

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 26<sup>th</sup> November 2015 at the Garrad Room  
Bures Community Centre, Nayland Road**

**Present:** Cllrs G Jackson, D Ambrose, J Carpenter, M Cudmore, G Crowley,  
P Arnold, R Butcher, M Welch (BHPC) plus two members of the public

**In the Chair:** Cllr G Jackson

**Clerk:** Mrs J Wright

**1/11/15 APOLOGIES**

Apologies received and accepted from Cllr J McCrory (panto rehearsals) and Cllr L Alston (work commitment). Apologies also received from District Cllr Lee Parker and County Cllr James Finch.

**2/11/15 DECLARATION/REGISTER OF INTERESTS/DISPENSATION**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – Cllr G Crowley declared an interest in Item 14d Sports Ground eco grid installation.

**3/11/15 PUBLIC FORUM**

Mr Tim Underwood asked to circulate detailed background history regarding SCC Highway responsibility for maintenance of The Croft surfacing. The Chairman agreed for Mr Underwood to put this forward under Item 7 Highway Matters.

At the request of members Cllr McCrory gave a short presentation on use of the defibrillator currently situated at the telephone box in Church Square. Information leaflets were circulated to those present.

**4/11/15 MINUTES**

Minutes of the previous Parish Council Meeting of 24<sup>th</sup> September 2015 (previously circulated) were approved and signed as a correct record.

**5/11/15 POLICE REPORT**

No police representative in attendance as per current force directive. Monthly police reports had been circulated to all members.

A letter of thanks had been forwarded to Inspector Danny Cooper for the much valued work within the village by PC Gary Austin and his Neighbourhood Policing Team. A letter of acknowledgement had been received and circulated.

Details of a Suffolk Police Information evening scheduled for 10<sup>th</sup> December at Ipswich – circulated and noted.

Progress of initiatives for the youth agreed to be discussed at Item 14d Sportsground.

**6/11/15 MATTERS ARISING FROM PREVIOUS MINUTES**

**Beaumont Close Section 106 Funding:** A second consultation via the Sports Ground Committee had been completed to establish a need for use of the outstanding S106 monies £4,651.57. The Committee had put forward to St Mary Parish Council for the dilapidated fencing around the toddler and Noah's Ark play areas to be replaced plus 2 new entrance gates. It was agreed that this was a priority need for use of the S106 monies and the Clerk would proceed with the application. Any shortfall on costs to be met by the Sports Ground Committee. Bures United Football Club had asked for use of the S106 monies to be considered to upgrade its clubhouse showers. The Clerk would inform the Football Club Chairman of the parish council's decision.

**Pikes Marsh Section 106 funding:** The Clerk had obtained 3 quotations for various toddler play equipment for use of the set aside £5,000 S106 monies. It was agreed to proceed with purchasing a playhouse, mini nest swing plus safety surfacing, 2 sit in springer units and 4 static mushrooms from Playquip. Total cost £6,512.60 + VAT. Shortfall to be met by the St Mary Parish Council funds. Clerk to proceed with the application for the outstanding monies.

**Bank House:** Exterior work on the building was continuing to be undertaken by the property owner.

**Sworders Shop:** Exterior work continuing to be undertaken by the property owner.

**Waste collection:** The Clerk had forwarded the necessary information on the parish waste and dog waste bin locations to BDC. Daniel Whymark, BDC Public Realm still continuing to progress the parish council's request to revert its waste collection service back to BDC.

**BDC Community Caretaker Scheme:** The parish council agreed to proceed with the scheme via BDC. The Clerk had signed the Agreement and forwarded to BDC. Yearly remuneration from BDC: £1,224.60 with any shortfall of costs to be met by the parish council. The agreement was for a trial period of 6 months at 12 hours per month. 2 interests had been received and it was agreed to accept Gary Vaughan. The Clerk to proceed with drawing up a contract which would also include a gritting programme. It was noted that the current Grounds Maintenance contract was due for renewal on 1<sup>st</sup> March 2016.

**Expressions of interest for minor works:** The Clerk had advertised for interest and 7 interests had been expressed and these would be kept on file for future reference.

**Assets of Community Value:** Cllr Arnold (BSMPC) and Cllr Welch (BHPC) put forward a suggested list of assets for review. It was agreed to remain with the full compiled list with the exception of the Sports Ground, now with Fields in Trust status, and the Community Centre. Additional details to be added before forwarding to BDC for approval.

**Joint Emergency Plan:** Cllr Lee (BHPC) still progressing. Nothing further to report.

**Joint Neighbourhood Plan:** Cllr Arnold (BSMPC) and Cllr Welch (BHPC) were holding preliminary discussions with Babergh and Braintree District Councils. Cllr Arnold asked for further interest from the members to join the NHP group. No interest shown but Cllr Arnold noted that there was interest from parishioners still to be followed up. He outlined details of the parish consultation initiative being arranged for the New Year.

**Scout Troop bird & bat boxes:** 20 boxes had been made and were currently with Cllr Ambrose. Locations for the boxes still being followed up.

**Open space at Beaumont Close:** Revamped application completed and forwarded to BDC Grants Team for finalising and approving. Community action days to be arranged. A further grass clearance scheduled within the next month.

**Wharf Lane maintenance:** Budlia had been cut back. Churchwarden had lopping of the lime trees in hand. Chris Mortimer Grounds Maintenance had completed its verge maintenance schedule.

**Signage at Claypits Avenue:** BDC had agreed to provide new replacement block signage for Claypits Avenue. Signs now on order.

**Assessment of garage need:** No need established.

**Scattered Orchard Project:** Emma Black, AONB Project Officer had agreed for the Community Woodland to receive 5 fruit or nut trees. Trees on order. The local community to be responsible for the planting and aftercare.

**Water pumps:** The Clerk had investigated the request to re-provide a local water supply for Bures St Mary by way of re-opening the village water pump at Cuckoo Hill.

Correspondence received via BDC advised the parish council that there was no obligation to provide this water supply and conditions under Regulation 9 suggested this was not a viable project to proceed with.

**Cutting of grassed area at Friends Field:** Following investigations by the Clerk and BDC it had been agreed that the area of grass should be added to the BDC cutting regime as it had been established as public maintainable highway.

### **7/11/15 HIGHWAY MATTERS**

- a) The Chairman reported on the Highway meeting with Steve Merry and County Cllr James Finch. She agreed to circulate the provisional report to all members. Matters discussed being a) safer crossing from school to new play field b) parking around the school and community centre c) Nayland Road 30mph limit d) safer crossing point on Bridge Street e) High Street and The Croft f) parking issues on Cuckoo Hill and 30mph limit plus parking at cemetery gates. Clerk to follow up on any outcomes with Steve Merry of Highways.
- b) Bollard request at St Mary's High Street – Cllr Arnold following up on this matter.
- c) B1508 speed limit change – still waiting on Road Traffic Order.
- d) Hollow Lane resurfacing and flooding – still waiting on a report from Highways.
- e) Unstable bollard at Eves Orchard – reported. No action to date.
- f) Faulty street light outside Bures House – currently under UK Power for repair as still out of phase.
- g) The Croft potholes – County Cllr James Finch had suggested that there was funding available. Mr Tim Underwood circulated his summary on The Croft maintenance to all members for information. It was noted that The Cut was not of the same status as The Croft. The surfacing of The Croft was now in desperate need of attention. It was suggested that residents should pursue any vehicle damage claims with SCC. Clerk to follow up matter with Cllr James Finch.

### **8/11/15 PLANNING**

All applications received and comments made – see attached list.

SALC's policy position for right of appeal for parish councils was circulated and noted. Planning application 150972 Essex & Suffolk Gliding Club, Wormingford Airfield: At the request of Wormingford Parish Council, the Clerk had circulated a written letter of response from Raymond Stemp Associates following a meeting with Colchester Borough Council to clarify points from the planning application. The Clerk had advised all residents to write individually if they wished to object to the proposals.

### **9/11/15 PIKES MARSH**

- a) Street lighting – the Clerk had received confirmation that the Management Company was investigating the lighting to be adopted by SCC. Also the contractor had adjusted the sensors for a second time to be in line with SCC light reduction scheme.
- b) Parallel footpaths – Cllr Parker still following up owing to issues with land ownership.
- c) Signage – the Clerk had followed up on new signage with BDC and Persimmon Homes. BDC confirmed that all records showed that the estate was listed as Pikes Marsh and not Pykes Marsh and this was now accepted by the parish council. It was agreed to proceed with new signs for the estate as per BDC directive and costs to be met by the parish council. Mr Tony Waring, member of the public at the parish council meeting informed the members that he regularly raised maintenance concerns to the Management Group on behalf of the residents of Pikes Marsh.

Concerns had been raised on the poorly laid block paving. Clerk would continue to liaise with Mr Tony Waring on the issues.

- d) Footpath adjacent Three Horseshoes PH plus provision of light – the footpath was under a three party ownership - SCC, BT and Persimmon Homes. Cllr Parker still investigating the matter.

### **10/11/15 FINANCE**

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

Bank reconciliation dated 7<sup>th</sup> November 2015 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

Details of insurance renewal 2015/16 from Came & Co. circulated and agreed.

To note revision of % of insurance policy costs for 2015/16 – Sports Ground

Committee to meet 2/3 and Bures St Mary Parish Council to meet 1/3. Agreed.

Change of Signatories Bank Mandate completed and agreed with Lloyds Bank.

£100 contribution made to Team Tree towards Xmas lighting costs – Cllr Butcher

agreed to forward purchase receipts and up to date risk assessment – noted.

Chairman thanked Cllr Butcher and Team Tree for all their recent hard work with the Xmas lights project.

SLCC subscription due for 2016. As BHPC had met the subscription costs for previous year members agreed for BSMPC to meet the costs for 2016.

Cllr Arnold asked to put forward his mileage claim for the various courses and meetings he had been attending recently in his capacity as Councillor for St Mary Parish Council. This was accepted by those present.

### **11/11/15 BUDGET**

The Clerk presented the draft budget. This had been previously circulated and clarification had been made to members on request. Budget approved.

### **12/11/15 AUDIT MATTERS**

Internal Audit Review Checklist completed and all reported satisfactory.

Legal Briefing L05 15<sup>th</sup> July 2015 – the Clerk had amended the Standing Orders in line with the recommendations. Agreed by members.

### **13/11/15 CORRESPONDENCE**

HM The Queen's 90<sup>th</sup> Birthday celebrations – all information had been forwarded to Ian Gibbs and anyone interested in assisting should contact him. Lighting of the beacon scheduled for 21<sup>st</sup> April 2016.

BDC Parish Liaison meeting held on 3<sup>rd</sup> November at Great Waldingfield. Cllr Arnold and the Clerk had attended. Items for noting – Strategic Housing, NHP, Gypsy & Traveller Consultation.

Donation requests from Headway and EAAA to be discussed at the March 2016 meeting.

A letter of thanks from AONB for the parish council's support – circulated and noted.

BDC Planning Together and Community Engagement information – circulated and noted.

Details on BDC Autumn Leaf Fall – circulated and noted.

LAIS update 15/10/2015 and LAIS 1383 – circulated and noted.

To note grants of up to £500 available for cycle events – Wormingford Recycle to apply.

### **14/11/15 REPORTS**

**Assets Report:** Cllr Carpenter apologised for not completing the report for the meeting.

He did agree to clean the bus shelter at the church and all parish waste bins.

**Bures Hamlet PC:** Cllr Welch reported: 30mph extension along Colchester Road being investigated. The parish council will shortly be asked to comment on the recent BDC Call for 4 Bures St Mary Parish Council minutes 26.11.2015

Sites Consultation. 3 sites had been put forward. Refusal of 3 dwellings on land at Windyridge currently going to appeal. The Station Adopters had lodged their concerns with James Cartlidge regarding the recent lack of train service and poor bus replacement service. Following a local bus service review ECC were proposing a Demand Responsive Transport or Taxibus scheme. BHPC investigating whether this could be a cross border initiative.

**Cemetery:** Next meeting scheduled for January therefore nothing further to report. Cllr Arnold advised that he was looking to be released from his Cemetery Authority duties due to his pending workload on the Joint NHP project. To be discussed at the next Authority meeting.

**Sportsground:** Cllr Jackson reported: A meeting with BDC had been held to discuss dog issues. Investigating fencing of the main play area and signage. Funding had been discussed and it had been agreed to apply for the S106 monies for replacement fencing for the toddler/Noahs Ark play areas. Following a large commitment of sports ground committee funds for much needed projects the parish council was asked if it would contribute £2,000 towards the eco grid matting installation costs. This was agreed on the proviso that BHPC meet an equivalent contribution. Improvements to teen shelter in hand. Improvements to the skateboard area to be followed up in the 2016/17 budget.

**Community Centre:** Cllr McCrory had circulated her report and held on file. Wi-fi to be installed. New dishwasher to be purchased. New lettings agreement with Noah's Ark completed. Caretakers to be responsible for setting up for meetings but groups to clear away after.

**Rights of Way:** Hugh Turner had circulated his report. He suggested a series of guided or led walks to encourage residents to maintain all rights of way open to the public. Footpath sign at the new school playing field needed adjusting to correct diversion route.

**Transport:** ECC Demand Responsive Transport or Taxibus Scheme noted. Cross border use being investigated.

**Tree Warden:** Ken Jackson had circulated his report and all tree applications had been reported on. Scattered Orchard project progressing. Trees on order.

**SALC:** Nothing to report.

**Primary School:** Cllr McCrory had circulated her report and held on file. Mrs Donaldson continuing as Acting Head. Field being prepared for new play/sports area and had been fenced off. Christmas Fair scheduled for 11<sup>th</sup> December.

**Bures Common:** Cllr Alston reported the following: Grant application to Heritage Lottery Fund progressing well. Architect appointed and detailed plans being drawn up with a view for work on the barn to commence in 2016.

**Transition:** Cllr Ambrose reported that the Xmas Market was planned for 13<sup>th</sup> December. Bures Common trustees will take the lead with members of the Transition Group helping to run the markets.

### **15/11/15 ANY OTHER BUSINESS – items to note and for the next agenda**

The Clerk noted that the parish council website had been updated.

Next agenda item – Review of Grounds Maintenance contract and use of gritter.

### **16/11/15 DATES FOR FUTURE MEETINGS**

Next meeting: Thursday 21<sup>st</sup> January 2016 at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked: 2016: 24<sup>th</sup> March, 19<sup>th</sup> May, 21<sup>st</sup> July.

The meeting closed at 9.25pm.

Signed:

Parish Council Chair:

Date

