

## **Minutes of the Meeting held 27th November 2025 in the Garrad Room at Bures Community Centre at 7.30pm.**

Present: Cllr Jan Aries (in the chair), Cllrs Fairbairn, Giles, Jackson, McCrory, Norton, Cllr Shackell (Bures Hamlet), Cllr Reece (Babergh District Council) Cllr Finch (Suffolk County Council).

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

Cllr Jones – 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 25<sup>th</sup> September 2025 were approved and signed as a correct record (previously circulated)

**4. Co-option of new members** – No interest received to date.

**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.

The County Councillor suggested that a recently produced film called 'The Run', mentioned in his report, promoting the need for foster carers across the county could be shown at the APM 2026.

The District Councillor reported that all matters relating to 13, Bridge Street EN/25/00185 Planning Enforcement, are now considered resolved from a Planning Enforcement perspective. The units installed have been removed and placed internally within the building, there was no unauthorised residential use found, and the satellite dish has been removed.

**Bures Hamlet Parish Council** representative, Cllr Shackell, presented their report –

Braintree District Council has conducted a review of its Call for Sites. The land off Parsonage Hill was not approved. A development boundary was agreed for the land off Old Barn Road. The proposal put forward also included the creation of a footpath from the site along the railway embankment into the Jubilee Grove and Cambridge Way. The footpath proposal was unlikely to succeed.

Investigations continue to establish if the land over which the Millennium Bridge footpath (a PRoW) runs to the Colchester Road has been purchased and by whom. The equestrian site off the Colchester Road (next to the Jubilee Grove) is now up for sale. There are three schemes proposed to reduce parking issues in Water Lane and Station Hill. The North Essex Parking Partnership plans to introduce some yellow lines. The Braintree Local Highways Panel has ceased to accept any more Highways projects for consideration. The request for a pedestrian crossing on the B1508 from the Millennium Bridge footpath will not be actioned for the foreseeable future. A roadside food vendor has been operating without the necessary street trading licence in Normandie Way. This matter is being investigated.

### **6. Police**

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

- i) Dog Waste bin -Monday 8<sup>th</sup> September
- ii) Cricket pavilion Tuesday 9<sup>th</sup> September
- iii) Compost heap churchyard Tuesday 30<sup>th</sup> Sept
- iv) Fence fire Wharf Lane Saturday 4<sup>th</sup> October

v) Egg Stall fire Cuckoo Hill Tuesday 7<sup>th</sup> October

No update on any investigations into the cause of the fires.

The Cricket Club's plans for the new pavilion were presented at the recent Joint Sportsground Committee meeting. The proposal is for a building 10% larger than the original on the same site. The building will be turned slightly to face the pitch and will be slightly further from the path to allow parking behind the building. It will include the groundsman's sheds and the existing ones will be removed. The building will have a picket fence as had the original and a veranda with oak posts. The original lettering Bures Cricket Club will be above the doors and a clock in memory of Hugh Thornton in the apex. The plan is for the building to be tiles rather than thatched and the walls to be block with timber cladding. There will be bi-fold doors across the front with roller shutters to cover these when the pavilion is not in use. Internally the building will have a central space to accommodate two teams with a kitchen/bar behind. There will be two changing rooms with showers and separate toilets.

The Cricket Club will now have architect's plans drawn up ready for a planning application. It is hoped that the project will be complete by the 2027 season.

## 7. Highway Matters

- a) Joint Parishes Highways Working Party (Wormingford, Fordham etc) - no further meetings have been held. (See Planning- Greenacres Packards Lane Wormingford)
- b) ANPR for B1508 – Awaiting next rota. Westcotec have recently launched a Portable Battery Powered Automatic Speed Watch Camera (ASWC) at the cost of £3,845.00 each excluding VAT. The device records make, model, colour, registration number, speed, date and time of vehicles. Cllr Finch to investigate with the ANPR Officer for Growth, Highways and Infrastructure.
- c) Alleyway from Eves Orchard/Pikes Marsh to Nayland Road request for a dropped kerb – this has been assessed as an unsafe position for a dropped kerb to facilitate pedestrians crossing the Nayland Road at this point. The Parish Council has asked for this decision to be reviewed.
- d) Maintenance and status of alleyway and lane from Friends Field to Nayland Road  
It has now been established that the extent of the alleyway is to be maintained by Suffolk County Council. The alleyway has been assessed and is not considered to be a priority for repair at this time. Ownership of the remainder of the lane has not been confirmed.
- e) Bramford to Twinstead Reinforcement SCC/0122/25/DoR Construction Traffic Management Plan- A response was submitted expressing concern about the significant impact of any increase in construction traffic on village life, buildings, pedestrians and other road users. Comment published in the November issue of the village magazine
- f) The Croft Street Light - 0049 (G39) reported 23.03.2025/ repaired October 2026
- g) St Edmunds Lane – A number of potholes, having been reported on Suffolk reporting tool, were showing as completed 4<sup>th</sup>/8<sup>th</sup> November. The lane, however, is still in need of attention. Residents have raised ongoing concerns about the poor condition of the surface of the lane. Wayne Saunders, Community Liaison Manager, is following up on this works request Ref: 539956.
- h) Standing water across school entrance reported no: 0541722. This is possibly due to an accumulative blockage in the drain system running along Nayland Road. To be investigated although it will not be considered a priority by the Flood Management/ Highways teams.  
**Cllrs Finch and Reece left the meeting at this point.**

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

**a)** Teams meeting for Parish Councils took place on 7<sup>th</sup> October -National Grid plans to deliver community benefits. £2 million to be spent on local community projects and wider regional initiatives. Ideas submitted- traffic calming measures/ security systems to deal with local vandalism. It was asked if funding could be allocated to projects relating to the Primary School.

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

**a)** Bus shelter – It was agreed to request the bus shelter to be made of oak and for the timber to remain uncoated, with the exception of the support posts underground. The Parish Council plans to treat the exposed timber with a more appropriate product, following installation, rather than agreeing to the coating provided by Littlethorpe. Gravel backfill to be requested to minimise damage from surface water. The Chair to inform SuffolkonBoard of the Parish Council’s decision. It is understood that SuffolkonBoard will fund the entire project.

**b)** Management of SID – the device continues to be managed by the Parish Council. It was found to be faulty at the November changeover. New batteries have been purchased and will be fitted as soon as they have been charged up. The spare battery, when not in use, will be maintained on a trickle charge to extend its life.

**c)** Parish Contractors works list - Circulated (BPAP 2iv)

- Noticeboard- awaiting the noticeboard to be mounted on the side of the Community Centre.

- Boydens Property Management enquiry Pikes Marsh – No 54 Tawneys Ride low fence rail needs replacing. Contractor has been approached.

**d)** EV Suffolk Plug-in application – No further development. Cllr Reece to ask for an update.

**e)** Issues raised by residents –

Hedge outside No 27 Nayland Road overhanging the footway. Letter to be sent to the homeowner.

Roadside hedges along the B1508, Sudbury Road, are not being cut back. Cllr Finch to be asked whose responsibility it is to do this.

Dog fouling in Tawneys Ride. A dog waste bin is provided. Signage could be put up to encourage responsible behaviour by dog owners.

30mph road signs reported as dirty- they have been cleaned by our contractor ‘Grassroots’. This occasional task to be added to the contractor’s work rota.

**f)** Joint Parish Council Magazine and bi-monthly snippets- The Parish Councils have been approached for a donation towards publishing costs. Bures Hamlet agreed £200 p.a. Once the bus shelter has been completed, it may be possible to divert some of the funds originally intended for the shelter to contribute towards publishing costs. No snippet required this month as there will not be an issue printed in January. A more current news item could be submitted just before 9<sup>th</sup> January 2026.

**g)** Monthly Market Representative - Saturday 13th December. It will be the final market of the year. The markets will resume in March 2026.

**h)** Local Government Reorganisation -

The two business cases for Suffolk County Council and the combined District Councils and Ipswich Borough Council have been submitted to the Government. A Ministerial decision is expected in Spring 2026. Elections in 2027. Vesting Day is planned to take place in April 2028. Babergh District Council is distributing leaflets to promote its case for 'Suffolk<sup>3</sup> to the power of three'.

- i) Suffolk Emergency Planning- Community Rest Centre Training 26<sup>th</sup> November 2025 – awaiting a report from Bures Hamlet Cllr as to the implications for the Joint Emergency Plan for Bures.
- j) Christmas Lights update – new lights ordered to replace and supplement existing equipment. George Blake kindly helped with a cherry picker. Lights installation all now in place. Turning on takes place on Friday 28<sup>th</sup> November at 6.00pm. Robert Harrod has been asked to turn the lights on in recognition of 30 years' service to the village managing the Post Office.

k) Bures Post Office closure 2026- more news about the closure should become available in the New Year.

l) Community Thermal Imaging Project- Keep the Heat Webinar 2025/26 -Camera available from 7<sup>th</sup> January – 12<sup>th</sup> January. An item about this project has been submitted to the village magazine. Additional publicity to go on FB and posters to be displayed inviting residents to participate. Volunteers will probably only carry out a limited number of surveys due to the short loan period and specific selection/ operational criteria.

m) Defibrillator replacement- BMF has kindly agreed to fund a replacement unit for Church Square. Cllr McCrory received the cheque at the presentation night and this has now been paid into BSM PC accounts. An order for a new device will now be processed.

n) Street First Aid Community Training package- As this training comes at a cost, it was decided to follow up on another offer received for free Community First Aid training. Dates to be sought for the New Year. The Street First Aid Project may be considered for a donation if funds allow.

o) Joint Sportsground Committee Meeting- the minutes have been circulated. These cover an update on the Skateboard Ramp which has been independently inspected and found to be satisfactory. In addition to some other minor works, the concrete surface is going to be made smoother and the expansion joint tidied up.

## 10. 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. **Granted** – The proposed dwelling will be tied to the PH and any plan to sell it separately will require another planning application to remove the tie.
  - 'Accordingly, a condition has been imposed requiring that the public house and property remain in the same ownership. Should it later be desired to split the two properties, this would be assessed within a subsequent application'.* Taken from the Planning Decision.
- c) To report and follow up as required:
  - Chambers Bus Depot/Knowle House Full Planning Committee 16/04/2025.

Discharge of Conditions 13, 22, 24, 30,33, and 36 all approved. Leylandii have been felled to the rear of the site and a green screen will replace these as part of the landscaping proposal.

- Greenacres, Packards Lane, Wormingford Colchester Borough. Ref:251634  
ECC Highways asked for clearer plans regarding ditches and ponds. Also, they would not grant approval on the grounds that most access to the site will be by private vehicle as the area is not served directly by any public transport. There is planned parking on site for 200 vehicles. The anticipated increase in traffic is therefore not compliant with the Local Plan. Applicant has until the end of December to address Highways concerns. Nearby' Rochfords' Listed property – minimal heritage impact and the objection dismissed by the Heritage consultant.
- Call for Sites – Babergh DC 9<sup>th</sup> January 2026 closing date. Only considering non-residential sites over 0.25ha or residential sites that can deliver 5 or more dwellings.

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

## **11. Finance Matters**

**a)** Finance & Budget monitoring report – Previously circulated and the current financial situation was noted.

**b)** Bank reconciliation report and verifying bank statements – Noted, circulated and duly signed by the Chairman and non-signatory member.

**c)** Finance Reports from the Joint Sportsground Committee and Joint Cemetery Authority (previously circulated) were noted.

**d)** The 3-year draft budget 2026-2027 was approved. It was unanimously agreed to raise the precept by £2000 for the next financial year to cover the loss of the Babergh D.C. Cleansing Grant. The Cleansing Grant will be withdrawn as of 1<sup>st</sup> April 2026. It was agreed to reinstate the contribution to the Cemetery Authority to the previous amount of £6500. It was noted that savings had been made this year due to not having an admin. Clerk. The £10,000 salary proposed for a future Clerk/RFO was an estimate only as the future SCP grade of salary, the pension contributions and N.I.C.s were difficult to predict at this time.

**e)** It was agreed to match the Bures Hamlet Parish Council's contribution to the village magazine towards the publishing costs.

**f)** The recruitment of the Parish Clerk/RFO was discussed. It was noted that the SAPP Practitioner's Guide (2025) stipulates that the Chair cannot also be the Clerk.

*Assertion1: The proper segregation of duties means that the Chairman of the authority or of the Finance Committee should never be appointed (even on a short-term basis) either as Clerk or as RFO; other members may perform these roles, unpaid, on a short-term basis providing appropriate safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled. Page 9*

It was questioned if the current Chair had actually been 'appointed'. It was agreed, however, that the Vice-Chair would chair the meetings until a Clerk was appointed. An advert for the position to be compiled and sent out in the New Year.

## **12. Audit**

**a)** It was noted that External Auditor's report for year ending 2024/25 had no action points.

**b)** It was noted that the Internal Audit Review had been held on 24<sup>th</sup> November via Zoom (JA/JMcC). Action points noted- To keep abreast of any impact on Parish Council functions with regard to the LGR. To ensure all councillors have a clearly designated email address which identified them as a Parish Councillor. Parish emails to be stored separately from personal email.

- c) The appointment of BB Business Associates for 2025/26 was noted. No Letters of Engagement received as yet. These have been requested.
- d) Policies reviewed and adopted:  
Recording and use of Social Media at Council Meetings  
Social Media  
Recommended NALC template IT Policy  
One more policy to be reviewed - Press and Media Policy
- e) It was noted that .gov.uk domain had been implemented.
- f) Assertion 10 guidance for the remainder of Councillors' email addresses was discussed. This raised some difficulty for individual councillors who requested further guidance on this matter.
- g) It was noted OneSuffolk to ensure Parish Council website is accessibility compliant (WCAG 2- Web Content Accessibility Guidelines 2.2 update)
- h) Pension Regulator – re-enrolment 1<sup>st</sup> February – 29<sup>th</sup> June 2026 was noted.

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

- a) Update on Joint NHP progress  
Paul Bryant (Neighbourhood Planning Officer) has sent the Responses to the Reg16 Consultation to the NHP team for their response. 18 comments received from statutory consultees and members of the public.
- b) Draft Joint Parish Plan 2025-2026 – no new action points added.

### 14. Correspondence

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

Local Government Reorganisation updates:

One Suffolk Business Case presentation 10<sup>th</sup> November 7pm-8pm

Joint Mid Suffolk /Babergh Area Forum 30<sup>th</sup> September recording circulated

Babergh and Mid Suffolk Joint Local Plan Call for Sites 2025 and Draft Five-Year Housing Land Supply Position Statements - closing date 9<sup>th</sup> January 2026

Bures Primary School Newsletters

2024/25 Annual Report of the Suffolk Police and Crime Panel

Police Community Messaging Service for Suffolk

NSIP and large-scale energy developments update

All the latest from your National Landscape

NALC/SALC News Bulletins

Devolution Super Forum (SALC) online 2<sup>nd</sup> December 19.00-20.30

Keep the Heat Webinar 2025/26

Sustainable Communities Action Day Kesgrave 8<sup>th</sup> November

Street First Aid Training Package

Braintree D.C. New Warm Spaces Document

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

- a) Asset report – all assets checked and in good order Cllr Aries **22<sup>nd</sup> January** Cllr McCrory
- b) Sportsground (BPAP 3 i) minutes circulated
- c) Community Centre minutes circulated
- d) Cemetery – no meeting until January 2026
- e) Jubilee Grove/Transition Group Report (BPAP2ii)
- f) Station Adopters- report circulated
- g) Rights of Way (BPAP 2 iv)

**h)** Tree Warden (BPAP 2 i) – see planning applications and decisions

**i)** Bures Common Land Trust - report circulated

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

- BSMPC representatives for BH meeting on 19<sup>th</sup> January – **Cllr Jones**

- BH Representative for BSMPC meeting on 22<sup>nd</sup> January 2026 - **Cllr Keeble-Fox**

**17. Date of next meeting:** Thursday 22nd January 2026 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meeting dates 2026: 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

**The meeting closed at 10.00pm**

Jan Aries

Chair Bures St Mary Parish Council

29<sup>th</sup> November 2025