**Minutes of Bures Hamlet Annual Parish Council Meeting**

**Monday 11th May 2015 at the Garrad Room,**

**Bures Community Centre, Nayland Road**

**Present:** Cllrs D Lee, J Weavers, C Barnham, A Crowe, D Matthews,

 M Welch, J O’Sullivan, D Ambrose (St Mary PC)

**In the Chair:** Cllr D Lee

**Clerk:** Mrs Jenny Wright

**Also Present:** 1 parishioner

**1/05/15 ELECTION OF CHAIRMAN**

Cllr David Lee duly elected as Chairman. Proposer Cllr Matthews, Seconder Cllr Barnham.

Chairman’s Declaration of Acceptance of Office duly signed.

**2/05/15** **APOLOGIES FOR ABSENCE**

Apologies received from County Cllr David Finch.

**3/05/15 DECLARATIONS OF ACCEPTANCE OF OFFICE**

Declarations of Acceptance of Office duly signed by all members.

Consent to receive electronic summons duly signed by all members.

**4/05/15 ELECTION OF OTHER OFFICES**

Vice Chairman: Cllr Derek Matthews duly elected. Proposer Cllr Lee, Seconder Cllr Barnham.

Cemetery: Chairman: Cllr Lee. Members: Cllrs O’Sullivan, Matthews and Barnham.

Sports Ground: Cllrs Matthews, Weavers and Welch.

Community Centre: Cllr Crowe.

EALC & BALC: Cllr Lee and Clerk.

Traffic Management & Transport: Cllr Welch + Clerk.

Tree Warden: John Evans.

Parish Rights of Way: Hugh Turner + Clerk.

Planning: All members.

**5/05/15** **DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

The Clerk advised all members that their Register of Members’ Interests must be completed and returned to the Monitoring Officer at BDC by 1st June and all members were responsible for their disclosures. All completed registers would be available to view on both BDC and Parish websites. BHPC approved Code of Conduct was circulated to all members. Members training sessions on Standards Regime and Code of Conduct to be held at BDC in May. Chairman and Clerk agreed to attend.

To receive any ‘pecuniary’ or ‘non-pecuniary’ interests and dispensation requests – none received at the meeting.

Flow chart for declaring interests circulated to all members.

**6/05/15** **MINUTES**

The minutes of the previous Annual Parish Meeting and Parish Council Meeting of 23rd March 2015 were both approved and signed as a correct record (previously circulated).

**7/05/15** **PUBLIC FORUM**

 15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

**8/05/15** **POLICE**

No police representative in attendance as per current force directive. Weekly police reports circulated.

An area meeting with PCC Nick Alston arranged for 26th June at Gt Yeldham. Clerk to attend.

All members welcomed to attend.

Essex Police had invited parish councils to put forward locations for speed monitoring. The Clerk had put forward Colchester Road, Lamarsh Hill and Colne Road.

Parish laser gun still being investigated.

Two new members had joined the Bures Speed Watch Team and were now fully trained.

**9/05/15 COUNTY/DISTRICT COUNCILLOR REPORTS**

Leader’s Parish Assembly Annual Statement 2014/15 circulated to all members.

Updates on Superfast Broadband project circulated to all members.

It was noted that Cllr Wendy Scattergood was the recently elected District Ward Councillor.

**10/05/15 HIGHWAYS**

1. **Local Highway Panel requests :**
2. Permanent VAS sign at Colchester Road – installation approved. Ringway Jacobs had contacted the Clerk and agreed for temporary sign to be relocated and the permanent sign to be installed in June.
3. Central refuge at Colchester Road/Bridge Street – still waiting on Traffic Regulation Order. Clerk to check with Highways on the expected installation date.
4. Re-alignment of Bridge Street footpath – still waiting on outcome of feasibility study.

 Clerk to check if this item has been added to the LHP potential scheme list.

1. Footpath improvement and bollard at Colchester Road – Clerk had re-submitted the

 proposals. Scheme to be validated and assessed.

1. **Colchester Road:** Matter raised with the Public ROW Team for the parish council to be commissioned to cut the verge. Colchester Borough Council currently undertaking the grass cutting but still waiting on first cut of the season. Clerk to follow up.
2. **Crossing point at Colchester Road:** The survey data had not met the criteria required.

It was agreed that a 20mph zone for Colchester Road may be an option to be investigated. Clerk to follow up.

1. **Flooding:**

David Chapman, Delivery & Enforcement Officer at ECC was following up on the 3 parish priority locations as recorded by the Clerk and would keep the parish council informed of his investigations to improve flood prevention measures in the parish.

1. ECC confirmed that following a review of its records Water Lane was under its responsibility. Blocked drain being followed up and Water Lane to be re-investigated due to its potential to flood.
2. New pipework and extra manhole now completed at No. 1 Colchester Road and all works satisfactory.
3. Flooding at Bakers Hall reported – ECC in correspondence with land owners to clear ditches.
4. Flooding at Mount Bures turning still being investigated by Colchester Highways Land Drainage Team.
5. **Damaged signs:** Signs had been removed at Mount Bures turning but the poles bedded into the ground still remained. BHPC and Mount Bures Parish Council both pressing for new signage to be put in place. Clerks continuing to follow up. Damaged signs at junction to Hornes Green reported and being inspected.
6. **Drain blockage at River House:** Reported but no action taken to date. Clerk to follow up.
7. **Rangers requests:** Debris cleared from ditch at turning to Hornes Green. Road sign at Parsonage Hill to be re-bedded in verge.
8. **Street lights at Bridge Street:** Following a break in at Bridge Stores, the owner had asked for the 3 street lights to be exempt from the Part Night Lighting Scheme. The parish council had followed up on this matter with ECC in 2014 but the request had been refused. It was agreed not to follow up again.
9. **Lamarsh Hill verge debris:** Following the ECC spring hedge cutting many parishes in the area had reported that branch debris had not been cleared from the verges. ECC advised that the debris would only be cleared if it was a traffic hazard. It was agreed that after the first verge cut the Clerk should request Chris Mortimer to check Lamarsh Hill in particular to clear any excess debris.

**11/05/15 ITEMS FOR UPDATE AND FOLLOW UP**

1. Vacant garage site – the Chairman thanked the Community Group who had tidied up the unsightly site but stressed that they had done so at their own risk. It was reported that the site was once again up for sale.
2. Maintenance of village sign flower bed –the budget plan from Neil Haswell was received and accepted. A total figure for the year of £81 for plants, labour and peat.
3. Assets of Community Value – a joint parish list had been compiled by Cllr Evans (BHPC) and Cllr Seymour (BSMPC). It was noted that both Councillors had not stood for re-election in May. Therefore the Clerk was unable to advise if the project would continue. She would check with John Evans and Mike Seymour and report to next meeting.
4. Lighting at Lamarsh Hill bungalows – Greenfields Housing Electrical Supervisor still investigating changing the light.
5. Joint Emergency Plan – Cllr Lee still progressing. The draft plan required further updates before it could be trialled.
6. Joint Neighbourhood Plan – this had been put on hold. A meeting to refresh the initiative to be arranged during the year.
7. Normandie Way signs – both damaged street signs had been reported to BDC.
8. Christmas lights at Station Hill – the Clerk was investigating with ECC for lights to be erected along the boundary highway wall. An application to be made to Highways.
9. BDC Consultation on Open Space, Sports and Recreational Facilities – Clerk had completed the survey in consultation with the Chairman.
10. BDC and Greenfields Housing Maintenance agreements 2015/16 – the Clerk had completed the agreements. It was noted that the parish council would receive the same amount of grants as per previous year.
11. A & J Lighting contract – it was agreed to accept a 5 year contract commencing on

1st May 2015.

1. Young People and Safe Guarding Officer – the Clerk had circulated details of the newly appointed officer Lucy Wilson.

**12/05/15 GOVERNMENT CONSULTATION/LEGAL TOPIC NOTES**

EALC Legal Update Nos. 3 & 4 – circulated and noted.

Topic Note F03-15 Local Audit & Accountability Act 2014 Commencement Orders – circulated and noted.

**13/05/15 FINANCE**

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

Bank reconciliation dated 27th April 2015– circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

 Bank Mandate for Change of Signatories duly completed and signed. Signatories to be

 Cllrs Lee, Matthews and Barnham.

 Clerk’s 2014/15 year end salary and tax finalised for HMRC.

 The Clerk was confirmed as Contact for BHPC for the Pensions Regulator.

 The 2014/15 VAT claim had been submitted to HMRC.

 **14/05/15 AUDIT MATTERS**

2014/15 year end accounts approved and signed.

2014/15 Annual Return and Annual Governance Statement approved and signed.

Updated Asset Register approved.

2015/16 Insurance renewal approved.

2014/15 year end accounts to be made available for sale for £5 - agreed.

Internal Audit Review Checklist – Clerk to arrange a date for September/October –

Cllr O’Sullivan, Cllr Weavers, Clerk and Internal Auditor to attend.

It was agreed that Mr Angus Goody should continue as Internal Auditor for 2015/16 and noted his fees would be £60 as per previous year.

Internal Auditor’s Report circulated and any matters for follow up noted.

Standing Orders and Financial Regulations approved.

Risk Assessments approved. Cllr Welch agreed to be stand in for Clerk as necessary during her absence.

Model Publication Scheme approved.

Complaints Procedure approved.

**15/05/15** **PHYSICAL RISK ASSESSMENT**

Cllr O’Sullivan reported the following:

Grass needed cutting around dog waste bin area at Bakers Hall. Bus shelter in need of refurbishment. The Clerk agreed to investigate costs of replacement panels.

**16/05/15** **PLANNING**

 **Application No. 15/00195/FUL** Land adjoining Windy Ridge, Colne Road – erection of

 shed for storage- no objections – suggested shed to be painted black or dark green

 **Granted - Application No. 14/01535/FUL** 11 Bridge Street – removal of singlestorey

lean to and erection of two storey rear and side extension – no objections

**17/05/15 REPORTS**

**Bures St Mary PC:** Bank House deterioration still a concern. Approval given for 6 dwellings on the old Slaughter House land at Cuckoo Hill but with ongoing access issues still to be resolved. Parking concerns at Cuckoo Hill. S106 monies available for use within the parish. Survey being taken to establish best use of the funds.

**Cemetery:** No meeting since last report.

**Sportsground:** No meeting since last report.

**Community Centre:** No report. Chairman thanked all those involved in organising the successful VE Day celebrations. £590 had been taken on the raffle.

**Rights of Way:** No report.

**Tree Warden:** Nothing to report.

**Station Adopters:** Report circulated. As in previous years the Clerk would suggest to Anne and David Taylor to request a small grant from the parish council if extra funds needed to continue to maintain the splendid enhancements at the station.

**Transport:** No issues to report.

**NHW:** Newsletters circulated regularly. Clerk had attended the AGM held at Bocking at the end of April. Notes circulated.

**Bures Primary School:** SCC had approved the amendment to the footpath on the land adjacent to Nayland Road.

**Community Agent:** Jayne Layken had agreed to attend at the Church Wednesday Coffee Morning once a month.

 **Bures Common:** Parishioners views on the restoration of the barn being sought. Grants being applied for from the Heritage Lottery Fund.

**18/05/15** **INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

The Clerk had investigated complaints that Bridge Street footpath was impassable due to scaffolding on one of the cottages. All now resolved.

Numerous complaints had been received regarding the recent UKIP placard but matter now resolved.

A complaint regarding a political article in the parish magazine had been referred to the PCC.

**19/05/15 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS:**

The following representatives were agreed:

2015: Cllr Lee – 21st May, Cllr Barnham – 23rd July, Cllr O’Sullivan – 24th September,

Cllr Weavers – 26th November

2016: Cllr Welch – 21st January, Cllr Barnham – 24th March, Cllr Lee – 19th May,

Cllr Welch – 21st July

**20/05/15** **DATE OF NEXT MEETING**

Monday 20th July 2015 – Parish Council Meeting to be held at The Garrad Room, Bures Community Centre at 7.30pm. Cllr O’Sullivan gave her apologies for the next meeting as she would be on holiday.

Future dates booked: 2015: 21st September, 23rd November

Future dates agreed: 2016: 18th January, 21st March, 16th May, 18th July

The meeting closed at 9.30pm

Signed: Parish Council Chair: Date: