

**Minutes of Bures St Mary Parish Council Meeting
Thursday 26th March 2015 at the Committee Room,
Bures Community Centre, Nayland Road at 7.30pm**

Present: Cllrs G Jackson, C Holbrook, T Underwood, D Ambrose, M Seymour,
J McCrory, T Saer, L Alston, D Lee (BHPC), J Cartlidge (BDC),
PCSO Jamie Fudge

In the Chair: Cllr G Jackson
Clerk: Mrs J Wright

1/03/15 APOLOGIES

Cllr Jackson welcomed everyone to the meeting and thanked Cllr Saer for providing refreshments for the evening.

Apologies received from Cllr Butcher (attending a Music Festival meeting).

Apology accepted by all members present. Apologies also received from Cllr Finch (SCC).

2/03/15 DECLARATION OF INTERESTS/DISPENSATION REQUESTS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
None declared.

3/03/15 PUBLIC FORUM

St Mary's Church Warden, Dick Gould was present. The Chairman invited him to circulate the proposed new designs for the church front door and to put forward the PCC's submission for the proposals. These being easy access, security, easier viewing and a more inviting door. The Chairman noted that she will await with interest the views of English Heritage and Babergh Planning Officers and the parish council would duly respond following the submission of the planning application.

4/03/15 MINUTES

Minutes of the previous Parish Council Meeting of 22nd January 2015 (previously circulated) were approved and signed as a correct record.

5/03/15 POLICE REPORT

PCSO Jamie Fudge was in attendance and gave the following report: No crimes reported during February. Damage to the Christmas tree lights had been investigated and due to lack of evidence no further action to be taken. PC Marshall had met with Steve Merry of Highways but both agreed that there was no safe site for a Speed Indicator Display along the B1508 Bures St Mary section. Cllr Underwood noted that there had been several traffic incidents during January and February but PCSO Fudge confirmed that all reported incidents had been investigated. Following the recent spate of dog issues in the village, both Essex and Suffolk Police Teams were currently liaising cross border. PCSO Fudge was aware of the recent concerns raised regarding the new tenancy at Eaves Orchard. Both Suffolk Police and BDC currently monitoring.

Letter from Deputy Chief Constable outlining the police programme of change – circulated.
Parish Allotment Crime Reduction meetings being arranged – circulated and noted

6/03/15 MATTERS ARISING FROM PREVIOUS MINUTES

Section 106 Funding: Cllr Cartlidge had circulated details of the spending of the Pike's Marsh S106 County allocation. He also confirmed that a contribution of £4,638.46 from the Builders Yard site at Cuckoo Hill was still available to claim. A parish survey would need to be undertaken to establish preferences for use of the S106 contribution. Members put forward the following options to be included in the survey:

- a) To help fund a safe crossing in the parish
- b) To pay valuation fees to enable the primary school to purchase land to the rear
- c) To help fund the maintenance project for the land to the rear of Beaumont Close
- d) To help fund new metal fencing around the toddler play area and car park
- e) To purchase a new roundabout suitable for both disabled and able bodied children

Bank House: Cllr Cartlidge was aware that no progress had been made on this matter. It was agreed to request a site meeting with BDC Officer Nick Ward. Clerk to follow up.

The Croft resurfacing: Pot holes in first section still to be repaired. Clerk to follow up. She had been handed copies of correspondence dated 7th April 2006 from Cllr Underwood referring to the then SCC Highways ruling on maintenance of the Croft Road. Copies to be forwarded to Cllr James Finch for reference.

Assets of Community Value: Cllr Seymour still progressing.

Joint Emergency Plan: Cllr Holbrook still progressing with Cllr Lee (BHPC).

Open space at Beaumont Close: Cllrs Saer, Holbrook and the Clerk had met with Sarah Carter, BDC Public Realm Officer to finalise details for the project. The ditch and wooded area to be cleared by BDC. Bat and bird boxes to be erected using a non-invasive system. Application for grant funding to be submitted to cover costs of tools, bulbs, litter pick sticks. Community action days to be arranged.

Formation of entertainment/grant committee: Cllr Saer advised that although she would not be standing for re-election she would still be interested in being part of any entertainment/grant committee if and when formed.

It was agreed to move forward Items 9 and 10 on the agenda

9/03/15 PLANNING

All applications received and comments made – see attached list

Application No. B/14/01103/FUL Slaughter House and land adjacent at Cuckoo Hill – Cllr Cartlidge reported on the approval of the planning application. He advised that there were still concerns regarding shared access and parking and that he remains unhappy with the decision to grant planning and is therefore questioning the Highway Department's decisions. He would be meeting with the BDC Chief Executive to raise these concerns. It was agreed the Clerk should request details from SCC Highway Department on when an Officer had visited the site and for a report on their findings.

New Duty Office Service for planning matters – circulated and noted.

Details of BDC pre-consultation on a new Joint Local Plan for Babergh & Mid Suffolk – circulated and noted. Cllr Holbrook to forward a response on behalf of the members.

Community Infrastructure Levy (CIL) Revised Draft Charging Schedule consultation – Cllr Holbrook to circulate notes on the Schedule to all members.

10/03/15 PIKES MARSH

- a) Flooding issues – the area had been monitored and no further flooding reported.
- b) Parallel footpaths – Alan Baker of BDC following up on this matter.
- c) Signage – new signage needed for the 4 new flats at Tawneys Ride plus sign on wall of No. 44 Claypits Avenue needed replacing. Clerk to follow up with Alan Baker.
- d) Footpath adjacent Three Horseshoes PH – it was agreed to contact Persimmons Homes for clarification as to whether the unmade footpath section had been included within its planning application. The parish council had considered purchasing the section of footpath currently under ownership of the Three Horseshoes PH but it was agreed to not pursue for the moment.

The Chairman gave thanks to Cllr Cartlidge for his work as District Councillor during the last year.

Cllr Cartlidge duly left the meeting at this point.

It was agreed to return to Item 7 on the agenda

7/03/15 COUNTY COUNCILLOR'S REPORT

Cllr Finch's report had been previously circulated. To be held on file.
SCC Education & Learning Infrastructure Plan – circulated and noted.
SCC LED Lantern Project – circulated and noted.

8/03/15 HIGHWAY MATTERS

- a) Unlit areas considered unsafe at night – agreed to remove this item from next agenda.
- b) Lighting at Pikes Marsh – lights under Management Group and not included in the light reduction programme – SCC to follow up with Management Group.
- c) Inventory of parish street lighting agreed with SCC and corresponding maintenance invoice amended.
- d) Site meeting with SCC Highways – still to be arranged. Clerk to follow up.
- e) FP14 Clickett Hill to Smallbridge – overgrowth cleared and footpath passable.
- f) Hollow Lane – re-surfacing completed but potholes re-appearing in the lane due to flooding problem not rectified. Clerk had reported again.
- g) Damaged drain cover in High Street – reported but repair still outstanding.
- h) St Edmunds Lane – repairs completed.
- i) FP5 The Croft - the unauthorised works now completed and footpath re-opened.
- j) Bollard at Eaves Orchard – Clerk to report as unstable.

11/03/15 ELECTIONS

Timetable for the forthcoming elections on 7th May had been circulated.

4 members noted that they would not be standing for re-election.

Chairman Cllr Jackson gave her thanks to Cllr Underwood, Cllr Holbrook, Cllr Seymour and Cllr Saer. Cllr Seymour noted he was happy to continue progressing the Community Assets Register. Cllr Holbrook would continue to finalise the Joint Emergency Plan and progress the NHP event. Cllr Saer looked forward to assisting with community projects.

12/03/15 NEIGHBOURHOOD PLAN

Cllr Holbrook reported that it had been agreed to cancel the planned promotional event at the end of the month due to lack of advertising. She would arrange a group committee meeting as soon as possible with a view to progressing forward with a joint parish neighbourhood plan.

13/03/15 FINANCE

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

Bank reconciliation dated 11th March 2015 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

Amended Standing Order for the Clerk's revised salary duly signed.

A 1.3% inflation rate increase for Chris Mortimer Grounds Maintenance from 1st March 2015 as per written contract – agreed.

Chris Mortimer additional sweeping at Cuckoo Hill at hourly rate – agreed.

Data Protection Registration completed and registration certificate received – noted.

C.A.S renewal of £30 per annum due – agreed.

Cllr Holbrook asked members to consider making a donation towards the printing costs of the St Mary's parish magazine – a donation of £150 was agreed.

14/03/15 AUDIT MATTERS

LAIS 1375 The Electronic Summons – circulated and noted.

LTN 5 Updated February 2015 - **updated Standing Orders – Section 15 b (i) & 15 b (iii) – circulated and approved.**

LTN 14 E Byelaws – circulated and noted.

L01 -15 Freedom of Information Act – Datasets – circulated and noted.

LAIS 1374 Councillor Travel Expenses – circulated and noted.

LAIS 1372 Transparency Code update – circulated and noted.

15/03/15 CORRESPONDENCE

To note Dedham Vale & Stour Valley Project consultation on a new management plan – it was agreed to respond in favour of AONB extension towards to Sudbury.

A request had been made to the Clerk for a dog waste bin to be placed at Beaumont Close – members agreed to consider this within the project for the maintenance of the land at the rear.

A resident at Claypits Avenue had also approached the Clerk requesting no dog fouling signs to be placed on the grass verge. It was agreed to place a notice in the parish magazine stressing the health dangers from dog faeces and to place graphic warning signs on various grassed areas within the parish. Clerk to follow up.

Babergh & Suffolk Village of the Year Awards 2015 – details circulated and noted.

Age UK campaigns for 2015 – Loneliness, Secret Gardens – circulated and advertised.

Details on Suffolk Flood Risk Partnership with SCC – circulated and noted.

Letter of thanks from Dedham Vale Chair – circulated and noted.

Donation request from Magpas Emergency Medical Charity – this was declined.

At this point members agreed to proceed with agenda items after the Standing Orders permitted time of 9.30pm.

16/03/15 REPORTS

Assets Report: Cllr Holbrook reported: All items satisfactory but noted that she had been unable to fully complete the check on the defibrillator. Cllr McCrory to follow up.

Bures Hamlet PC: Cllr Lee reported: Parish Council had been approached by James Webber as he had put forward a site at Colchester Road under the BDC Call for Sites Consultation. The Parish Council had not given support to the proposals. Several highway matters had been referred to Cllr Finch due to the lack of response from the Highways Team. The Chairman had expressed his appreciation to Cllr Finch for the productive follow up. Garage site still remained under BDC Enforcement Team to tidy up the site.

Cemetery: Cllr Holbrook reported: Pointing of main wall still outstanding. Top main driveway needed re-shingling and quotation being obtained. Lime trees to be pollarded. Boundary of former builder's yard to remain as is. Photographic evidence of boundary with Old Slaughter House site to be held on file for reference. Bird and bat box project in hand. Path in new section to be widened.

Sportsground: Cllr Saer reported: Dog issues being followed up. Moles to be gassed and all dogs will need to be on leads during this period. Community Payback Team to do further works. A loading bay only to be marked out at the side of the Community Centre kitchen door in response to numerous requests for a disabled bay at the carpark. The Committee had given approval to several events during the coming year. Funding being investigated for metal hooped fencing around the toddler play area and carpark boundary.

Community Centre: Cllr Seymour reported: Cinema making a healthy profit. Audit of keys completed. Main hall floor refurbished. Rock choir event planned for June.

Rights of Way: No issues to report.

Transport: Nothing to report.

Tree Warden: Ken Jackson reported: Overhanging maple tree in the churchyard had been pollarded. Agreement had been reached regarding the hedge reduction and replanting along the lane between Church House and the churchyard. Advice had been sought from David Pizzey at BDC regarding the request for reduction of the silver birch and beech tree at Beech House in The Croft. Thinning to be an acceptable compromise. Overgrown hedge at No. 2 Town Hill to be cut back.

SALC: Nothing to report.

Primary School: Cllr Jackson noted that she had resigned as Governor. Diversion route of footpath on Nayland Road field approved and documentation signed by SCC.

Bures Common: Cllr Alston reported: Trustees had met with representatives of the Heritage Lottery Fund in Cambridge to gain guidance on preparing a grant application for restoring the 18th century barn. APM held on 4th March to gain the views of parishioners as to the future of the barn.

Transition: Parish litter pick to be held on 18th April. More volunteers welcomed. Event to include cleaning of road signs. Ken Jackson elected Group Chairman. Local markets to be regularly held on Saturday mornings during the year.

17/03/15 ANY OTHER BUSINESS – items to note and for the next agenda

Emailing of reports prior to meetings to be reviewed at the next May meeting.

Details of the VE Day 70th Anniversary circulated and Cllr Holbrook noted that she would email all members for celebration suggestions.

Mr & Mrs Pownall of Wharf House had for many years voluntarily maintained Wharf Lane and kept the lane free of litter. They had informed the Clerk that they did not wish to continue. This had been reported at the last Sports Ground meeting and members had suggested that the parish council consider this work to be included within the

Parish Council Grounds Maintenance contract. This was agreed and the Clerk would follow up.

Cllr Underwood noted that the parish council should consider looking into a 'Bures bypass' if and when the Chilton Woods development goes ahead.

18/03/15 DATES FOR FUTURE MEETINGS

It was agreed to combine the APM & AGM at the meeting on 21st May.

Next meeting: Thursday 21st May 2015 at The Garrard Room, Bures Community Centre at 7.30pm.

The Chairman invited those members not standing for re-election to attend the APM on 21st May to answer any questions from parishioners on their previous year's responsibilities.

Future dates booked: 23rd July 2015

Future dates agreed: 2015: 24th Sept, 26th Nov

2016: 21st Jan, 24th March, 19th May, 21st July

The meeting closed at 9.45pm.

Signed:

Parish Council Chair:

Date

