

**Minutes of Bures Hamlet Parish Council Meeting  
Monday 13<sup>th</sup> January 2014 at the Garrad Room,  
Bures Community Centre, Nayland Road at 7.30pm**

**Present:** Cllrs D Lee, C Barnham, D Matthews, A Ryman,  
J O'Sullivan, G Jackson (St Mary PC), A Shelton (BDC).  
**In the Chair:** Cllr D Lee  
**Clerk:** Mrs Jenny Wright  
**Also Present:** 3 parishioners

**1/01/14 APOLOGIES FOR ABSENCE**

Apologies received from Cllr J Evans (on hols), Cllr D Finch (ECC),  
PCSO Warren Brown. Absent Cllr J Weavers.

**2/01/14 DECLARATION OF INTERESTS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
None declared.

**3/01/14 MINUTES**

The minutes of the previous Parish Council meeting of 18<sup>th</sup> November 2013 were  
approved and signed as a correct record (previously circulated).

**4/01/14 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

**5/01/14 POLICE REPORT**

In the absence of PCSO Brown the Clerk reported the following:

Bures Community Speedwatch Team now active. Dates had been set for when the team  
would go out but more volunteers urgently needed. Incidents reported in the parish since the  
last parish council meeting: 1 Road Traffic Collision, 1 Concern for someone's safety,  
1 Nuisance Communication, 1 Abandoned Vehicle, 1 Road Related Incident, 1 Nuisance  
Alarm. The Clerk was asked to request PCSO Brown to elaborate more on the incidents in  
his report.

**6/01/14 COUNTY/DISTRICT COUNCILLOR REPORTS**

Cllr Finch's Parish Update – circulated and noted.

District Cllr Shelton gave his report: He noted the parish council's purchase of a new dog  
waste bin and advised that BDC would assist with the supply and installation of such  
items. Clerk to forward copy of the parish Street Clean contract to Cllr Shelton for his  
information. Cllr Shelton was currently on the Overview & Scrutiny Panel looking into the  
employment needs of 16 -24 years in the district. He had details of Greenfields schemes  
for adult exercise and agreed to forward to the Clerk for circulation.

Electoral Review of Braintree had been finalised with the number of District Councillors  
being reduced from 60 to 50.

The Clerk had followed up on the clearance of roadside verges following the recent  
gales. Cllr Finch advised that the Highways Team would clear if a 'problem' to road users  
otherwise if on private land then it is the responsibility of the landowner. Clerk to report  
Colchester Road verge to Highways.

Information on Elections 2014 – circulated and noted.

Details from BDC on the proposals to develop a Local Heritage List for Braintree District – circulated and agreed for the Clerk to contact Leigh Alston, Local Historian for his comments.

## **7/01/14 HIGHWAYS**

### **1) LHP Panel requests :**

- a) Permanent VAS sign at Colchester Road – ECC confirmed that the junction at Normandie Way had passed the speed survey criteria and the VAS sign request put forward for recommendation at the January LHP meeting.
- b) central refuge at Colchester Road/Bridge Street – scheme approved to be taken to next stage of design.
- c) re-alignment of Bridge Street footpath – first request refused by engineers. Clerk resubmitted and ECC confirmed scheme is currently with engineers to be validated.
- d) Colchester Road gateway signs – Clerk still to submit.
- e) Crossing at Colchester Road – submitted but low priority. Clerk had received correspondence from parents requesting scheme to be pressed for a higher priority
- f) Footpath improvement at Colchester Road – submitted but low priority

### **2) Parking restrictions at Bridge Street** – Clerk had spoken with the residents and no further feedback received. As some of the residents involved would be shortly moving from the parish it was agreed to remove item from the agenda.

### **3) Ranger requests:**

- a) Damaged Bures Hamlet sign at Colne Road - still to be repaired.
- b) Excess soil at Colne Road bank – ECC monitoring and clearing as necessary.
- c) Loose kerbs: Clerk had reported damaged kerbs at Normandie Way and The Paddocks.

### **4) Winter gritting** – all grit bins filled. Chris Mortimer to grit pavements only as and when requested by Clerk. Aon Insurance policy guidelines on snow clearance, salting and gritting circulated and noted. The Clerk to ensure a system of checks in place to minimise the risk of neglecting to salt, grit or clear snow.

### **5) Lamarsh Hill gateway sign** – to be painted in the spring. Approximate cost submitted - £100. Agreed reasonable.

### **6) Damaged concrete capping on road bridge pillar** – assessed by Suffolk County Council. Waiting on repair.

### **7) Street lights** – Clerk had received two requests for street lights at Bridge Street to remain on during the night for security reasons. It was agreed the Clerk should put forward the requests to District Cllr Bass.

## **8/01/14 JOINT EMERGENCY PLAN**

Chairman Cllr Lee still progressing. Mega phone received. Updates completed for BDC. Cllr Lee following up on a Flood Plain map showing the area of the two combined parishes. He and the Clerk were to attend an Emergency Planning event on 16<sup>th</sup> January. Cllr Barnham had met with the Clerk to progress the contact list of vulnerable persons. The two parishes would be broken up into manageable sections with a group of volunteers assisting when an emergency arose. A vulnerable group list held by the Co-ordinators and BDC. Cllr Holbrook of St Mary PC to attend a Rest Centre training course.

## **9/01/14 PARISH PLAN**

A Steering Group had been set up and the next meeting to progress a NHP for the village to be held on 15<sup>th</sup> January at 7.30pm in the Garrard Room. Cllr Lee and the Clerk had attended a Community Led Planning event at Feering and details were held on file.

### **10/01/14 PARISH CLUSTER MEETING**

The Clerk had sent invites to the Stour Valley parish cluster. Date agreed for Monday 3<sup>rd</sup> March at 7 for 7.30pm at Bures Community Centre. Invitations also sent to Sgt Wright, PCSO Warren Brown, Highways, District and County Councillors. Clerk to forward an agenda in due course. Cllr Shelton would approach the Chief Inspector with a view to gaining higher police presence at the meeting.

### **11/01/14 GREENFIELDS MAINTENANCE CONTRACT**

The Clerk had circulated details of the Greenfields 2014 contract, plan and pricing breakdown and costs from Chris Mortimer to complete the work on behalf of the parish council. It was agreed to accept Chris Mortimer's price and to continue to maintain Greenfields land in the parish. Clerk to inform both parties.

### **12/01/14 BUDGET**

No further notifications received from BDC regarding capping of parish councils. Cllr Ryman proposed to increase the parish precept by the reduction on the Localism Fund allocation from BDC. This was agreed. The precept forms were duly signed and the Clerk would forward to BDC for verification. Precept to BDC for 2014/15: £23,905.

### **13/01/14 FINANCE**

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

Bank reconciliation dated 1<sup>st</sup> January 2014 - circulated and noted.

Bank balances as at 13<sup>th</sup> January 2014 (when all accounts met):

Business Saver Account: £3,854.47

Community Account: £3,533.37

A request for a donation towards the cost of repairs to the war memorial had been received from Mr Ian Gibbs of the Royal British Legion. Work had previously been completed and paid for by RBL. Clerk had obtained advice from EALC and circulated to all members. It was agreed to match fund the £200 donation as already given by St Mary Parish Council.

### **14/01/14 PHYSICAL RISK ASSESSMENT**

Cllr Evans reported the following: Dog waste bin at The Paddocks needed emptying. Landing stage muddy. To check again in better weather. Lights not checked. Cllr Lee would check and report to the Clerk if any not working. New low level lamp at Lamarsh Hill bungalows not working. Clerk to report to Greenfields. Village sign clean still outstanding. Clerk to discuss with Steven Binks in the spring.

### **15/01/14 ITEMS FOR UPDATE AND FOLLOW UP**

- a) Bus shelter – Clerk still to look into costs and grants for a second bus shelter at Normandie Way.
- b) Vacant garage site – under enforcement order – vehicles for sale to be removed from site and 'A' boards to be taken in each evening.
- c) Station Hill telephone box upgrade – kiosk had been cleaned and tidied by Payphones and was in their system for painting in 2014.

## **16/01/14 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

Legislated Order re use of electronic payment methods – circulated

Section 137 expenditure information – circulated

Council Tax Benefit Support Grant briefing – circulated

Review of existing Vat legislation on public bodies - circulated

## **17/01/14 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION**

Circulated and attached.

## **18/01/14 PLANNING**

**Application:** 13/01309/LBC The White House, Station Hill – repairs to existing boundary garden wall – parish council had no objection.

**Refused:** 13/01254/FUL Broadoakes Farm – variation of condition

## **19/01/14 REPORTS**

**Bures St Mary PC:** Cllr Jackson reported the following: Parking issues at Eves Orchard being addressed with Babergh DC. Ongoing investigation of the pedestrian access adjacent the Three Horseshoes PH. County Cllr James Finch on behalf of St Mary PC was pushing for further traffic calming measures along the B1508. The parish council was still in discussions to obtain the S106 funding due from Babergh DC.

**Cemetery:** BTS works completed. 2 trees removed and the dead elm tree. New path completed. First burial had taken place in the newly acquired section. Layout of the section still being finalised.

**Sportsground:** Roundabout repairs in hand. Millennium Beacon had been removed for safety reasons. At the request of the Music Festival Group the Committee were investigating a more suitable site for it on the sports ground. New play area equipment purchased but still to be fixed.

**Community Centre:** Film Society going well. Monthly film shows with occasional Monday films. Overhead portable projector purchased for use by hirers, at an extra cost to the hire. Solar panels in place. Centre Manager position being re-advertised. Quotes being obtained to re-sand and treat the main hall floor.

**Rights of Way:** Mount Bures PC has requested the footpath running down from the railway crossing to the main road to be recognised as a Public ROW.

**Tree Warden:** Recent storms had caused a lot of tree damage. Damaged willows cleared by landowner's own contractors.

**Station Adopters:** Report circulated. David and Anne Taylor thanked the parish council for its kind donation of £100 towards the re-furbishment of the station. They had now received a total of £1000 for the project. David had reported an abandoned car at the station but still waiting for it to be removed by GA.

**Transport:** Cllr Evans monitoring that the local bus service times were being adhered to. Clerk in receipt of the Parish Transport Meeting times. Cllr Ryman would attend meetings as and when possible.

**NHW:** Newsletters circulated regularly.

**Bures Primary School:** The Head Teacher had requested use of the sports ground facilities owing to limited space at the primary school. A contract of usage times being drawn up with the Sports Ground Committee.

**Village Agent:** Peter Darlington was attending the Coffee Morning at church every first Wednesday to provide advice and links to support services. He advised that he was still waiting on details regarding both the future direction and funding of the Village Agent service.

**Bures Common:** The Common was well used. AGM pending. Quoits court now in place. Regular fund raising events were successful. The Trust's insurance policy would cover the Christmas lights around the Common and so looking into this for 2014. Also investigating an electricity junction box to be sited on the Common.

**Transition Group:** Regular markets held. Community woodland group very successful.

#### **20/01/14 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

The damaged clothing recycling bank had been replaced at the Nayland Road car park. Bures Scouts looked after the recycling banks and all proceeds went to their funds. It was noted that the overflow at the bottle bank had been cleared. Pot holes being reported for repair at sports ground meeting on Thursday.

#### **21/01/14 DATE OF NEXT MEETING**

Monday 24<sup>th</sup> March 2014 at The Garrad Room, Bures Community Centre at 7.30pm.

Future meeting dates: 19<sup>th</sup> May, 14<sup>th</sup> July, 22<sup>nd</sup> September, 17<sup>th</sup> November.

Cllr Shelton gave his apologies for the next meeting.

The meeting closed at 9.45pm

Signed:

Parish Council Chair:

Date: