiting Colchester Borough's decision.
- b) ANPR for B1508 –** Data had been received from Road Safety Suffolk for a recent survey over one week. The device is in great demand across the county. Total speeding vehicles recorded in one direction: 2673.
- 30-34mph 1790    35mph+ 889    40mph+ 169    50mph + 4    Fastest speed 56mph  
 It was decided to post the results on Beautiful Bures Facebook page. Speeding on the B1508 raised by a concerned resident. A request put forward for an increase in repeater 30mph signs. This matter to be referred to Cllr Finch.
- c) Alleyway from Eves Orchard/Pikes Marsh to Nayland Road** request for dropped kerb- awaiting a follow up from Highways. This suggestion has previously been rejected by Highways.
- d) Bramford to Twinstead Reinforcement SCC/0122/25/DoR Construction Traffic Management Plan-update**  
 The routes for HGV and LGV to access the bellmouths in Stage 4 have been published in the planning application for the Discharge of the Construction Traffic Management Plan (SCC/0122/25/DoR). Route from A12 through Bures is a concern. The B1508 from Wormingford to Little Cornard is a bus route. HGVs should have an escort vehicle. Lots of pinch points and difficult bends to navigate. Pedestrians and some buildings are very vulnerable. Already HGVs from the Fairfield Farms contributing significantly to congestion.  
 A comment highlighting these concerns to be submitted by 29<sup>th</sup> September.
- e) Street Light not working-** The Croft 0049 (G39) reported 23.03.2025. James Finch to be asked to follow up.

## **8. Bramford to Twinstead Reinforcement**

**a)** Teams meeting for Parish Councils 7<sup>th</sup> October 18.30-20.00 -plans to deliver community benefits. Suggestions include a more sophisticated security system for the sportsground and a replacement defibrillator which will soon be out of date.

## **9. Matters arising which do not appear elsewhere on the agenda**

- a)** Bus shelter - Update A grant application was submitted to SuffolkonBoard earlier this year. SuffolkonBoard was allocated £500,000 to improve bus stop provision across the county. At a meeting for parishes on 19<sup>th</sup> September, attendees were told that 60 applications for bus shelter improvements had been received and it was expected that these would all go ahead, subject to Highways approval. Thanks to Cllr Jackson for a donation of £130 towards the bus shelter -proceeds from the BMF Jazz event held in the church. A Littlethorpe shelter has been requested.
- b)** Management of SID – Cllr Norton changes the location of the SID each month. The flash drive has been returned by Sudbury Town Council. Still have to work out how to access any recorded data
- c)** Parish Contractors works list - Circulated (BPAP 2iv)
- Commercial waste bins (Essex Knoll) Bures Hamlet, Bures St Mary Parish Councils and the BCLT have agreed to share the cost of an additional trade waste bin on the Common over the summer as waste was accumulating. The extra bin will be returned in October.
  - Noticeboard update – our Parish Contractor plans to mount the salvaged noticeboard onto the Community Centre side wall when his work schedule allows.
- d)** EV Suffolk Plug-in application – The EV Suffolk Plug-in team have decided on three possible sites for charging points (2 sockets per charging point) in Tawneys Ride and Claypits Avenue. Maps of these have been circulated to members. Residents will be informed by letter. The installation is planned for early in 2026. Cllr Reece submitted her comments to Suffolk CC for 22<sup>nd</sup> September. There will be no restrictions on parking in EV spaces by non-electric vehicles initially. Their usage will be monitored.
- e)** Parking issues – concerns have been expressed about the car parking once a month for a period of a few hours because of the market on the Common. At the September market 6 visitors took up the offer of reimbursed parking in the Station car park. This initiative is being promoted where possible. Apple Tree Mews had asked for yellow lines to be considered at the entrance to the estate. It was felt that this would impact on properties with no private parking and might move the perceived problem elsewhere.
- f)** Joint Parish Council Magazine and bi-monthly snippets  
A meeting was held on 23<sup>rd</sup> September to discuss the village magazine. Looking for Parish Council funding. Reducing publications to 11 copies a year, with a bumper edition in December. It was felt that the content should be made of more interest to a much wider audience.
- g)** Apple Tree Mews signage – the estate now has a road sign and Apple Tree Mews will be removed from the agenda.
- h)** To report on VJ event 15<sup>th</sup> August. Many thanks to the organisers for a very enjoyable evening. It was important that this had been marked by a special event in the village.

- i) Suffolk Family Carers promotion- suggestions sought to promote available support for carers who are often not digitally active.
- j) Monthly Market Representative - Saturday 11<sup>th</sup> October. Bures Hamlet PC have a volunteer rota. The school PSA will be running the refreshments at the next market which will free up BSM councillors to also be available.
- k) Local Government Reorganisation – currently both Suffolk County Council and the five District Councils with Ipswich Town Council have confirmed their proposals for one unitary authority and three unitary authorities respectively. There have been a number of online webinars and meetings for Parish Councils to hear the case for both proposals. Cllrs Jackson and Aries attended a debate between the SCC and District County officers. A hand poll showed that the three unitaries model was preferred. Both the County Council and the Joint District Councils will submit their proposals to the Government on Friday 26<sup>th</sup> September
- l) Suffolk Emergency Planning- Community Rest Centre Training 26<sup>th</sup> November 202 -Cllr Giles for BSM and Cllr Keeble-Fox for BH to attend.
- m)Bures Post Office closure 2026- The Post Office in Church Square is due to cease operation Spring 2026. It is understood that the Post Office Service will not make a decision about any future provision until after Christmas. The Sorting Office on the Colchester Road is now closed.
- n) Community Thermal Imaging Project- interest in taking up the offer of the Thermal Imaging Project has been submitted to the Project Officer for Suffolk Climate Change Partnership. Stour Power Community Energy also have a thermal imaging camera for community use. Online training for the use of the cameras will be available on 16<sup>th</sup> October 17.30pm
- o) Flint/Brick wall adjacent to carpark and Nayland Road- no further action as the local authorities are aware and will monitor the situation. The wall does not require any remedial intervention at this time.
- p) Defibrillator replacement- an application to the Bures Music Festival has been submitted to cover the cost of a new unit for Church Square.

## 9. Planning

- a) To report on applications received and any decisions made since the previous planning committee meeting – see attached list
- b) To note the response submitted to any applications received since the previous meeting:  
**DC/25/03192 - Three Horseshoes, Church Square, Bures St Mary, Colchester Suffolk**  
**CO8 5BS** Full Planning Application - Erection of 1no. self-build dwelling with associated amenity space and parking. **Objection submitted**
- c) To report and follow up as required:
  - Chambers Bus Depot/Knowle House Full Planning Committee 16/04/2025
 Planning permission was issued 31<sup>st</sup> July 2025. Pre-commencement conditions are being prepared. An early winter start is anticipated once all the Conditions have been discharged.

- Central Stores – retail furniture outside the premises needs to be monitored to ensure there is no obstruction to pedestrians
- Greenacres, Packards Lane, Wormingford Colchester Borough (Ref: 251634)

#### **Objection to be submitted**

- Call for Sites – Braintree District proposals for northern parishes

Bures Hamlet Parish Council was approached by the District Council about two parcels of land in the parish which had previously been put forward by landowners in the Braintree District Call for Sites but which were deemed surplus to requirements at the time. As the Local Plan now appears to be short of its target number of new dwellings, Braintree District Council has reconsidered the two sites. An explanation of the Call for Sites process, provided by District Cllr Holland, has been circulated to all members. Woolpit Downs not recommended for approval. Land at Old Barn Road has been opposed by Mount Bures Parish Council.

Babergh and Mid Suffolk have published their Draft Strategic Housing Land Availability Assessment (SHLAA). The Councils will be undertaking a further Call for Sites exercise from mid-October 2025 until January 2026. The garage site behind the school (HE23685) remains on the list and is deemed as suitable for 5 dwellings although not all owners of the garages want to sell.

**At 9.30pm, Cllr Aries asked for agreement to continue the meeting.**

### **10. Finance Matters**

- a) Finance & Budget monitoring report – circulated and the current financial situation was noted. The RFO has advised that the Cemetery Authority will be asking the Parish Councils to restore the Precept payments to the previous sums. The Village magazine may be looking for funding to develop the publication.  
Bank reconciliation report and verifying bank statements – Noted, circulated and duly signed by the Chairman and non-signatory member.
- b) Finance Reports from the Joint Sportsground Committee and Joint Cemetery Authority were noted. (previously circulated)
- c) Payment of 2<sup>nd</sup> half-year precept to SG and Cemetery were confirmed.

### **11. Audit**

- a) Report on External Auditor's report for year ending 2024/25. The Auditors were provided with additional information to clarify the Clerking arrangements for 2024-2025. Many thanks to Mrs Jenny Wright, as the current RFO, for dealing with this enquiry so thoroughly. The Auditors have now approved the accounts with no action points noted.
- b) The Internal Audit Review is scheduled for 6<sup>th</sup> October via Zoom JA/JMcC
- c) The appointment of BB Business Associates for 2025/26 was noted.  
Awaiting letters of engagement.
- d) The following policies reviewed and adopted. They will be added to the Parish Council website in due course.  
Disciplinary Policy  
Donations and Grants Policy  
Environment Policy  
Grievance Policy  
Privacy Notice  
Training Policy
- d) The renewal of AJG Community Scheme Insurance (long-term cover expires 30.09.2026) was noted.
- e) **.gov.uk domain** has been adopted.

The RFO (Responsible Financial Officer) is required to have a .gov.uk email address and this is now in place.

[clerk@bureshamlet-pc.gov.uk](mailto:clerk@bureshamlet-pc.gov.uk)

Any future clerk, when appointed for Bures St Mary and the Sportsground, will also need to set up a .gov.uk email.

The Chairs and the Vice-Chairs also have .gov.uk email addresses to comply with the AGAR requirements for the 2026 Audit.

- f) Assertion 10 guidance for the remainder of Councillors' email addresses states that Parish Councillors are not required to have 'gov.uk emails at this time but they must have an email address solely for Parish Council business and it should be e.g. [clrbobsmith@gmail.com](mailto:clrbobsmith@gmail.com) but not [bobsmith1968@yahoo.com](mailto:bobsmith1968@yahoo.com)
- g) OneSuffolk to ensure Parish Council website is accessibility compliant (WCAG 2- Web Content Accessibility Guidelines 2.2 update). The RFO, is arranging for the website to be upgraded as required.
- h) The updated Asset Register 2025/26 was noted.

## 12. Bures Neighbourhood Plan & Bures Parish Action Plan

- a) Update on Joint NHP progress- Reg 15 Letter has been received which confirms formal receipt of the submission draft Bures Neighbourhood Plan 2021- 2037. Reg 16 consultation on this plan will officially commence on Monday 29 September 2025 and will run until 4:00pm on Friday 14 November 2025, with a soft launch planned for Friday 26th September. The response form will be available online and hard copies will be available from the Post Office, the monthly market and retail outlets in the village.  
The submission draft Plan, a Basic Conditions Statement, a Consultation Statement, and other documents can be found on the Babergh website at: <https://www.babergh.gov.uk/BuresNP>
- b) Draft Joint Parish Plan 2025-2026 – this will be updated with Community Action Points taken from the Bures Neighbourhood Plan once it is made.

## 13. Correspondence

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

- Bures Primary School Newsletters
- 2024/25 Annual Report of the Suffolk Police and Crime Panel
- NSIP and large-scale energy developments updates-
- All the latest from your National Landscape
- NALC/SALC News Bulletins
- Local Government Reorganisation updates

## 14. Reports: Cllrs to acknowledge receipt and present questions by exception

- a) Asset report – 25<sup>th</sup> September 2025 Cllr Norton- no issues to report /**27<sup>th</sup> November 2025- Cllr Fairbairn**
- b) Sportsground (BPAP 3 i) (minutes circulated)
- c) Community Centre
- d) Cemetery
- e) Jubilee Grove/Transition Group Report (BPAP2ii) (circulated)
- f) Station Adopters

- g) Rights of Way (BPAP 2 iv)
- h) Tree Warden (BPAP 2 i) – see planning applications and decisions
- i) Bures Common Land Trust

**19. Brief information & exchange for next agenda items**

- BSMPC representatives for BH meeting on Tuesday 18<sup>th</sup> November 2025 – **Cllr Giles**
- BH Representative for BSMPC meeting on 27<sup>th</sup> November 2025 - Cllr Shackell

**20. Date of next meeting:** Thursday 27<sup>th</sup> November 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meeting dates 2026: 22<sup>nd</sup> January, 26<sup>th</sup> March 2026, 28<sup>th</sup> May, 23<sup>rd</sup> July, 24<sup>th</sup> September, 26<sup>th</sup> November

APM 30<sup>th</sup> March 2026

Mrs Jan Aries

Chair Bures St Mary Parish Council