

**Minutes of the Bures Hamlet Parish Council AGM  
Tuesday 6<sup>th</sup> May 2025  
held at Bures Community Centre at 7.30pm**

**Present:** Cllrs J Chambers, J Child, M Elder, S Keeble-Fox, S Manning,  
R Shackell, M Welch  
**In the Chair:** Cllr R Shackell  
**Also present:** J Wright (Clerk), Cllr T Fairbairn (BSMPC), Cllr D Holland (BDC)

**01/05/25 ELECTION OF CHAIR**

It was resolved that Cllr Shackell be elected as Chair and the Declaration of Acceptance of Office was duly signed.

**02/05/25 APOLOGIES FOR ABSENCE**

Apologies received from Cllr J Aries (BSMPC) and Cllr P Schwier (ECC).

**03/05/25 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.

**04/05/25 ELECTION OF OTHER OFFICERS**

Cllr Keeble-Fox nominated as Vice-Chair and duly accepted  
Cemetery Authority: Cllrs Child, Chambers, Elder and Manning  
Sportsground Committee: Cllrs Keeble-Fox, Shackell and Welch  
Community Centre: Cllr Keeble-Fox  
Tree Warden: Nigel Norton  
Parish Rights of Way: Cllr Keeble-Fox  
Planning: All members. Lead Cllr Chambers

**Appointment of other responsibilities:**

Transport: Cllr Welch, First Aid: Cllr Welch, Emergency Plan Co-ordinator: Clerk,  
Health & Wellbeing: Cllr Chambers and Clerk, EALC & Legal: Chair and Clerk.

**Highways Joint Working Party:** Clerk, Cllr Shackell and Cllr Welch

**05/05/25 MINUTES**

Minutes of the Parish Council Meeting of 17<sup>th</sup> March 2025 (previously circulated) were duly approved and signed as a correct record.

The minutes of the Annual Parish Meeting of 24<sup>th</sup> March 2025 were received and noted (to be duly signed at the next APM 2026).

**06/05/25 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

No members of the public present.

**County Councillor:** Cllr Schwier had offered his apologies for the meeting.

All correspondence between meetings from Cllr Schwier has been circulated.

**District Councillor:** Cllr David Holland spoke on the Local Government Reorganisation in Greater Essex. It is proposed to have one Elected Mayor and between 3 – 5 Unitary Authorities within a Greater Essex. Cllr Holland stressed that parish councils will be strongly needed and may be given greater powers. He is continuing to follow up on the enforcement case for the land west of Colchester Road on behalf of the parish council. Cllr Holland agreed to stay for the remainder of the meeting to give an input on relevant agenda matters.

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**Bures St Mary Parish Council:** Cllr Fairbairn reported on the following: The recently appointed Clerk had not signed a contract and resigned on the 25<sup>th</sup> April. Members to consider advertising the post again following the May AGM. In the meantime the Chairs would take on the role of Clerk and a Locum RFO to be appointed to progress the legal submission of audits for both BSMPC and the Sportsground. .Meeting dates being rescheduled. Two vacancies still remained on the parish council. The pot holes on the B1508 have been repaired. 14 houses including some flats have been approved for the old bus station site. Front doors will be replaced and there will be a reduction in available parking at Church Square. The parish council is currently managing the SID with 3 approved sites for its use in the parish. Under the National Planning Framework new indicative targets have been set for Babergh DC. 150 dwellings have been suggested over the next 20 years for Bures St Mary The Joint NHP is currently with Babergh DC and the parish councils await their respective housing recommendations. BHPC Chair asked if Babergh DC has held a Call for Sites as the parish of Bures Hamlet has two sites put forward. Cllr Fairbairn to put the question to the BSMPC Chair.

**Cllr Fairbairn left the meeting at this point.**

#### **07/05/25 POLICE MATTERS**

**a) Issues raised with Community Policing Teams:** Police forums are currently being held bi-monthly via Teams. Parish representatives encouraged to attend. Braintree Police are proposing a Public Space Protection Order for the district to address the issue of ASB caused by vehicles racing and gathering in various areas. Members did not consider that Bures Hamlet had issues with this type of ASB.

**b) SpeedWatch:** Cllr Aries not in attendance to present a report..

#### **08/05/25 HIGHWAY MATTERS**

**a) Parsonage Hill lighting:** Residents had approached the parish council to improve lighting on the hill. The Clerk and Chair to follow up to see if a full lamp will be viable and a suitable location.

**b) NEEP application:** Cllr Keeble-Fox and the Clerk continuing with a second resident survey with a view to improve parking issues at Water Lane and Station Hill. Clerk in contact with the NEEP Officer to gain advice before an application is submitted. Chair offered to forward a scenario to members.

**c) Water Lane flooding issues:** Nearby landowners had cleared their ditches of vegetation. A works order raised for ECC Highways to clear the brook. Environment Agency to be on site when works undertaken. Some work has been undertaken by residents. Drains jetted on two occasions recently. Damage to pipes found and in hand for repair. Highways considering a long term solution of putting in a holding pond further up stream. Clerk to gain an update.

**d) Joint parishes working group::** No further meeting to date.

**e) B1508 roadbridge repairs:** Now rescheduled for 2026.

**f) Bus shelter licences:** A retrospective process to register all bus shelters on Highways land being actioned by ECC. Clerk has registered the two Colchester Road bus shelters. Registration now completed.

**g) Station Hill tree root:** Remains in system. No repair date scheduled.

**h) FP33 improvements:** Agreed not to follow up. Item to be removed from agenda.

**i) Safer crossing point:** On hold owing to Local Highway Panels no longer considering schemes for the time being.

## **09/05/25 PLANNING**

**a)** All applications received and comments made to date as per attached list.

**b) Applications requiring consideration at this meeting:**

25/00278/HH Brook House, Colchester Road – revised application - members raised no concerns.

25/00990/TPOCON The White House – waiting on Tree Warden's comments.

24/0674/FUL Pine View, Lamarsh Hill – this had been approved. Cllr Holland asked to be informed if a breach of conditions arises. Concerns raised regarding the wall. Clerk to follow up.

**c) Colchester Road land sales:** All issues under Enforcement. Application No. 24/02650/FUL for change of use of land from agriculture to equestrian use will now be taken to full planning committee. Date to be confirmed. Clerk to follow up with Enforcement regarding caravans and fishing during the closed season.

**d) Jubilee Grove:** Cllr Aries had circulated a report on behalf of the Transition Group. The Jubilee Grove working party continuing to build a 'dead-hedge' to encourage hedgehogs. A 'bug hotel' has also been built. A wild flower area to be created along with a scrape pond. Grant funding being applied for via District Councillor David Holland. The W.I. has requested to plant a tree to celebrate its 110<sup>th</sup> anniversary. Cllr Keeble-Fox following up.

**e) Chambers Bus Depot site:** See Agenda Item 06/05 BSMPC report.

**f) BDC Local Plan Review:** Information can be found on BDC website. The Local Plan Sub Committee meeting to discuss the Bures Hamlet Call for Sites scheduled for 12<sup>th</sup> June.

## **10/05/25 FINANCE MATTERS**

**Business Instant A/C balance: £20,225.70 Treasurers Account balance: £7,860.48**

**a)** Finance and Budget monitoring report - noted, circulated and attached. Noted that the bleed kit cost had been met by ECC and therefore no further grant to be provided. Cost of cabinet to be taken from the project budget.

**b)** Bank reconciliation and verifying bank statements dated 15<sup>th</sup> April 2025 noted, circulated and duly signed by the Chairman and non-signatory member.

**c)** The cemetery and sportsground first half year precepts were presented and agreed. Cemetery Authority - £2750 and Sportsground Committee - £3,750.

## **11/05/25 AUDIT MATTERS**

**a)** Members noted the findings of the Review and Effectiveness of the system of Internal control held on 7<sup>th</sup> October 2024.

**b)** The Internal Auditor's report 2024/25 was noted with no matters raised.

**c)** The Annual Governance Statement 2024/25 was approved by resolution and duly signed.

**d)** The Annual Accounting Statement 2024/25 was approved by resolution, duly signed and dated.

**e)** All members present renewed their pledge to follow the LGA Councillor Code of Conduct.

**f)** The following policies were reviewed and adopted:

Standing Orders – revised as per NALC guidelines

Financial Regulations – revised as per NALC guidelines

Data Protection and Information Management - NALC advised that the appointment of a Data Protection Officer was not obligatory for parish councils

Risk Assessments

Publication Scheme

Complaints Procedure

Equality and Diversity

Co-option

Health and Safety

Remaining policies to be reviewed in September 2025

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**g) Other matters agreed and approved**

Appointment of Internal Auditor and Fees for 2025/26 – members agreed B B Business Associates should be appointed for one further year

Internal Audit Review Checklist - Clerk to arrange a suitable date for October 2025, Cllr Welch and Cllr Keeble-Fox to attend along with the Clerk.

Accounts available for sale for £5 - agreed

Asset Register to be updated following acceptance of insurance policy. One bench to be removed. Clerk to investigate costs for a bench replacement.

Insurance policy – A J Gallagher & Company renewal accepted under the 3 year Long Term Agreement

Minor Works Preferred Builders List noted

### **12/05/25 MATTERS ARISING**

**a) Bleed kits:** Waiting on delivery of the 3 bleed kits. Cabinets ordered for installation. The training session had been successful. Cllr McCrory asked to follow up on a defibrillator/CPR training event.

**b) Lamarsh Hill bungalows:** Eastlight Housing has agreed to install sensor long length lights on each of the bungalows to improve the lighting for the residents. Installation date scheduled for 29<sup>th</sup> May. Clerk to contact Eastlight Housing Officer to discuss garden issues.

**c) RBL WW2 event:** The event at the Community Centre on the 8<sup>th</sup> May had been a great success. Thanks expressed to Cllr Elder for her massive input. Church bells rung at 6pm followed by supper and music at 7.30pm with beacon lit at 9.30pm. The beacon had been lit by June Underwood with assistance from Robert Chambers.

**d) Gov.uk domain:** Clerk had circulated a quotation from One Suffolk for a website domain and Gov.uk email addresses. She suggested that this cost could be shared between the 4 committees.. Matter put on hold and will be reconsidered following the appointment of a new BSMPC Clerk as this will be a joint venture for both parish councils.

**e) Utility Aid:** No further action from Utility Aid for the parish council to gain an improved electricity provider. Clerk looking at other options.

**f) Emergency Plan/Vulnerable Persons:** The vulnerable persons list had been updated by the Clerk. Still to update the Emergency Plan.

**g) Information Board:** Clerk following up on renewing the information board along the Millennium footpath.

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

### **13/05/25 JOINT NHP AND JOINT PARISH PLAN 2024-25**

**a) Joint NHP:** The Plan is with the district councils for review.

**b) Joint Parish Plan 2024-25:** Items still ongoing: website/facebook and parish magazine improvements. Parish Plan to be revised later in the year.

### **14/05/25 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

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

Age Well Fair to be held at Causeway House on the 10<sup>th</sup> June. Annual street lighting maintenance completed with no faults found. Clarification has been issued from EALC on the recent decisions regarding changes to the association. Essex Village of the Year competition - entries by 2<sup>nd</sup> June.

**15/05/25 REPORTS** - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

**Asset Report:** Cllr Welch had circulated his report prior to the meeting. Exterior of one bus shelter needs a wash down. Essex Knowle bench needs retreating. One Station Hill planter has a warped plank. Display board needs to be renewed. All other assets reported in a satisfactory condition. Clerk to follow up on items raised.

**Cemetery Authority:** Draft minutes of the meeting of 10<sup>th</sup> March 2025 circulated, published and available to view on the parish council website..

**Sportsground Committee:** The draft minutes of the 1<sup>st</sup> May 2025 circulated, published and available to view on the parish council website.

**Community Centre:** Minutes circulated from last meeting to members.

**Rights of Way:** Cllr Shirley Keeble-Fox had circulated her report prior to the meeting and is available to view on the parish council website.

**Primary School:** The Primary School newsletter had been circulated prior to the meeting and is available to view on the school website.

**Station Adopters:** Mary Turner Lead Station Adopter had circulated her report prior to the meeting and is available to view on the parish council website.

**Tree Warden:** See Planning applications and decisions.

**Bures Common Land Trust:** A report from Cllr Jackson was circulated. Changes being made to the kitchen in the barn. A new lean to shed has freed up space for a walk-in cupboard in the kitchen. The Rural Coffee Caravan visited the market in April. Bures Baptist Church to hold another brass band playing event at the September market. Transition Bures held its AGM with a talk by Martin Tickler on The Plight of the House Martin at the barn recently. All events were well attended.

**16/05/25 INFORMATION EXCHANGE/NEXT AGENDA ITEMS** - It was noted that the digging out of the scrape pond at the Jubilee Grove would take place on 9<sup>th</sup> May.

**17/05/25 DATE OF NEXT MEETING:** Monday 14<sup>th</sup> July 2025 to be held at the Garrad Room, Bures Community Centre at 7.30pm.

Future dates agreed 2025: 15<sup>th</sup> September, 17<sup>th</sup> November

2026: 19<sup>th</sup> January, 16<sup>th</sup> March, APM 30<sup>th</sup> March, AGM 18<sup>th</sup> May

The meeting closed at 9.50pm

Signed:

Chairman

Date