

**Minutes of Bures St Mary Parish Council Meeting
Thursday 26th January 2023 at Bures Community Centre,
Nayland Road at 7.30pm**

Present: Cllrs J Aries, T Fairbairn, G Jackson, S Koeck, J McCrory, L Norton,
S Pentney, S Sills, D Monk (BHPC), Cllr J Finch (SCC),
Cllr M Barrett (BDC)

In the Chair: Cllr J Aries

Also Present: Mrs J Wright (Clerk)

01/01/23 APOLOGIES FOR ABSENCE

Apologies received from Cllr T Saer (unwell).
Apologies accepted by all those members present.

02/01/23 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
No Register of Interests declared or Dispensation requests put forward.

03/01/23 MINUTES

Minutes of the Parish Council Meeting of 24th November 2022 were duly approved and signed as correct records (previously circulated).

04/01/23 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

No members of the public present.

a) County Cllr James Finch had circulated his report prior to the meeting. Items to note: £500m devolution deal hands Suffolk regeneration and skills powers to level up. To devolve more power to SCC through Investment, Housing, Education, Transport and the Environment. Deal subject to local consultations. SCC to protect frontline services and increase funding in 23/24 budget proposal. £700,000 for SEND to support new recruitment. Cassius wins Best Elderly Care Technology Award. As part of Suffolk's response to the death of Queen Elizabeth, Suffolk Archives has put together an online gallery which showcases the Queen's visits to Suffolk during her 70 year reign. Virtual Fostering and Adoption sessions for the Stour Valley are held monthly.

b) District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note: December's full council meeting was cancelled due to lack of items coming forward. At our November meeting we agreed to adopt the Local Government Association policy titled Debate not Hate. This aims to make it clear that unacceptable behaviour towards officers or Cllr's will not be tolerated. There will be a zero-tolerance approach to abuse. We have a new locality officer, Imogen Tink whose area is Nayland, Bures St Mary and Stoke by Nayland and some villages north of Sudbury. A deal was announced that includes £5.8m to regenerate brownfield land into affordable homes and drive economic growth across Suffolk, devolvement of the Adult Education budget so provision can be shaped to meets local needs, additional transport powers and £3m to improve energy efficiency in homes. The deal also includes provisions to directly elect the leader of Suffolk County Council. There will be full public consultation and if it proceeds, the election of the leader will take place from May 2024. Voting at elections will require photographic ID. from 2023.

Cllr Barrett also reported on the following items from the agenda:

Over Hall Barns, Bures St Mary: One of the officers in the enforcement team at Babergh is going to contact the owners to see if there is any progress towards repair or rebuild of the damaged structures. The officers feel it is not appropriate to issue enforcement notices. Recent photos have been forwarded as this may result in the owners being encouraged/asked to tidy the site up.

Parking MUGA and garages, Claypits Avenue: Cllr Barrett had met with the BDC Asset Team. All garage owners have been consulted. There are 7 privately owned garages, 16 under tenancy plus 6 voids. Query on whether this project will be a school or a community project. This needs to be clarified. The parcel of land will be the last opportunity for the school to increase its capacity. Cllr Barrett to enquire whether the land could be released to the parish as a Community Asset. Grants will need to be applied for.

Cllr Barrett left the meeting at this point.

05/01/23 POLICE

- a) Matters raised with Community Policing Teams:** No matters raised since the last meeting.
- b) Suffolk PCC budget setting:** Some Members had responded to the proposals put forward by Suffolk's PCC to increase the policing budget by £15 per annum 2023/24. No negative feedback.
- b) BSM Speed Watch:** Cllr Aries reported that the team remains short of volunteers and for the next 6 months Suffolk Police are allowing the team to work in pairs which is below the minimum requirement of 3 per team. Weather conditions dictate when team operates.
- c) 20s Plenty update:** An Essex wide Parish and Town Council debate with 6 objectives of making communities safer and more amenable for active travel, walking, cycling and outdoor play supported by the not for profit group '20s Plenty' was held in November. Cllr Aries gave a brief update and noted to members that BHPC has agreed not to support the campaign, the deciding factor being the parish zones plus whether a 20pmh restriction could be policed satisfactorily. Cllr Aries suggested BSMPC should investigate further for the Suffolk side of the village. County Cllr James Finch noted that this an extremely divisive matter across the County.

06/01/23 HIGHWAY MATTERS

- a) Cuckoo Hill parking and drainage issues:** SCC Enforcement Team instructed to enforce the developer to improve the situation. Police monitoring the parking issues. Parish Council happy for Suffolk Police to continue to monitor.
- b) St Edmunds Lane:** No visible water leakage at the moment but continuing to monitor. A spring identified as the probable cause. Engineer has scheduled in quarterly site visits to monitor the situation. Photographic evidence needed. Sudbury Road drainage issue repaired by Anglian Water.
- c) Flooding at Tawneys Ride:** Drains and underground pipes have been jetted. Further jetting needed down to Nayland Road. 2 small channels have been installed by the landowner at Sloanes track. Officers advised the ditch and underground pipe is landowner responsibility under Riparian Rights. Cllr Norton to follow up with the Estate Manager.
- d) Speeding at Smallbridge Entry:** A request to improve warning signage received. Cllr Aries to follow up when Quiet Lane Wave 3 is known as the area is within the AONB.
- e) 30mph Nayland Road:** Cllr Aries had obtained data from the SID and this was handed to Cllr Finch for his information. The installation of the SID has not deterred 'speeders' but the average speed of vehicles is now tolerable. Cllr Finch has submitted a request to extend the 30mph limit past Mill Cottages. A Traffic Road Order will be required.

- f) Dropped kerb at Scout Hut:** Cllr Finch confirmed that the proud kerb would now be repaired via a different external contractor. Costs to be met from his Councillor Locality Budget.
- g) LED upgrade at Friends Field:** Reinstatement of the light at No. 1 Friends Field now scheduled for March.
- h) Quiet Lanes Suffolk:** Cllr Aries reported she was still awaiting the outcome of the Wave 3 submissions owing to SCC receiving one objection during the consultation period. Waves 1 and 2 signage installed.
- i) Hollow Lane passing place:** A complaint received highlighted that the passing place at Hollow Lane regularly had vehicles parked in it which created issues for users of the lane. Cllr Finch agreed to arrange for an advisory sign to be installed as this is against traffic regulations.
- j) ANPR B1508 request:** Application submitted for Sudbury Road. Location – approaching Bures near Little Bevills. Awaiting approval.
- k) Surface water issues at Eves Orchard:** SCC Flood Management Team has visited the site and considered it an issue for the property owner. Cllr Finch agreed to visit and discuss the issues further with the resident concerned.
- l) Sewerage issue at Claypits Avenue junction:** Works undertaken by Anglian Water and issue appears resolved.
- m) B1508 road bridge repairs:** Steel plates to be installed on the broken railings. The roadbridge is currently part way through a structural assessment to confirm load carrying capacity. Inspection due to be carried out on 27th January. Painting to the metal elements of the bridge planned for summer 2023. Pothole on roadbridge to be reported again.

07/01/23 NATIONAL GRID BRAMFORD TO TWINSTEAD

Nothing further to report since previous meeting.

08/01/23 MATTERS ARISING FROM PREVIOUS MINUTES

- a) Garages and off street parking solutions:** Reported at Agenda ~Item 4 (b).
- b) Review of grit bins:** All grit bins extremely low on grit. Clerk has reported but will press again for them to be filled. Residents have requested that a grit bin be installed at Tawneys Ride. Members agreed and an application for approval to be forwarded to BDC. Following approval the Clerk will order a grit bin for this location.

Cllr Finch left the meeting at this point.

- c) APM proposed format:** Cllr Monk, on behalf of BHPC put forward thoughts and ideas. Both parish councils agreed to a more informal event than in previous years. Community groups to be invited to showcase their efforts via information stands around the main hall. A joint parish council report to be made available to the public at the meeting. Headteacher and Suffolk Wildlife Trust to be invited to give short presentations. Refreshments to be made available from 7pm with the agenda commencing at 7.30pm. Chair and Clerk to follow up.
- d) King's Coronation celebrations:** Cllr Jackson to investigate costs of commemorative coins. These could be handed out to all children in the village under the age of 16years over the bank holiday weekend. The King is promoting Bank Holiday Monday as a day for volunteering. Clerk to ask residents their thoughts on how to celebrate the weekend.
- e) BDC Trees, Hedgerows and Wildflowers Scheme:** 6 areas plotted on maps and agreed with BDC Biodiversity Officer to be included in the 2023.scheme. Advisory notices to be installed in the spring and areas to be kept uncut.
- f) Bus shelter repairs:** Members agreed that the damaged bus shelter is secure and therefore owing to the current financial situation for the parish council it is agreed to wait until finances improve before proceeding with its repair.

3 Bures St Mary Parish Council Meeting minutes 26.01.2023

g) Christmas lights: The 2022 event had been extremely successful. Cllr Saer had given out vouchers to those supplying the electricity and expressed her thanks to the volunteer helpers. The members duly expressed their grateful thanks to all those involved.

h) Parish Contractor works: Works list circulated to members. Hazel tree at Pikes Marsh trimmed.

9/01/23 JOINT BURES NEIGHBOURHOOD PLAN

a) NHP update: A review of the Housing Needs Assessment undertaken by AECOM in hand. Consultation leaflets outlining the NHP progress distributed to all households with good feedback. External Consultant to be engaged to write the NHP. Cllr Jackson will arrange for a promotional stand at the APM on 27th March.

b) Grants: Application for a second grant from Groundwork UK approved. £3,695 received. Groundwork approved a budget variation request. All NHP finances being managed via BHPC financial accounts.

c) Steering Group: Steering Group minutes dated 5th December and 20th December plus the Wider Team meeting minutes of 16th November, 20th December and 9th January circulated and accepted by the parish council.

10/01/23 JOINT PARISH PLAN 2022-23

a) Follow up on Review items:

i) First Aid training: 2 hour workshops offered by Braintree DC free of charge. A session with a maximum of 24 participants to be held at the Community Centre, 10am to 12noon on Saturday 4th March. Advertised.

ii) Warm Spaces: The Baptist Church has successfully set up a Warm Space. The suggested Warm Space for the Garrad Room did not materialise owing to lack of volunteers. Grant received to be returned to CAS. It is noted that the defibrillators in the village have all been returned following a standard inspection of the equipment.

iii) Joint parish magazine: Cllr Aries and the Clerk have discussed options for a village magazine with Rev'd Whiffen. Ongoing matter.

b) Joint Highways WP: It is agreed there is a need to hold a joint highways working party meeting to discuss items highlighted in the Parish Plan 2022/23. Date and time still to be arranged.

11/01/23 PLANNING

a) Applications received and comments made to date as per attached list.

b) Applications requiring consideration at the meeting:

DC/22/05595/96: Cornhall, Sudbury Road CO8 5JP – members considered the proposals to be an overdevelopment of the dwelling. A vote taken with 5 objections and 3 for the proposals. Agreed to object on the grounds of overdevelopment.

DC/23/00189 No. 5 Claypits Avenue CO8 5DA – parish council needs to be consistent in its approach to similar planning applications in the parish. Members agreed not to object in principle to this application but to raise its concerns regarding long term parking implications.

DC/23/00160 Cemetery, Cuckoo Hill – members have no objections to the proposed tree works but will wait on the Parish Tree Warden's advice before submitting a response.

Cllr McCrory left the meeting at this point.

At this point the Chair requested the meeting to continue after the 2 hours as per Parish Council Standing Orders. All members present agreed to continue until 10pm.

c) Former Chambers bus depot site: Rose Builders are in the process of preparing details to discharge some of the planning conditions. Archaeological trial trenching has taken place with initial report still to be received. Some exploratory ground investigation work also undertaken.

d) Plots 5 & 6 Cuckoo Hill: Continuing issues with drainage, access and parking on and around the site. SCC Enforcement Team instructed to enforce the developer to improve the situation. Police monitoring the parking issues. Storage unit still to be removed off site. Window glazing issues still being pursued.

e) Other planning matters for reporting on:

Jubilee Grove: Transfer complete and Land Registry currently being applied for. Notes from the Management Group meeting held on 28th November 2022 circulated. Meeting held with Essex Wildlife Trust to discuss the design layout. AONB grant application submitted to improve accessibility for all. A Queen's Canopy sign on order, purchased from RBL funds, to be installed on main gate.

Vacant garage site: Application 22/03160/VAR has been granted. BSMPC gives its support to the proposals. Safety fencing erected and canopy removed and made safe. However youngsters still managing to access site. Clerk has reported to the Agent.

Land at Old Barn Road: BHPC members had felt unable to formulate a position until the views of Mount Bures Parish Council have been clarified. Mount Bures Parish Council agreed not to comment on the proposals until a formal planning application has been submitted. BHPC has therefore suggested to the landowner that it would be beneficial to hold a pre-app meeting with Braintree District Council.

Barns at Over Hall: Reported on at Agenda Item 4 (b)..

12/01/23 AUDIT AND FINANCE MATTERS

Business Access A/C balance: £5,477.46

Community Account balance: £1,285.95 (when all cheques paid)

a) Finance and Budget monitoring report - noted, circulated and attached. Noted that the PWLB lighting loan ends in March. Previously agreed to replace Eves Orchard bollards when loan ceases however owing to financial restraints this matter to be left on the table.

b) Bank reconciliation and verifying bank statements dated 12th January 2023 – noted, circulated and duly signed by the Chairman and non-signatory member.

c) 2023-24 Precept request to BDC duly approved and signed.

d) The annual SID costs were assessed by members. STC to be asked to consider reducing the number of occasions it visits the parish to manage and relocate the SID.

e) Guidance on the LGA Councillor Code of Conduct circulated and noted.

f) A proposal to reduce the number of parish council meetings during the year was discussed. Agreed no change required.

g) PKF Littlejohn LLP to continue as External Auditors 2022-2027 – circulated and noted.

13/01/23 CORRESPONDENCE

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

Consultation of revisions to Babergh & Mid Suffolk Planning Local Validation List

Information on CIL Parish Briefing Sessions & Presentations – **J Aries to report**

Notification of recommencement of Town & Parish Liaison Meeting with BDC

Babergh & Mid Suffolk Town & Parish Council newsletters December & January

BDC Street Name & Numbering Policy 2023

14/01/23 REPORTS

Assets Report: Cllr Koeck had circulated his report prior to the meeting. All assets in a satisfactory condition. All grit bins needed filling. Waste bins emptied. Bus shelter awaiting repair.

Bures Hamlet PC: Cllr Monk in attendance. Members agreed not to give support to the Essex wide 20's Plenty for Us Campaign. Several ECC LHP requests to be followed up. ROW Service Level Agreement agreed with ECC. Sensor lights to be attached to the wall at Station Hill. Title upgrade of Essex Knowle from Possessory to Freehold Title finalised. Hire agreements being followed up for traders using the Essex Knowle.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Ferriers Barn Day Centre has made a small owl box and the Scout Troop has made six bat boxes for installing on various trees in the cemetery. The removal of the Leylandii trees on the boundary overlooking the woodyard has been completed. A number of concealed graves have now re-joined the cemetery. There was some public concern about the removal of the trees so a letter was distributed to nearby residents to explain that the trees had become too difficult and expensive to maintain. They were posing a possible threat to the adjacent property, situated in a very exposed position. A stock fence will be installed along the bank and the Woodland Trust will be delivering 300 hedge whips in March. Volunteers being invited to help with the planting project. Some further re-pointing of the cemetery walls planned when funds allow.

Sportsground: Draft minutes of a meeting held on 12th January are published on the parish council website. Items to note: Tennis court project commencing on the 6th February. The finished surface will be marginally higher than at present with a slight camber to allow run off in wet weather. Lines for tennis, pickeball, basket ball and netball will be added. The three latter to be such that league tennis is possible. Ms Susan Pownall has resigned as Clerk/RFO. Cllr Jackson acting as Clerk/RFO for the time being. Surfacing corners under bars to be lowered to prevent a trip hazard. Replacement fencing or laurel hedging being investigated to replace the dilapidated car park fence.

Community Centre: Minutes from meeting held on 3rd October circulated. Kitchen hatch repaired but cover missing. Replacement cover to be built. Heating system serviced but one heating unit still needs attention. Tiling in toilets completed. Investigating removal of hall phone with BT. Garrad Room no longer being pursued as a Warm Space as Baptist Church offering this facility. Bookings steady and Committee Room now available for hire. Next meeting 17th January 2023.

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: FP9 - finger post at Over Hall Cottages still to be repaired. FP16 - a 'camber' has developed which renders it difficult for walkers. Cllr Aries continues to attempt to dig out the camber. Byway 5, FP14, FP16 and FP21 agreed to be included in the SCC Cutting Schedule 2023. RUPP10 – flooding at the bottom of the track, possibly from the adjacent pond in Moat Farm, is troublesome but the PRoW is still passable. The ditch on the south side of the track is full of water.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website. The station lighting is currently being upgraded.

Tree Warden: Nothing to report.

SALC: Cllr Fairbairn attends the online area forums and minutes available on the SALC website and are circulated to all members for information.

Primary School: Cllr Fairbairn, Chair of School Governors circulated a January update to the parish councils. This has been published on the parish council website for reference. Items to note: Sadly the Head Teacher, Ruth Slater is resigning at the end of the forthcoming summer term. The school has a new Vision. The children visited the Mercury Theatre to see a performance of Beauty and the Beast. Reception and KS1 gave a splendid performance of 'A Miracle in the Town'. KS2 Carol Service held in St Mary's Church this Christmas. Riding Lights put on a production of 'Nearly The Goat' for the school.

Bures Common Land Trust: The 2022 markets ended on 10th December with music, carol singing, mulled wine and mince pies. Markets restart on 11th March 2023. The Trustees are welcoming enquiries from Bures village organisations that wish to use the common and barn.

Bures in Bloom: The BIB team are hoping to add a few more planters to the scheme in May. Please suggest to the team suitable locations for a planter.

Good Neighbour Scheme: A new stock of folders being ordered. More volunteers needed to act as 'eyes and ears' for some areas of the village. This entails looking out for new residents, giving them a Welcome Pack and introducing yourself. The Vulnerable Persons Scheme is looking to join up with the Good Neighbour Scheme.

15/01/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next agenda item – Clerk's Appraisal

16/01/23 DATE OF NEXT MEETING

Parish Council Meeting: Thursday 23rd March 2023 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2023: Joint APM – Monday 27th March, AGM 18th May,
27th July, 28th September

The meeting closed at 10.00pm

Signed:

Chairman

Date