

**Minutes of Bures St Mary Annual Parish Council Meeting
Thursday 26th May 2016 at the Garrad Room,
Bures Community Centre, Nayland Road immediately
following the Annual Parish Meeting**

Present: Cllrs G Jackson, L Alston, D Ambrose, G Crowley, D Lee (BHPC),
L Parker (BDC) plus 2 electors

In the Chair: Cllr G Jackson

Clerk: Mrs J Wright

1/05/16 ELECTION OF CHAIRMAN

Cllr Gill Jackson duly elected as Chairman. Proposer Cllr Ambrose, Seconder Cllr Alston. Chairman's Declaration of Acceptance of Office duly signed.

2/05/16 APOLOGIES

Apologies received and accepted from Cllr J McCrory (Primary School meeting).

3/05/16 CO-OPTION OF PARISH COUNCILLOR

Cllrs Carpenter, Cudmore and Butcher had resigned since the previous meeting and the Chairman had sent acknowledgements as appreciation for their work on the parish council. The 3 Casual Vacancies had been duly advertised with 3 written interests received. Mr Tim Fairbairn, Mrs Janet Aries and Miss Rachel Kemball were duly co-opted and welcomed to join the table with the other members. Declarations of Acceptance of Office duly signed. It was noted that 1 Casual Vacancy still remained open.

4/05/16 ELECTION OF OTHER OFFICES

The Chairman put forward that all those parish councillors who currently held an Other Office to remain as previously elected. This was agreed by those present.

Vice Chairman: Cllr Jennie McCrory.

Cemetery: Cllrs McCrory and Alston.

Sports Ground: Chairman: Cllr Jackson. Members: Cllrs Ambrose and Crowley.

Community Centre: Cllr McCrory.

SALC: To be agreed.

Parish Tree Warden: Mr Ken Jackson.

Parish Rights of Way: Mr Hugh Turner. Cllr Aries expressed an interest in this role and would follow up with Mr Turner.

First Aid Officer: Cllr McCrory.

Planning: All members.

Other Responsibilities: Highways & Parking – Cllrs Ambrose and Crowley, Legal – to be agreed, Primary School – Cllr Fairbairn, Emergency Co-ordinator - Clerk to liaise with Cllr Lee (BHPC).

Members to liaise with the Clerk regarding filling the vacant Other Office posts:

One vacancy on Sportsground and Cemetery, SALC and Legal.

5/05/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

Cllrs Fairbairn, Aries and Kemball to complete their Register of Interests. Clerk to forward to the Monitoring Officer within 28 days.

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

None received.

6/05/16 MINUTES

Minutes of the previous Parish Council Meeting of 17th March 2016 (previously circulated) were approved and signed as a correct record.

7/05/16 PUBLIC FORUM

There were no questions or comments put forward.

8/05/16 MATTERS ARISING FROM PREVIOUS MINUTES

Pikes Marsh Section 106 Funding: The Clerk was still following up on the written legal documentation for transfer of land with BDC. The Chairman suggested that the residents should not continue to be penalised for the lack of action by BDC. It was therefore agreed that the play equipment order currently on hold with Playquip should be progressed. Clerk to request the release of the outstanding £5,000 S106 contributions. Tracy Saer distributed photographs of the open space, the playarea and the adjoining ditch at Pikes Marsh showing all areas unkempt and in urgent need of attention plus the damaged gate leading into the playarea. Clerk to follow up.

Sworders Shop: Rotten window sill still not repaired. Clerk to continue to press for its repair.

Waste collection: As this matter had not progressed with BDC it was agreed that the parish council should hire a Trade Waste bin for the waste generated from the BSMPC waste bins and the Sports Ground Committee dog waste and waste bins. Annual charge for a lockable 660 litre bin £388, emptied fortnightly. Clerk to follow up.

Street Cleansing: Waste generated from the Parish Street Cleansing Scheme was now being collected weekly from the small commercial waste bin supplied by BDC. The Scheme was a successful initiative and the District Councillor was confident that it would continue after the 6 month trial ends in June. Clerk was managing the work of the Parish Contractor in liaison with the Chairman.

Assets of Community Value: Cllr Jackson reported that she had trialled applications for 2 sites from the original proposed list. Application forms for The Croft allotments and the Three Horseshoes PH currently with BDC. Extra supporting statements had been forwarded. The Allotments application was nearing approval with the Three Horseshoes application still waiting on written support from CAMRA.

Joint Emergency Plan: Cllr Lee (BHPC) still progressing. It was suggested that another councillor may be prepared to help finalise the plan. Clerk to follow up.

Joint Neighbourhood Plan: Following a lack of interest from members a Joint Plan had not progressed. Cllr Parker advised that there were lesser alternatives to be considered which would not be as costly or as time consuming. It was agreed to progress a meeting with BDC Officers to discuss the options available. Clerk to follow up with Cllr Parker. Cllr Lee raised attention to the Braintree Local Plan and the Call for Sites for the Braintree District. 2 sites in Bures Hamlet had been recommended for inclusion in the Local Plan which if approved could have an extreme impact on the village as a whole.

Open space at Beaumont Close: Grant claim received. Volunteers had met in April and a variety of bulbs planted. Matthew Saer was kindly maintaining a cleared pathway through the open space for resident access. A further grass cut needed. Clerk to follow up with contractor.

Signage/lighting at Pikes Marsh: Cllr Ambrose and the Clerk had assessed the signage required and submitted the information to BDC. Owing to no further follow up from BDC Cllr Parker agreed to set up a site meeting with Officers. Cllr Ambrose and the Clerk to attend. The parallel footpath was to be kept trimmed by the parish contractor with no further action to be requested from BDC.

Former packing shed land: 2 no. detached dwellings currently being built. Conditions of the original 2013 planning application had been met. Numbering and signage still to be agreed with BDC. Damaged path alongside still to be rectified.

Garden at Claypits Avenue: Cllr Parker had followed up on this matter. BDC Officers assisting the tenant to remove unwanted materials from the property. Skip still to be removed.

Quiet Lanes initiative: It was agreed not to progress this.

Queen's 90th Birthday Celebrations: A successful event had been held in April and thanks was expressed to all the volunteers. A further event was currently being planned by Cllr Lee for June 12th. This event to include a Breakfast Church Service followed by a village picnic on the recreation ground.

9/05/16 HIGHWAY MATTERS

- a) Meeting with Highways - the Chairman had contacted Steve Merry and Cllr Finch with a view to progressing the items raised at the meeting held with the Officers last October but had received no response to date. All matters to be referred to Cllr Finch again.
Cllr McCrory had raised the suggestion of a child drop off point similar to Boxford Primary School with Bures Primary School with a view to easing traffic congestion at peak times. Still awaiting a response.
- b) The Croft – Cllr Finch had reported on this item at the APM.
- c) B1508 speed limit change – Cllr Finch had reported on this item at the APM.
- d) Bollard request at St Mary's High Street – submitted to SCC - Reference 00129217. Agreed no further action required by the parish council.
- e) Hollow Lane resurfacing and flooding – to be referred to Cllr Finch.
- f) Hedge at No. 2 Town Hill – some minor trimming works done.
- g) Repairs completed: 2 bollards at Eves Orchard, street light faults at High Street and Bures House.

10/05/16 PLANNING

All applications received and comments made – see attached list.

LAIS 1388 Technical Consultation on Implementations on Planning Changes – circulated and noted. SALC response to the Planning Consultation Team – circulated and noted.

Community Infrastructure Levy (CIL) Guidance – circulated and noted.

Babergh & Mid Suffolk DC Draft Developer Contributions (S106 & CIL) Guidance Notes – circulated and noted.

An invitation from Babergh Alliance of Parish & Town Councils to join BAPTC was circulated via East Bergholt Parish Council. A response from BDC followed and was circulated to all members and noted.

Enquiry from resident on policy on back building referred to BDC and noted.

11/05/16 FINANCE

Finance & Budget Monitoring Report – circulated, noted and attached.

Bank reconciliation dated 10th May 2016 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

2015/16 Clerk's salary and tax completed and verified by Internal Auditor – noted.

The recommended NALC Clerk's salary pay award 2016-2018 was accepted by members. To be implemented with immediate effect and backdated to 1st April 2016.

2015/16 VAT claim submitted to HMRC – noted.

The Pensions Regulator Staging Date for BSMPC noted as 1st February 2017.

The request from Noah's Ark Nursery Group for financial support was declined (as previously discussed at the APM).

It was agreed the parish council would continue to finance the upkeep of the defibrillator as it was held as a parish council asset. The balance of £351.27 held in the reserves for the defibrillator had been forwarded at the request of Cllr McCrory for use by the First Responders but it was agreed no further funding to them could be met.

The request for a replacement noticeboard had been referred from the Sports Ground Committee to BSMPC. It was agreed to purchase a noticeboard to the value of £200 for use as a Community noticeboard. To be installed on the Community Centre exterior kitchen wall.

It was agreed to meet the £30 hall hire cost for the village EU open meeting in June.

The Clerk had completed the free membership acceptance forms for CAS – noted.

Thank you letters received from EAAA, Age UK, Bures PCC and AONB for their respective donations from the parish council.

To note still waiting on reimbursement of damaged waste bin invoice from insurers.

12/05/16 AUDIT MATTERS

(a) Annual Governance Statement 2015/16 duly approved and signed

(b) Annual Accounting Statements 2015/16 duly approved and signed

(c) Audit items approved and noted:

Internal Auditor's report submitted with no matters arising

Mrs Carolyn Holbrook approved as Internal Auditor for 2016/17 with fees to remain in line with previous year

Internal Audit Review Checklist – Cllr McCrory and Cllr Crowley agreed to meet with the Clerk and Internal Auditor in October to finalise the Review Checklist

Accounts made available for sale for £5

Updated Asset Register

Financial Regulations 2016

Standing Orders 2016

Risk Assessments 2016

Model Publication Scheme 2016

Complaints Procedure 2016

13/05/16 CORRESPONDENCE

Practitioners Guide to Proper Audit Practices March 2016 held on file.

LTN 39 Copyrights circulated – it was noted that Alan Beales held the copyrights to the Bures Website but items published on behalf of the parish council remained under its own copyright.

Town & Parish Liaison Meeting scheduled for 7th June at various locations in the district – Cllrs interested in attending agreed to contact the Clerk.

County Broadband presentation arranged for 20th June in the Community Centre – all residents of Bures invited.

EU meeting for residents of Bures to meet with MP James Cartledge (to remain) and MP James Cleverly (to exit) arranged for 16th June at Bures Primary School Hall at 7.00pm.
All other correspondence circulated and noted:
Suffolk Fire and Fescue Service Integrated Risk Management Plan 2015 -18
LAIS 1389 Details of Universal Service Commitment for Broadband
Details of promotion by Suffolk Radio re Hedgehog Friendly County
Stour Valley Marathon to be held on 5th June 2016
Information on SheepWatch UK
Details of extended weekend hours at Suffolk's Household Waste Recycling Centres

14/05/16 REPORTS

Assets Report: Cllr Crowley reported: All assets checked and satisfactory except street lights. Cllr Crowley to check and inform the Clerk of his findings.

Bures Hamlet PC: Cllr Lee reported: BDC Call for Sites - 2 sites recommended for inclusion in the BDC Local Plan 2015 -2033. As this recommendation went against the parish council recommendations it had been agreed to meet with District Cllr Scattergood to discuss the implications of the recommendations. Colchester Road refuge due for installation this year.

Cemetery: No meeting held since previous report.

Sportsground: Cllr Jackson reported: 4 signs installed at each entrance giving instruction on where dogs could be freely exercised off lead on the sportsground. Teen shelter had been re-sited near the skateboard ramp. Cllr Fairbairn expressed his concerns that primary school children had been climbing on top of the shelter. Cllr Jackson advised that the Sportsground Committee held insurance on all equipment with regular inspections by the parish contractor and an annual inspection by an Independent Play Equipment Company and all findings were followed up. Morphus X project due to be installed in July.

Community Centre: No report – but it was noted that a new dish washer installed and Terms of Reference had been issued to the Caretakers.

Rights of Way: The footpath from The Croft to Sudbury Road had been reported as overgrown. Tim Underwood kindly offered to strim the undergrowth.

Transport: ECC Demand Responsive Transport or Taxibus Scheme was now in operation. Cross border use had been agreed by the drivers with the 327 service continuing for the present. Station Adopters report circulated and noted.

Tree Warden: Nothing to report.

SALC: Nothing to report. New member needed follow up on SALC items.

Primary School: Nothing to report.

Bures Common: Cllr Alston reported: Market to be held on the following Saturday. Barn planning application currently being revised and re-submitted.

Transition: Cllr Jackson reported that the current focus was on the allotments. The Group had taken on an allotment and was using it to encourage new allotment holders plus to give practical advice to novice holders.

15/05/16 DATES FOR REPRESENTATIVES AT BHPC MEETINGS

The following representatives were agreed:

2016: Cllr Alston – 18th July, Cllr Aries – September 21st, Cllr Crowley – 21st November

2017: Cllr Ambrose – 16th January, Cllr Jackson – 20th March, Cllr Fairbairn – 15th May

16/05/16 ANY OTHER BUSINESS – items to note and for the next agenda

Tim Underwood reported that the drains in The Croft needed clearing of debris.

Clerk to follow up with Cllr Finch.

17/05/16 DATES FOR FUTURE MEETINGS

Next meeting: Parish Council Meeting - Thursday 21st July 2016 at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked: 2016: 22nd September, 24th November.

Future dates booked: 2017: 19th January, 23rd March, 18th May.

The meeting closed at 10.00pm

Signed:

Parish Council Chair:

Date

