

**Minutes of Bures St Mary Parish Council Meeting
Thursday 27th July 2023 at Bures Community Centre,
Nayland Road at 7.30pm**

Present: Cllrs J Aries, G Jackson, S Koeck, J McCrory, M Baker (BHPC) ,
Cllr J Finch (SCC)
In the Chair: Cllr J Aries
Also present: Mrs J Wright (Clerk)

The meeting began with a presentation to the retiring Clerk, Jenny Wright. Jenny was presented with a beautiful basket of flowers plus gifts and cards and warmly thanked for her dedication to the parish over the past 12 years. She will officially retire on the 31st August but will continue as RFO until a replacement Clerk is appointed.

01/07/23 APOLOGIES FOR ABSENCE

Apologies received from Cllr Norton (personal commitment), Cllr Fairbairn (on holiday), Cllr Ellerbeck (on holiday). All apologies accepted by those members present. Apologies also received from Cllr Reece (BDC).

02/07/23 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.

03/07/23 MINUTES

Minutes of the Annual Parish Council Meeting of 16th May 2023 were duly approved and signed as a correct record (previously circulated).

04/07/23 CO-OPTION OF NEW MEMBERS

Two vacancies still remain following the recent elections in May. No further interests received. Vacancies to be advertised.

05/07/23 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

No members of the public present.

District Councillor: Cllr Reece was not in attendance but had circulated her July and August updates. Priorities for the new Babergh Council - to respond to the challenges of climate change, to protect and enhance natural and historic environments, to be ambitious with our communities, economy & young people, to building strong communities on good housing, wellbeing & pride of place. Cllr Reece has also met with several residents at a recent Wednesday Coffee Morning in the village to give easier access for any concerns to be raised with her.

County Councillor: Cllr Finch had circulated his report to all members. Main points raised – SCC has announced a one-off £2,000 support grant for Ukrainian refugees moving on from their host into their own accommodation. The current contract with Suffolk's Libraries Industrial and Provident Society comes to an end on 31st July 2024. Suffolk Fire Service has announced plans to create a new fire control service in Suffolk. Ancestry appointed to digitise Suffolk's popular family and local history resources.

Campaign by Suffolk Waste Partnership (ShakeltOut) is encouraging residents to empty plastic bags and keep recycling clean, dry and loose. A Foster Carer Recruitment event is held the 1st Wednesday of the month and an Adoption Event on the 1st Thursday of the month. Contact Claire.Gwatkin@suffolk.gov.uk to book a place.

Bures Hamlet Parish Council: Cllr Baker presented the following report: Two new members co-opted onto the parish council – Cllr Sarah Manning and Cllr Shirley Keeble-Fox. Cllr Keeble-Fox has taken over the role of Parish ROW Officer from Cllr Aries. District Councillor Holland has written to the Essex County Councillor asking for his support for an application to the LHP proposing a 40mph speed limit on all parts of the road from Middleton to Bures Hamlet without a current 30mph limit. A meeting for all parishes along the route to be arranged in due course. The parish council has accepted the offer from James Webber to gift the parcel of land at the rear of 10A Cambridge Way. James Webber has also sold all his farmland within Bures Hamlet to Strategic Land Sales who is currently auctioning the land in ‘Lots’. Two requests received for trading at the Essex Knoll being followed up.

06/07/23 POLICE

a) Matters raised with Community Policing Teams: ASB at Dunstead Farm and the Community Woodland involving youngsters cutting down trees, making fires and damaging a bench.

b) BSM Speed Watch: Cllr Aries reported that the team remains short of volunteers but still managing several shifts per week.

07/07/23 HIGHWAY MATTERS

a) 20s Plenty for Us: A number of Suffolk Parish Councils are campaigning to make 20mph the default speed limit where people and motor vehicles mix, with 30mph being an exception. The parish council has been asked to sign up to the campaign. Cllr Finch reported that SCC is not supporting 20mph on B roads in Suffolk. It is agreed to defer this matter to a future meeting when more members may be present to discuss fully.

b) Nayland Road 30mph: Cllr Finch advised that ECC would not support extending the 30mph limit but may consider a 40mph buffer zone. A speed survey would need to be undertaken at a cost of £400. Cllr Finch offered to meet these costs however the TRO, design and installation costs would need to be externally funded. It is suggested that all TROs for the parish could be combined. It is agreed to leave the matter for the time being.

c) St Edmunds Lane 30mph request: St Edmunds Lane does not fulfill the criteria.

d) Hollow Lane passing place: Notices had been placed on the offending vehicles. One vehicle is now being parked on the Bures Green Island instead. Complaints have been received however it does not appear that the vehicle is causing an obstruction. It is agreed not to pursue an advisory sign for the passing place. Situation to continue to be monitored.

e) ANPR B1508 request: Application submitted for Sudbury Road. Location – approaching Bures near Little Bevills. Application logged as a priority.

f) Dropped kerb at Nayland Road: A recent parish council survey of dropped kerbs in the parish has identified the need for a dropped kerb at Nayland Road opposite the alley way by the Three Horseshoes PH. Cllr Finch to arrange a site visit to assess and follow up on the request.

g) Dropped kerb at Scout Hut: As the issue remains unresolved, Cllr Finch agreed to follow up with a site visit and will ensure that any kerb defect is made safe.

h) Drainage/pot hole issues: An underground trench to be dug down to the gully on the left hand side to hopefully rectify the ongoing drainage problem at St Edmunds Lane. Pot hole is currently marked for repair. Sudbury Road issues rectified. White Lodge drainage issue reported has been resolved by Highways.

i) Surface water issues: Drainage issue at Church Square remains ongoing. Cllr Finch to press for the issue to be resolved. Eves Orchard surface water issue has been deemed a private matter following a site visit. Further complaints received from residents regarding ongoing sewerage issues at Nayland Road – Cllr Finch to follow up.

j) Brick flint wall at Nayland Road: Concerns have been raised regarding the deterioration of the private wall. Owner to be contacted.

k) Quiet Lanes Suffolk: Cllr Aries reported Wave 4 signage now installed and project completed.

l) B1508 road bridge repairs: The two broken posts to be removed and new posts to be fabricated to match as closely as possible. The new posts to be site welded back onto the bridge and railing reinstated. The rotten deck board will also be repaired. Traffic to be controlled by 2 way signals.

08/07/23 NATIONAL GRID BRAMFORD TO TWINSTEAD

The Parish Council has received notification that the Application for Development Consent Order (Ref EN020002) has been accepted for examination and now progresses to the Pre-Examination phase. The parish council has submitted a response online. SCC and Babergh & Mid Suffolk District Councils in collaboration with ECC and Braintree DC are seeking to negotiate community benefits for the communities affected by the Bramford to Twinstead application. The Chair to investigate an NSIP application for a ROW linking Cornhall to Workhouse Green.

Cllr Finch thanked the retiring Clerk, Mrs Jenny Wright for her kindness and support over the past 12 years.

Cllr Finch left the meeting at this point.

09/07/23 MATTERS ARISING FROM PREVIOUS MINUTES

a) Wind Whistle Ridge bench: Insurance claim for theft of the bench was successful. A replacement bench commissioned and installed. The parish council thanked all those residents who had generously donated towards the purchase of a new bench. Two plaques to be ordered plus the bench to be security marked.

b) Health & Wellbeing matters: The Clerk advised members that the Vulnerable Persons Scheme is being transferred to join with the Good Neighbour Scheme. Volunteers from each scheme had been made aware and given the choice to step down or continue volunteering with the Good Neighbour Scheme. Cllr McCrory to meet with Kryshia Fuller to discuss the Rural Coffee Caravan visit to the village on the 22nd August.

c) Bus shelter repairs: The damaged bus shelter remains securely scaffolded in place. Grants being sought. A Microgrant for £1,000 submitted to EALC.

d) Management of SID: The SID is now in storage at Sudbury Town Council. No update from Cllr Ellerbeck as to whether he has been able to make contact with the Town Council Warden to discuss him taking on the volunteer role of maintaining and moving the SID around the two parishes. An application is being followed up to gain permission from Essex County Council for the SID to be located at Colchester Road on a rotating basis with the St Mary locations.

e) BDC Trees, Hedgerows and Wildflowers Scheme: Notices advising the public of the initiative are in place. Concern raised regarding the overhanging conifer hedge at Friends Field. Clerk to check when hedge cutting can be done during the year..

f) Review of grit bins: All grit bins remain extremely low on grit. The site for an additional grit bin at the top of Tawneys Ride still to be approved by Highways

g) Parish Contractor works: Works list circulated to members and held on file. Agreed to remove the waste bin at the Sudbury Road layby to encourage people to take their waste home.

10/07/23 PLANNING

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

b) No applications required consideration at the meeting.

c) **Former Chambers bus depot site:** Condition 43 (Demolition Strategy) – concerns have been raised by the Heritage Officer about a considerable loss of the historic buildings which contribute to the character of the Conservation Area and recommends that the application requires reassessment.

d) **Plots 5 & 6 Cuckoo Hill:** No response has been received from BDC regarding the enquiry referring to the remaining works to complete drainage and surfacing of the access to the Apple Tree Mews site. Plots 5 and 6 both now occupied. Matter to be referred to the District Councillor.

e) **Other planning matters for reporting on:**

Land sales at Colchester Road: James Webber has sold all his farmland within Bures Hamlet to Strategic Land Sales who is now auctioning the land in 'Lots'. Auctions to continue weekly. Completion of the sales will go through on the 1st October. Cllr Aries has contacted Braintree District Councillor David Holland to press for the case of an Article 4 Direction for the land. The Joint NHP Steering Group will also be asking Braintree Planning to consider an Article 4 Direction.

Ferriers Farm Barns: Application and Re-consultation 21/01966/FUL still awaiting a decision by BDC. Prior Approval application 23/00834/COUPA : BDC decision – full planning permission is required. These applications to be determined by Braintree DC Planning Committee at a date still to be confirmed.

Jubilee Grove: James Webber has offered to gift a portion of land to the rear of 10A Cambridge Way adjacent to the railway line to the BHPC. This portion will become part of Jubilee Grove. AONB volunteers are helping to control the wild oats around the trees in the Grove. Bures Transition Group to register an expression of interest in the Braintree District Council Community Gardens and Open Spaces Fund.

Vacant garage site: Savard Properties Ltd, developers for the site had arranged for the land to be fully cleared to ground level. Trees at No. 5 Colchester Road removed as agreed in the planning conditions. The parish council has been informed that both underground tanks have been removed. Clarification to be sought.

Cllr McCrory left the meeting at this point.

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

11/07/23 JOINT PARISH PLAN 2023-24

Cllr Aries presented the first draft of the joint review. Cllr Shackell agreed to put forward his input on this first draft before a final draft is presented to both parish councils.

12/07/23 AUDIT MATTERS

a) Still awaiting the External Auditors report for 2022/23 Accounting Statement – noted.

b) Following the resignation of the Internal Auditor at the end of the last financial year, a new Internal Auditor needs to be appointed. One interest received for the role. However the fee quoted is £35 per hour which is considerably higher than the previous years. Clerk agreed to check how many hours will be required to complete the Internal Audit and to obtain further quotes prior to any decision being made.

c) Internal Audit Review – date to be arranged following appointment of an Internal Auditor.

d) Biodiversity Policy accepted and duly adopted.

13/07/23 FINANCE MATTERS

- a) Finance and Budget monitoring report - noted, circulated and attached.
- b) Bank reconciliation and verifying bank statements dated 20th July 2023 noted, circulated and duly signed by the Chairman and non-signatory member.
- c) Change of signatories completed. Members agreed that BACS payments should be approved by 2 signatories online. Clerk to follow up.
- d) A Sportsground Committee Clerk/RFO has been appointed to commence 1st September. Following the 3 month probationary period there will be review for them to take up the role of Bures St Mary Parish Council Clerk/RFO. In the interim Cllr Aries is to take up the role of Acting Clerk and the retiring Clerk, Jenny Wright will continue in the role of Locum RFO on an hourly paid rate.
- e) CIL Expenditure Report 2022/23 submitted to BDC and placed on website – noted.

14/07/23 CORRESPONDENCE

All the following correspondence has been circulated for information or follow up:
Details of NALC National Network meeting 7th September 2023 to undergo a refresh and review of its priorities, aims and identify issues to focus on
Notification of Hybrid Facility for BDC Planning Committee meetings giving the option to participate via Microsoft Teams rather than attending in person
Babergh briefing notes for June and July 2023
Citizen's Advice Sudbury & District consultation on possible change of name
Notification of the update of the Definitive Map and Statement for the former rural district of Melford – available to view on Suffolk County Council's website
Letter from J S Wright informing the parish council and residents of no ROW through the Willow plantation off Sudbury Road, Little Cornard thus allowing the 20 year rule to be conformed to.

15/07/23 REPORTS

Assets Report: Cllr Norton had circulated his report prior to the meeting. All assets in a satisfactory condition.

Cemetery Authority: Minutes of the previous Cemetery Authority meeting of 13th March and the draft minutes of 19th June both circulated and published on the parish council website and available to view online.

Sportsground Committee: The draft minutes of 13th July have been circulated, published on the parish council website and available to view online.

Community Centre: The minutes of the Community Centre AGM of 26th June and the minutes of the Community Centre Management Committee meeting of 10th July had been circulated to all members. The following matters reported from the AGM – telephone now removed from the Centre, investigating how to manage the Cinema Club so that it becomes a viable event, attempt to improve use of the Garrad Room, new legislation - re anti-terrorism may require the Centre to draw up evacuation procedures.

Rights of Way: Cllr Aries will give a full report as and when required. Nothing to report at this meeting.

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Joint Neighbourhood Plan: The minutes of the Steering Group meetings held on 10th May, 15th May, 30th May and 3rd July were circulated and accepted by the members. Confirmation of the next round of DLUHC funding has just been received.

Tree Warden: Nothing for reporting.

SALC: Cllr Fairbairn and Cllr Aries attend the online area forum and notes, rather than minutes, available on the SALC website and are circulated to all members for information.

Primary School: Cllr Fairbairn, Chair of School Governors circulated the Annual Governance Statement 2022/23 for information. This has been published on the parish council website for reference.

16/07/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS:

None put forward.

17/07/23 DATE OF NEXT MEETING

Thursday 28th September 2023 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed: 2023: 23rd November

2024: 25th January, 21st March, APM 25th March, AGM 23rd May

The meeting closed at 10.00pm

Signed:

Chairman

Date