

**Minutes of Bures St Mary Parish Council Meeting
Thursday 28th July 2022 at Bures Community Centre,
Nayland Road at 7.30pm**

Present: Cllrs J Aries, T Fairbairn, G Jackson, J McCrory, L Norton,
S Pentney, S Sills, T Saer, M Welch (BHPC)
In the Chair: Cllr J Aries
Also Present: Mrs J Wright (Clerk) and one Member of the Public

01/07/22 APOLOGIES FOR ABSENCE

Apologies received from Cllr Finch (SCC) and Cllr Barrett (BDC).

02/07/22 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.
Members to confirm to BDC that they have reviewed their Register of Interests.

03/07/22 MINUTES

Minutes of the Parish Council Meeting of 19th May 2022 and the Extraordinary Meeting of 29th June 2022 were both duly approved and signed as correct records.

04/07/22 CO-OPTION OF A PARISH COUNCILLOR

The vacancy had been duly advertised and BDC informed the parish council that co-option could proceed. 3 interests received with one candidate present. The Co-option Policy noted. The Chair advised all those present of the importance of taking up the offer of the SALC online training modules. All training costs met by the parish council training budget. The one candidate present was asked to leave the room during members debate. A vote was taken with a majority agreeing to co-opt Stephen Koeck. It was agreed to approach other applicants to join the NHP Group. Stephen invited to join the table and the Declaration of Acceptance of Office duly signed.

05/07/22 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

No members of the public present.

No District or County Councillors present.

County Cllr James Finch had circulated his report prior to the meeting. Items for noting: Family carers to be recognised. SCC theme for the year – 'Working together to ensure family carers are visible, valued, supported and connected'. SCC objects to the National Grid's East Anglia GREEN pylon run. Westminster Hall Debate, Pylons in East Anglia, 19th July. Boxford is one of three communities in Suffolk to be selected for the 'Reclaim the Rain' initiative to implement innovative and sustainable water management projects. SCC agreed an additional £15.9 million to complete the funding for the creation of at least 879 specialist places for children and young people with special educational needs and disabilities (SEND). A Foster Care Recruitment event is held the 1st Wednesday of every month and an Adoption event on the 1st Thursday, all at 7pm in your own home. To book a place email:

Claire.Gwatin@suffolk.gov.uk

06/07/22 POLICE

a) Matters raised with Community Policing Teams: ASB issues continue to escalate with Suffolk Police authorising a Section 35 Dispersal Order to run on a 48 hour rolling programme for the whole of Bures. Patrols from both Suffolk and Essex Police visiting the village daily. Schools have informed parents and the volume of youngsters has reduced. However there has still been some minor ASB reported. A virtual meeting with Officers still to be arranged. Cllr Aries to inform the Police and Crime Commissioner of the valued support given to Bures by Link Officer PC1979 and the Safer Neighbourhood Team. Luke Riggey is the new Seasonal Ranger. He will visit Bures to monitor and report but not to act in a policing capacity. Cllr Aries to receive the Seasonal Ranger reports and visit times. Members suggested implementing a byelaw to ban alcohol with exemptions and glass bottles on the recreation ground. Cllr McCrory noted that the CCTV cameras do not cover the coronation shelter and skateboard area. It is suggested to request the SG Committee to consider moving a camera to that area. Cllr Saer reported that the litterpicking rota is now up and running.

b) BSM Speed Watch: Cllr Aries advised that SpeedWatch is temporarily on hold and will recommence again in September. More team members always needed. Advertising in the parish magazine and on facebook in hand.

07/07/22 HIGHWAY MATTERS

a) St Edmunds Lane: No visible water leakage at the moment but continuing to monitor. A spring identified as the probable cause. Highways to look at digging out and diverting in the autumn. Cllr Finch meeting Officers on site in August to progress.

b) Suffolk Lorry Route Map review: The parish council has been informed of the outcome of the review and in particular to its submitted locations citing issues relating to property damage, weight, road safety and damage to the Highway caused by HGV movements. SCC considered there is insufficient evidence to support any changes in Bures St Mary. Members refuted this statement and raised concern that SCC Highways may use it to negate residents issues regarding the junction design for the Chambers bus depot site. Cllr Finch to be asked if there is a possibility of implementing a weight limit on the roadbridge

c) Review of parish footpath cutting schedule: The Access Team will undertake one cut per year of two short strips of PRoWs in the parish but will not undertake any additional routes. It is not known how this minimal allocation was agreed. Cllr Aries has forwarded the cutting schedule to Cllr Finch for follow up with Officers. Ongoing matter.

d) Quiet Lanes Suffolk: Cllr Aries gave the following report: No further news as yet as to when the signage packs will be made available for St Edmunds Lane, Hollow Lane and Arger Fen Road. The QLS Admin team are still waiting on the final stage of the legal process. Wave 4 applications are progressing for Smallbridge Entry and Mill Hill. A period of public consultation follows for 3 weeks ending on 7th August 2022.

e) Smallbridge broadband coverage: Cllr Finch confirmed that works to improve the broadband connection at Smallbridge is scheduled for completion by the end of December for 8 properties.

f) Dropped kerb at Scout Hut: Cllr Finch confirmed that the proud kerb would now be repaired via an external contractor. Costs to be met from his Councillor Locality Budget.

g) Extended bus parking issues: 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.

h) SCC busy footway clearance: There are no footways in the parish fitting the criteria for clearance under the SCC scheme.

8/07/22 NATIONAL GRID BRAMFORD TO TWINSTEAD

No further update for the meeting. However Babergh and Mid Suffolk District Councils, SCC and ECC have all submitted objections to the National Grid's non-statutory consultation on proposals for the East Anglia GREEN project of overhead lines and all call for a coordinated and offshore centred approach.

9/07/22 MATTERS ARISING FROM PREVIOUS MINUTES

a) Cllrs long service recognition: Options being considered to recognise both Cllr Jackson's exceptional long service as Chair and Cllr Alston's long service as a parish councillor. Cllr Aries following up on the suggestions put forward.

b) Off road parking solutions: Tawneys Ride garage site has been identified for possible re-development by BDC. Bures NHP Group supports this initiative. Claypits Avenue garage site could be re-purposed for school use. Resident parking for both estates identified as an issue and BDC looking to include this within any future schemes for the garage sites.

c) Queen's Platinum Jubilee: The event held at the community centre and on the recreation ground on Thursday 2nd June had been a huge success. Thanks expressed to Ian Gibbs and his team. Approximately £1,500 raised for the benefit of local groups. Monies still to be finalised with the Clerk.

d) Seasonal Rangers: Refer to Agenda Item 6 (a). Sportsground Committee continuing to investigate use of the grant received from the Police and Crime Commissioners Fund.

e) BDC Trees, Hedgerows and Wildflowers Scheme: BDC is asking parishes to put forward areas of land to include in the scheme. Members suggested the following areas: Pikes Marsh open space, land at top of Friends Field, stretch of verge from the Community Woodland down to Nayland Road and Eves Orchard open space. Cllr Aries to follow up.

f) Wildlife Friendly Villages: The RSPB, Dedham Vale AONB and Stour Valley and Suffolk Wildlife Trust are encouraging parishes to take action to support wildlife. Cllr Aries and Jackson attended a tour of RSPB Flatford Wildlife Garden early July. Cllr Aries gaining advice on creating a pond at Jubilee Grove.

g) Village gateway signs: Cllr Fairbairn has studied the 10 boundaries into the village. Many unsuitable for a gateway sign. Cllr Aries suggested members focus on a site beyond Mill Cottages, Nayland Road. Request to be submitted to Highways to extend the 30mph speed limit at Nayland Road. To be discussed at the September meeting when the Action Plan is due for review.

h) Weedspray and weed clearance: The Chair and Clerk had met with the contractor to discuss areas for weed clearance. Friends Field in urgent need. The Chair asked members to consider increasing the contractors street cleansing hours. It is agreed to first request a quotation for a one-off clearance of weeds throughout the main areas of the village. JPB Landscapes to trial NewWay weed spray.

i) Parish Contractor works: Works list circulated to members. Waiting on a quotation to revamp the area at the top of Pikes Marsh playarea leading to Beaumont Close. An extra seasonal waste bin on hire from BDC for August and September. Contractor to maintain the Pikes Marsh shrub area twice yearly.

10/07/22 BURES JOINT NEIGHBOURHOOD PLAN

- a) NHP update:** The promotional stand held at the BMF weekend proved successful. Visitors encouraged to join in with environmental quizzes along with the launch of a photographic competition. The Steering Group to set a timetable to achieve a draft NHP by the end of the year. Housing Survey completed. Business Survey in hand. Environment group link with Bures School – Ken Jackson and Ella McCrory held a successful visit with the children during July to discuss Climate Change.
- b) Grants:** A second grant offer accepted from Groundwork UK - £3,695. All NHP finances being managed via BHPC financial accounts.
- c) Steering Group:** Steering Group minutes dated 14th June and 12th July and Wider Team meeting minutes of 24th May accepted by the parish council.

11/07/22 Joint Parish Plan 2021-22:

- a) Bures in Bloom:** All floral tubs planted and looking splendid. Future maintenance to be managed by the BIB volunteer group. BCLT to contribute to BIB as one of its objectives for the coming year is to support volunteering groups. BIB has purchased and installed a water butt at the Community Centre from the remaining locality grant fund.
- b) Bures Climate Change:** Initial Expression of Interest submitted to the Plug in Suffolk Community Grant Scheme. No further progress on this. Climate Change initiatives included in the NHP. Cycle rack provision being followed up by Cllr Sills.
- c) Resident Welcome Packs/GNS:** Welcome packs printed and being circulated to new residents. Photo shoot planned to promote the scheme. The Bures Good Neighbour Scheme now up and running with volunteers at the helm.
- d) Joint Health & Wellbeing plan:** It is agreed that this item is now being addressed by the Community Roadshows visiting the village. Item to be removed from the agenda.
- e) Joint parish magazine:** Initiative deferred until after the licencing of Reverend Daniel Whiffen. The Chair Cllr Jan Aries has been invited to attend the licencing on Monday 22nd August at 7.30pm.

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

12/07/22 PLANNING

- a)** Applications received and comments made to date as per attached list. Clerk to recirculate application papers for 20 The Croft CO8 5JB.
- b)** Applications requiring consideration at the meeting:
DC/22/03544 Bures Cemetery – to fell 1 no. Sequoia and 1 no. Cedar – 2 further tree surgeons have inspected the trees following the tree report from Suffolk Tree Services which advised that the two trees should be removed. The Tree Warden is also aware of the situation. The parish council voted not to object to the application however the decision is not unanimous.
- c) Former Chambers bus depot site:** Still waiting on either a further re-consultation or a BDC Planning Committee date for pending application No. DC/22/00754.
- d) Plots 5 & 6 Cuckoo Hill:** The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached. Work commenced on site on March 11th and BDC Officers have confirmed that work is progressing ahead of the planned schedule. Scaffolding due to be removed this week to enable an excavator to access the rear and the new drain to be dug to ease the flooding at Eversley.

e) Other planning matters for reporting on:

Jubilee Grove: Land transfer progressing extremely slowly with Braintree DC. BCLT has kindly provided and installed entrance gates to Jubilee Grove. The tree saplings are wilting in the extreme heat. However the field has become full of wildoats which need to be cleared. Volunteers being sought.

Barns at Over Hall: Barns are currently on the Buildings at Risk Register. Referred back to Heritage Officer Natalie Drewitt for follow up.

13/07/22 AUDIT AND FINANCE MATTERS

a) Still awaiting the External Auditors report for 2021/22 Accounting Statement – noted.

b) Internal audit review provisionally booked for 3rd or 10th October – noted.

Business Access A/C balance: £14,356.78

Community Account balance: £1,025.00 (when all cheques paid)

c) Finance and Budget monitoring report - noted, circulated and attached.

d) Bank reconciliation and verifying bank statements dated 25th July 2022 – noted, circulated and duly signed by the Chairman and non-signatory member.

e) Members agreed to outsource the HMRC payroll at a cost of £17.50 per month for 2 employees. Clerk to continue to pay the salaries and tax by cheque.

f) Church Square telephone kiosk upgrade - the Clerk had circulated guidance from British Coating Federation for repainting kiosks housing defibrillators. Quotation received from Kevin Baxter to paint the kiosk inside and out for £350. Paint to be supplied. Accepted.

g) The CIL Expenditure Report for 2021-2022 submitted and approved by BDC and placed on the parish council website. £1,846.93 retained at year end 31st March 2022 for allocation this financial year.

h) Asset Register updated and noted. It was agreed not to insure the floral tubs.

i) Policy for recording and social media at meetings being followed up jointly with BHPC.

14/07/22 CORRESPONDENCE

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

BDC Parking Strategy survey

Thermal Imaging Camera Project Survey

UK Shared Prosperity Fund Survey

Suffolk Constabulary Road Safety Conference – Cllr Aries to attend

Letter from J S Wright & Sons Ltd regarding the Willow Plantation

Planning newsletter – Nutrient Neutrality & Habitats Regulations Assessment

Formal Adoption of the Little Cornard NHP

Prevent Elected Members Handbook in response to threat to terrorism

15/07/22 REPORTS

Assets Report: Cllr Pentney had circulated her report prior to the meeting. All assets in a satisfactory condition. Some waste bins needed a clean. Grass around the Kissing Gate needs strimming to ease access through.

Bures Hamlet PC: Cllr Welch reported on the following: The escalating ASB issues in the village had been discussed and members understood the implications of the railway station giving the youngsters easy access to Bures and the recreation ground facilities. A Suffolk Police Dispersal Order in place however members had not agreed to the need for an alcohol ban on the recreation ground. LHP requests have been submitted to ECC - bus stop provision

at Mount Bures junction and extension of the 30mph limit at Lamarsh Hill. ECC Enforcement Officer following up on the illegally created entrance at Lamarsh Hill. Station Hill garden cleared and now ready for autumn planting.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Owing to the continuing dry weather none of the planned levelling of plots and reurfing have taken place to date. A recorded memorial stability check is regularly undertaken. Suffolk Tree Services have been monitoring the condition of the Cedar and the Sequoia at the top of the main drive for several years. The Cedar is now deemed as dangerous and requires felling along with the Sequoia owing to its interdependent relationship with the Cedar. Both trees have bat boxes mounted on their trunks and it was discovered during the inspection, that Tawny owls are living in the trees with their young. David Pizzey, the Arboriculture Officer for Babergh D.C., has been contacted and made aware of the situation. The Parish Tree Warden is waiting for advice from Gary Battel, the Senior Tree and Woodland Advisor for SCC, and from Jon Stokes, the Director of Tree Science and Research at the Tree Council. Three quotes sought for the pending work and the Authority has agreed to go ahead subject to planning permission. A safety area around the trees has been cordoned off and warning notices are displayed on all three entrances to the grounds. A claim has been submitted to the insurance company who have agreed to pay £1000 towards the costs. The Authority has set aside £8,000 in its budget to cover tree related costs. The Leylandii along the boundary with Cuckoo Hill Wood Yard are scheduled to be removed in the autumn and replaced with native hedging. Possibility of installing a vehicle entrance along the rear boundary fence being explored. Cemetery contractor to trial NewWay for the management of weeds at the cemetery.

Sportsground: Cllr Monk had circulated her report of the meeting held on the 14th July prior to this meeting. Continuing ASB issues. Police following up. Concerns of broken glass left on the tennis courts and the football pitches. Committee considering using the PCC grant funding to hire a private security firm as all other avenues for its use have been exhausted. Quotations and grants being investigated to resurface the tennis courts. New toddlers play equipment installed. Mushroom seats at Pikes Marsh playarea to be revamped. Macmillan Mighty Hike scheduled for 29th - 31st July. BMF requested permission to have security outside the festival to discourage ASB on the recreation ground next year. Volunteers carrying out repairs to a number of sportsground assets.

Community Centre: Minutes of the AGM held on 21st June and the Management Committee meeting held on 20th July both circulated to all members and held on file.

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: FP3 crossfield has been reinstated. FP9 - finger post at Over Hall Cottages still to be repaired. FP14, 17 & 18 - parish contractor has cut back the footpath section which runs beside the sewage works. FP1 - a 'camber' has developed which renders it difficult for walkers. If possible a 'shelf' will be dug in along the sloping section to level it. Loose fence panel partly secured by landowner. New finger post attached to the Exit pole of the Nayland Road carpark. The parish contractor has made good the surface at Wharf Lane.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website. Vandalism at the station reported to British Transport Police. Station garden open for Bures Open Gardens weekend in May. Wire fence in need of replacing. Greater Anglia planted a crab apple tree at the station on 7th June in commemoration of the Platinum Jubilee. A plaque is to be mounted on an oak post beside the tree. Successful music train on the Gainsborough Line on Saturday 11th June.

Tree Warden: Nothing to report for the meeting.

SALC: Cllr Fairbairn attends the online area forums and minutes available on the SALC website. He attended the recent SALC AGM and noted that Terry Waite presented an overview of communities to the attendees. Cllr Fairbairn will circulate the overview to all members.

Primary School: Cllr Fairbairn, Chair of School Governors circulated the Annual Governance Statement 2021-22 and this has been published on the parish council website for reference.

Bures Common Trust: Gill Jackson, Secretary had circulated the minutes of the AGM held on the 21st July 2022. Objectives of the Trust for the coming year are - a) to continue to facilitate the use of the Common for leisure facilities b) to facilitate events in line with the objects of the Charity c) to continue to support volunteering in the village.

16/07/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

The Chair suggested staggering the dates of the BHPC and BSMPC meetings.
Clerk to follow up.

17/07/22 DATE OF NEXT MEETING

Parish Council Meeting: Thursday 29th September 2022 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2022: 24th November 2022

Future dates booked 2023: 26th January, 23rd March, Joint APM – TBA, AGM 18th May,
27th July, 28th September

The meeting closed at 10.15pm

Signed:

Chairman

Date

