

Minutes of Bures Hamlet Parish Council Meeting
Monday, 26th September 2022
held at Bures Community Centre at 7.30pm

Present: Cllrs M Baker, C Ellis, K McAndrew, D Monk, B Raymond, R Shackell, M Welch, J Aries (BSMPC & Parish ROW Officer), Cllr Schwier (ECC) Cllr W Scattergood (BDC)

In the Chair: Cllr R Shackell

Also Present: Mrs J Wright (Clerk) and one Member of the Public

This meeting has been re-arranged to respect the Period of Mourning following the death of Her Majesty Queen Elizabeth II.

01/09/22 APOLOGIES FOR ABSENCE

No apologies received.

02/09/22 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.

03/09/22 MINUTES

Minutes of the Parish Council Meeting of 18th July 2022 (previously circulated) were duly approved and signed as a correct record.

04/09/22 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There was one member of the public present.

The parish council was asked to give reasons why it gave support to BSMPC in objecting to the planning application for the Chambers Bus Depot site. Both BHPC and BSMPC Chairs responded to this question..Members had given support to the proposals however objected to the design layout of the junction. BSMPC Chair read out the submitted response to BDC highlighting concerns raised by members. Application has now been granted with several conditions attached to address those concerns. It was also noted that Extraordinary meetings had been held to give members of the public the opportunity to express their concerns.

District Councillor: Cllr Scattergood gave the following report to the members: If a planning application is considered contentious then it must be put forward to a District Council Committee meeting open to members of the public for comment and decision. Local Plan 2033 Section 2 adopted on 25th July 2022. However the Strategic Housing Market Assessment shows the housing supply remains under 5 years. Cllr Scattergood reported that she is unaware of the details on change of ownership for the Colchester Road vacant garage site. Rose Builders has erected fencing to secure the site which was actioned by BDC Enforcement.

County Councillor: Cllr Schwier in attendance and gave the following report: Ukraine updates regularly circulated. £2m allocated to social care to encourage an increase in carers. Graphene in mix of tarmac being used throughout the county to increase durability of resurfacing and potholes. Chelmsford Bypass going forward. Solar Panels scheme successful. London Ride event 2022 reviewed to hopefully prevent traffic blockages for the 2023 event. Cost of Living funding being distributed. Rolling out coppice skills courses for youngsters via Essex Country Parks.

The Clerk to forward details to Cllr Schwier for improving safety for drivers and pedestrians at Mount Bures junction. A Scrutiny Panel is investigating the Local Highway Panel procedures with a view to improving targets for requests from parish councils.

Cllr Schwier and Cllr Scattergood left the meeting at this point.

05/09/22 POLICE MATTERS

a) Issues raised with Community Policing Teams: Spate of burglaries reported locally, Police attendance good. Members considered the authorisation of a Section 35 Dispersal Order by Suffolk Police covering the whole of Bures to have been extremely successful this year in combatting ASB, Babergh Community Safety Officer in communication with the Sportsground Committee to consider options for the coming year. It is noted that the grant received from the Suffolk Police and Crime Commissioner's Fund currently held in the Sportsground Committee accounts will be returned.

b) Security Patrol Service: An offer received from a local security service is being followed up by the Sportsground Committee. The Committee to obtain costs and response times.

b) Speedwatch: Cllr Aries advised that SpeedWatch has recommenced. Team remains short of volunteers. Advertising in hand.

06/09/22 HIGHWAY MATTERS

a) Local Highway Panel (LHP) requests:

1) Pedestrian crossing at Colchester Road: Members agreed to continue with progressing an LHP request for a crossing. Further evidence required to support the request. Chair following up.

2) Safety improvements at Mount Bures junction: Residents remain keen for the parish council to revisit the previously refused LHP request to improve safety at the junction. Clerk following up with Cllr Schwier on options. Suggestions being - a traffic survey to be repeated to provide up to date data, a 40mph buffer zone from the junction into Bures Hamlet and incremental 30mph signs at 300m, 200m, and 100m on the approach to the 30mph entry in to the village.

3) Bus stop hardstanding at Mount Bures junction: Recommended for approval at an estimated cost of £6,000.

4) 30mph extension for Lamarsh Hill: Cllr Schwier confirmed that the request has been passed to the Design Engineers for validation.

b) Accident at Bridge Street junction: A vehicle reversed into Beautiful You and sped away causing severe damage to the front window of the building. A resident has requested the parish council considers the need for bollards or safety barriers to protect pedestrians. Members felt that the pavement is far too narrow to install these. Members noted that the junction was redesigned in 2017 and traffic calming measures put in place then. Cllr Aries has attended a 20s Plenty Webinar where delegates were encouraged to join with other parishes to campaign for 20mph in villages across the county.

c) Station carpark: Cllr McAndrew advised members that the NHP Group is investigating a community use for the carpark as it is extremely underused by rail commuters.

d) Station Hill tree root: Still waiting on second tree root to be treated when funding allows. Clerk following up with Cllr Schwier.

e) Bridge Street: Repainting of the yellow lines remains on the NEPP future works list.

07/09/22 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting: None.
- c) **Jubilee Grove:** Land transfer progressing. Agreement to be signed shortly. Approximately 50% of the trees may have been lost to the extreme dry weather, although quite a few appear to be fighting back and the losses may not be so great. Field being cleared of wild oats. Members have agreed to install an information board on the site when the land is better established. Clerk to call a meeting of the two parish councils and the Transition Group in December to agree works and costs for 2023.
- d) **Report on other matters:**
 - 1) **Land south of Penlan:** The owner did not have permission to create an entrance to the land at Lamarsh Hill. The Enforcement Team made it clear to the land owner that the new entrance should not be used and no further works to be carried out. Enforcement Team looking at how best to block up the entrance as concerns raised regarding the stability of the bank.
 - 2) **Vacant garage site:** The Parish Council has not been informed who the new site owner is. Safety fencing erected at the request of BDC Enforcement Team. Some tree work undertaken on the site. Clerk has written to BDC for an update on the situation.
 - 3) **Chambers Bus Depot site:** Planning application DC/22/00754 approved at the BDC Planning Committee meeting held on 24th August with a number of conditions attached. S106 legal agreement for the highway works currently being finalised, The S106 requires payment of £11,500 plus the delivery of the works to address minor amendments to existing parking restrictions on the High Street..
 - 4) **Proposals for land at Old Barn Road:** Agent for the land contacted the parish council with a view to presenting his proposals for the site during the Open Forum of the November parish council meeting. Members accepted this request. The Clerk clarified that following the BDC Call for Sites in 2016 the site had been withdrawn and not refused planning permission as previously minuted. This followed the decision by Local Plan Officers to not allocate sites under 1 ha in size to the Braintree Local Plan Review.
 - 5) **Bus stop over:** The proposal to relocate 'layover' of buses currently at Bridge Street onto the stops by Normandie Way still being pursued with SCC Passenger Transport Manager. BHPC happy with the proposal put forward.
 - 6) **Cuckoo Hill site:** The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached. Work progressing on site however drainage issues still to be addressed.

08/09/22 JOINT BURES NEIGHBOURHOOD PLAN

- a) **NHP update:** The Steering Group has set a timetable to achieve a draft NHP by the end of the year. Housing and Business Surveys completed. Call for Sites being followed up. Task groups set up to complete Visions and Objectives for each of 6 headings.
- b) **Grants:** Application for a second grant from Groundwork UK approved. £3,695 received. All NHP finances being managed via BHPC financial accounts.
- c) **Steering Group:** Steering Group minutes dated 18th August and 5th September and Wider Team meeting minutes of 26th July accepted by the parish council.

3 Bures Hamlet Parish Council meeting minutes 26.09.2022

09/09/22 JOINT PARISH PLAN 2022-23

- a) Parish Plan Review:** The revised Joint Parish Plan accepted by all members present.
- b) Follow up on Review items:** Members agreed in principle to offer financial support to the 'Warm Spaces' initiative. This would be dependant on a contribution request and the amount needed. First Aid refresher course being followed up for members and residents.
- c) Cycle racks initiative:** Members agreed not to follow up but did give support to proceeding with the production of a leaflet to encourage cycling in the area. Leaflet to show suitable cycling routes. Joint initiative with BSMPC.
- d) Joint parish magazine:** Initiative to be discussed at a time convenient with Rev'd Whiffen.

10/09/22 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

- a) National Grid consultation:** A further targeted consultation period runs from 8th September to 19th October. This consultation relates to changes made to the proposals following the earlier consultation. The biggest changes to the plans are in the western part of Stour Valley.
- b) P3 Scheme:** Cllr Aries has followed up with the new PRow Officer. Members can either join the P3 Volunteer Scheme or sign up for a Service Level Agreement with ECC. The latter is agreed. Cllr Aries to confirm this with the Officer.
- c) Station Hill garden:** Garden cleared of old shrubs and topsoil and soil improver laid. £500 ECC Micro grant application successful. Colin and Ruth Lorkins kindly volunteered to bed out the garden. 4 planters ordered. Clerk to investigate sponsorship for the project. The Clerk has received several donations. Request for repointing of the wall submitted to Highways.
- d) Millennium footpath fence:** The fence is deteriorating. The parish contractor regularly repairing damaged rails and members agreed there is a need to investigate renewing the complete fence. Clerk finding it difficult to match a grant application to the project. Cllr Welch agreed to submit an application to the Community Lottery Fund.
- e) First Aid/Defibrillator training:** Braintree DC offering training for members. To be followed up jointly with BSMPC. It is noted that a defibrillator has been installed at the station via Greater Anglia.
- f) Telephone kiosk:** A resident's request to use the telephone kiosk as a book swap project was discussed by members. It is agreed not to take up the offer for reasons being - the kiosk is not locked, is often damp and remains under the responsibility of BT. The Clerk agreed to follow up with BT to refurbish the kiosk.
- g) Essex Knowle:** Clerk continuing with the upgrade of the Essex Knowle from Possessory to Freehold Title as the requisite 12 year period ended in November 2021. Wayman & Long progressing and advised the legal documentation should be completed shortly.
- h) Weed management:** Parish contractor to trial New Way weed spray throughout the parish. Costs to be met by the parish council. Several areas in need of sweeping and gutter clearance. Clerk following up with the contractor.

11/09/22 AUDIT AND FINANCE MATTERS

- a)** The External Auditors report for 2021/22 Accounting Statement received with no matters arising.
- b)** Internal audit review provisionally booked for 10th October – noted.
Business Access A/C balance: £8,859.09
Community Account balance: £895.53 (when all cheques paid)
- c)** Finance and Budget monitoring report - noted, circulated and attached.
- d)** Bank reconciliation and verifying bank statements dated 8th September 2022 – noted, circulated and duly signed by the Chairman and non-signatory member.
- e)** Queen's Jubilee event finance report presented. Ian Gibbs still to arrange a presentation evening to present monies to various village organisations. Clerk currently holding monies in BSMPC reserves.
- f)** Mid year VAT claim submitted to HMRC – noted.

12/09/22 POLICIES AND LEGAL TOPIC NOTES

- a)** The parish council agreed to sign up to the SLCC Civility & Respect Pledge.. Clerk to action.
- b)** Policy for Recording and Social Media at meetings still to be followed up.
- c)** Policy for Health and Safety agreed.
- d)** Policy for Environment agreed.
- e)** LTN23 Health and Safety circulated and noted.
- f)** PC6-22 Short Term Lets circulated and noted.

13/09/22 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

The Clerk noted that she would follow up on the damaged drain cover at Lamarsh Hill with Cllr Schwier.

14/09/22 PHYSICAL RISK ASSESSMENT

Cllr Shackell had circulated his report prior to the meeting. All assets appeared in good order. One bench belonging to the Cooper family needed some attention. Flower tubs well maintained. Station Hill garden waiting on planting. Waste bins still to be emptied.
Next Inspector – Cllr Welch

At this point the Chairman requested the meeting to continue after the 2 hours per Parish Council Standing Orders. All members present agreed.

15/09/22 REPORTS

All reports had been circulated prior to the meeting.

Bures St Mary PC: Cllr Aries noted that the next parish council meeting is due to be held on 29th September. Numerous issues continuing to be raised by residents regarding the Cuckoo Hill development. A site meeting being held this coming week. Agent to update the parish council regarding any outcomes from the meeting with the residents involved. Private estate signs have been installed to deter non estate residents from entering.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Work is now underway to remove the vulnerable limbs and to reduce the crowns of the Cedar and Sequioa trees, which dominate the main drive to the cemetery, following professional advice that the trees should be condemned. It is hoped to extend the life of the trees by another possible twenty years although they will look significantly diminished. They will, however, continue to provide important habitat for wildlife. A full tree survey has recently been carried out and the Authority has been advised that there are several other trees which will require careful monitoring over the coming year. Members agreed to hold an annual inspection of all trees with a 3 year rolling programme to be set in place. The removal of the Leylandii trees on the western boundary overlooking the Cuckoo Hill woodyard has been delayed until October. The Woodland Trust are providing some native hedging to line the boundary. Some of the boundary fencing is deteriorating and will soon require replacing. The condition of the boundary walls is also causing concern as there is a need for widespread re-pointing. Following a meeting with the Babergh Biodiversity Officer, it has been decided to trial a wildflower area on the large open lawn in the old section. The area contains many graves but without memorials so this is an ideal area for wildflowers with a mown margin surrounding it. Signage may be required to inform visitors of the trial and to explain that the area has not been abandoned.

Sportsground: Draft minutes of a meeting held on 22nd September are published on the parish councils website. Items to note: Members following up with Babergh Community Safety Officer on options available to help with ASB on the recreation ground for next summer. The Dispersal Order has been successful in relieving issues for Bures this summer. Grant application submitted to Babergh Community Development Fund to meet part re-surfacing costs of the tennis courts. A Crowdfunder campaign launched. Car park fencing needs upgrading. Crash barrier and hedging being investigated. Adult exercise cross trainer repaired. Scouts to clean the bridge/railings. Millennium Oaks lower branches to be trimmed.

Community Centre: Hall floor has been relacquered and please could all hirers take extra care not to mark the floor and to mop up all spillages quickly. Waiting on a quotation to repair the roof following water leaks during the heavy rains. The Letting Secretary and Treasurer has resigned. Alan Ryman has kindly stepped up as Letting Secretary for the time being. Next meeting 3rd October.

Rights of Way: Cllr Aries had circulated her report prior to the meeting and this has been published on the parish council website. Items to note: FP1 – kissing gate to be cleared of brambles and nettles again in autumn, fingerpost remains obscured. FP5, FP7, FP8 FP21 and FP23 – various sections cleared of overgrowth. FP13, FP14 and BWY15 – no fingerposts – waiting on ECC future inspections. FP21 – another tree has fallen down by Cambridge Brook but is not causing an obstruction. FP5 from BR22 - more bricks will be put down to create a firmer footway once the vegetation has died back.

BALC: Meetings bi-monthly, virtual and in-person. Parish council representative to attend meetings agreed as the Chair. Minutes to be circulated for information.

Transport: Cllr Welch had circulated his report prior to the meeting. New Chambers bus timetable commenced early September and can be found at www.suffolkonboard.com 24 hour train strikes pending for October affecting services on 12 train operating companies.

Station Adopters: Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website. Items to note: Greater Anglia planted a crab apple tree at the station on 7th June in commemoration of the platinum jubilee with a printed plaque which has been mounted on a piece of oak. The very hot and dry spell took its toll on a number of plants in the flower beds but the self watering tubs continued to produce some very colourful displays of plants and we received some very positive comments from passengers. Our station adopters have been invited by Greater Anglia to attend a thank you event at the Railway Museum at Chappel on Wed 21st September. There will also be a Station Adopters Awards Ceremony at Portman Road on Fri 14th October.

Tree Warden: Cllr Baker had circulated her report prior to the meeting. 2 tree applications have been received since the last meeting. No issues with No. 1 New Cut and The White House applications. Cllr Baker is pleased that her concerns regarding Application 22/01513/TPOCON for Lamarsh Hill/Penlan were taken into account as the application has since been refused.

Bures Primary School: Cllr Fairbairn, Chair of School Governors circulated a September update to the parish councils.. This has been published on the parish council website for reference. Items to note: Class newsletters available via the school website. Doors and windows replaced. Children and staff reflected on the sad death of Queen Elizabeth II during assembly. The children were encouraged to think about who the Queen was to them. PSA AGM is on 5th October. All children are working with Suffolk Mind professionals to develop their resilience and learn more about how to keep themselves mentally healthy.

Bures Common Land Trust: It was an honour for BCLT that the National Moment of Silence in memory of Queen Elizabeth II and the Proclamation of King Charles III was held on the common on Sunday 18th September.

Bures in Bloom: It has proved a very difficult year to launch BIB. Despite having large reservoirs, the planters have needed a lot of watering. We have agreed a planting scheme for the Autumn. The new plants are due to go in at the end of October. Once again BCLT are paying for the plants.

16/09/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None.

17/09/22 DATE OF NEXT MEETING

Monday, 14th November 2022 to be held at Bures Community Centre at 7.30pm.

Future dates booked: 2023: 16th January, 20th March, Joint APM – TBA, AGM 15th May,
17th July, 18th September

The meeting closed at 9.40pm

Signed:

Chairman

Date: