

BURES HAMLET PARISH COUNCIL

*Clerk to the Council – Mrs Jenny Wright
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MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 13th MAY 2013 AT THE GARRAD ROOM, BURES COMMUNITY CENTRE, NAYLAND AT 8.00PM

Present: Cllrs D Lee, C Barnham, A Ryman, O,Sullivan, D Matthews,
J Evans, T Saer (Bures St Mary PC), Angus Goody (Internal Auditor,
Cllr D Finch (ECC)

In the Chair: Cllr D Lee

Clerk: Mrs Jenny Wright

Also Present: 10 parishioners

The Chairman welcomed those present and expressed his appreciation of the attendance of re-elected County Councillor David Finch.

1/05/13 Apologies for Absence

Apologies received from Cllr J Weavers (Father ill)

Also received from Cllr A Shelton (BDC), P Darlington (Village Agent),
PCSO Warren Brown

2/05/13 Election of Chairman/Vice-Chairman

David Lee elected as Chairman (Proposer Cllr Matthews, Seconded Cllr Evans)

Chairman's Declaration of Acceptance of Office duly signed

Derek Matthews elected as Vice-Chairman (Proposer Cllr Ryman, Seconded Cllr Evans)

3/05/13 Election of Other Offices

Cemetery: Chairman David Lee, Cllr O'Sullivan, Cllr Matthews, Cllr Barnham

Sportsground: Cllr Ryman, Cllr Matthews, Cllr Weavers.

Community Centre: Cllr Evans. EALC/BALC: Chairman and Clerk.

Traffic Management: Cllr Ryman. Transport: Clerk + Cllr Ryman

Tree Warden: Cllr Evans. Rights of Way: Mr H Turner + Clerk.

Planning: All members. NHW Co-ordinator: Clerk

4/05/13 Declaration of Interests

To receive any 'pecuniary' or 'non-pecuniary' interests and Dispensation Requests

Cllr Barnham declared an interest in Item 6 by nature of being a neighbour.

Declaration of Interest Flowchart circulated and noted.

5/05/13 Minutes

The minutes of the previous Annual Parish and Parish Council meeting of 18th March 2013 were approved and signed as a correct record (previously circulated).

There were no matters arising from those minutes which were not on the agenda.

6/05/13 Formal Complaint

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Bures Hamlet Complaints Procedure circulated to all members.

Chairman outlined the formal complaint received from the owners of River View House, Colchester Road. Members were then asked whether they wished to proceed with discussion of the complaint at this point in the meeting or it to defer to end of meeting when they might wish to request the public to leave. It was agreed to proceed.

Mr Fagioli then detailed the grounds of their formal complaint for harassment by the Parish Council. Parish Clerk then read out a summary of correspondence between the various parties concerned justifying the Parish Council's actions. Clerk and complainants were asked to leave the meeting. Members then duly discussed the complaint and it was agreed that there was no evidence of harassment in the Council's actions. Clerk and complainants returned and Chairman stated that a letter setting out the Council's considered response would be sent to Mr and Mrs Fagioli at the earliest opportunity. Chairman agreed to draft the reply as per our Complaints Procedures. (Agreed response subsequently sent to complainant and copied to all members).

7/05/13 **Public Forum** – 15 minutes maximum public participation

3 minutes for individual contributions unless longer required

Clerk to advise Mrs Scott on previous discussions with Essex County Council.

Cllr Saer advised that she was currently monitoring the dog waste bag dispensers on the sportsground following BHPC raised concerns from the last meeting. She agreed that if the dispensers were kept full the sportsground appeared to stay free of dog faeces.

8/05/13 **Police Report** – In the absence of PCSO Warren Brown, the Clerk gave his report: He had investigated the parking issue at No. 4 Colchester Road and was satisfied that there was no offence as there was no defined footpath at that point. There had only been 1 x Burglary Dwelling since the last meeting. The Clerk had received 3 interests to participate in a Bures Speed Watch Scheme and would notify Halstead Police.

9/05/13 **District/County Councillor Reports**

District Councillor: No report.

County Councillor: No report. Cllr Finch had requested to leave the meeting early.

It was noted Chairman and Clerk had attended the Open Meeting of BALC. Main agenda item: Electoral Review of Braintree. BHPC response being that the number of Braintree District Councillors should remain at 60.

Concerns were raised that the small food waste bins were being damaged by the rough handling of the collection handlers. Clerk to report to Braintree District Council.

10/05/13 **Highways**

- 1) Junction at Bridge Street/Colchester Road/Station Hill – Cllrs Ryman, O'Sullivan and the Clerk had met with County Cllr Finch, ECC Highways Officers on site to discuss traffic calming measures. Also present was Mrs Kate Butler who was campaigning for these measures via the media. BHPC Chairman confirmed that road safety issues for the village was a high priority for the parish council. The Clerk had put forward a LHP request for a central safety refuge at the junction which was currently being considered. Following the site meeting it was also agreed to put forward a LHP request for re-alignment of the Bridge Street footpath from the corner to the Deli. It was noted that the pavement could not be raised as this would restrict entrances to the properties. A request for mini roundabout at the junction was refused. Also to be agreed at LHP for speed survey and traffic counts at junction. A further LHP request for gateway Bures Hamlet signs at the Colchester Road entrance to the village to be put forward which may prompt drivers to reduce speed. It was also agreed to review the signage at the junction of Station Hill.
- 2) Parking restrictions at Bridge Street – Clerk had written to all Bridge Street residents and the majority were not in favour of any further parking restrictions than already in place. ECC to re-paint the existing single yellow line. ECC Highways Officer to investigate whether double yellow line restriction could be implemented across the entrance to the rear of the buildings only. Parish Council's request for a white advisory line was refused as not within ECC strategy guidelines.

- 3) LHP Panel requests – permanent VAS sign at Colchester Road, central refuge at Colchester Road/Bridge Street, re-alignment of Bridge Street footpath – all for consideration by panel.
- 4) Capital Highways Improvements Scheme – one item on scheme – to widen footpath outside Boat House, extension of footway and controlled crossing. Mr Robertson of The Boat House had written to the Clerk raising his concerns to the scheme. Chairman clarified details of the scheme which has been designated low priority by ECC. It was agreed leave the proposal within the scheme programme and the Clerk to write to Mr Robertson accordingly.
- 5) Potholes – all potholes in Colchester Road and Colne Road had been marked for repair.
- 6) Damaged sign Bridge Street – refixed on Braintree DC sign at the road bridge.
- 7) Broken kerb at 35 Normandie Way – reported again. Clerk to contact County Councillor.
- 8) Flooding at Colne Road – area marked for repair.
- 9) Construction of ‘bridge’ to rear of Bridge Street – Clerk advised that ECC had requested the landowner to remove the construction. ECC agreed the right of way from the pill box through the valley towards Lamarsh was still accessible following the newly erected fence.
- 10) Colne Road gritting – the Clerk had forwarded a request for Parsonage Hill and Colne Road (section out to boundary of Bures Hamlet) to be included within the ECC Winter Gritting Programme 2013/14.

11/05/13 Joint Emergency Plan

Chairman Cllr Lee still progressing the plan forward. An emergency plan workshop to be held on 31st May at Lavenham. SCC gave its suggestions for a review of the joint plan to enable it to meet ‘Best Practice’.

12/05/13 Parish Plan

Notes of the Joint Parish Council meeting with Jan Cole, RCCE on 4th March – circulated. Cllr O’Sullivan and Clerk had attended a Planning Event on 1st May. Members agreed to pursue a Joint Parish Plan if St Mary PC considered there was a need. Cllr Ryman to attend the next St Mary PC meeting and report back.

13/05/13 Items for update report to members and follow up

- 1) Millennium footpath repair – a Lottery Grant of £1100 had been accepted. T5 Building Company to complete the work. Clerk to finalise grant details.
- 2) Bus shelter – Clerk to check on damage and to clean as necessary. Clerk to look into costs and grants for a second bus shelter opposite.
- 3) Advertisement for compilation of list of contractors for minor works – 3 persons asked to be included in the list. Clerk would hold on file for future works.
- 4) Bures Common – Trustees AGM notes circulated. Mid summer picnic to be held. Fencing still to be re-aligned. Car wash signs being erected on Common – Cllr Ryman following up.
- 5) Vacant garage site – the Clerk was in receipt of notification from BDC Enforcement Officer of Case No. 13/00001/NCC3. Breach of operating hours, fence not erected, drainage management plan and flood evacuation plan not submitted. On going case. Car wash signs still being monitored.
- 6) Site Allocation Plan Draft Consultation – a sub-committee of the Local Development Framework was held on 8th May at Causeway House. 2 sites in Bures Hamlet were included in the plan but BDC rejected both sites as Bures Hamlet was not a designated core village. Cambridge Way play area design included in the Draft Open Spaces Action Plan.
- 7) Station Hill telephone box – Clerk to check with BT the status of the box for upgrade.
- 8) Winter Salt Bag Scheme – Clerk in receipt of feedback from 2012/13 scheme and had requested ECC to supply 2 bags for 2013/14 if available.

- 9) Bures in Bloom – suggested more interest needed from volunteers if an entry to be made in 2014/15. Clerk to follow up with St. Mary PC.
- 10) Skip for collection of paint tins - Clerk still following up on skip hire costs and regulations for disposal of paint tins.
- 11) Display case for memorabilia – to discuss at next meeting.

14/05/13 **Government Consultation Papers/Legal Topic Notes**

LTN 9E Handling Complaints – circulated

LTN11 Celebrations and Similar Events – circulated

LTN31 Section 137 – circulated

15/05/13 **Finance**

Finance report – circulated and noted

The Clerk had purchased her own computer for use by the parish council. There had been no interest received to purchase the old computer and therefore it was agreed to offer free of charge to charity.

It was agreed to make a donation of £50 each to River Stour Trust and Ferriers Barn.

VAT claim for 2012/13 submitted and noted.

Precept Referendum Bill update circulated and noted.

Bank balances as at 13th May 2013 (when all accounts met)

Business Saver Account:£10,204.43

Community Account:£3822.96 (when all cheques paid)

The following payments had been met prior to meeting:

Chq 101737	Chris Mortimer	£264.00
Chq 101738	Bures St Mary PC	£200.00
Chq 101739	Bures St Mary PCC	£200.00
Chq 101740	Mrs J Wright	£65.86
Chq 101741	Mrs J Wright	£280.03
Chq 101742	HMRC	£70.00
Chq 101743	Chris Mortimer	£319.20
Chq 101744	EALC	£124.00
Chq 101745	E'ON	£110.85
Chq 101746	D Lee	£19.50
Chq 101747	EALC	£209.32
Chq 101748	JRB Enterprise	£130.20
Chq 101749	Mrs J Wright	£282.93
Chq 101750	Mrs J Wright	£38.98
Chq 101751	HMRC	£70.60
Chq 101752	Mrs O'Sullivan	£32.50
Chq 101753	Chris Mortimer	£226.80
Chq 101754	Bures Community Centre	£20.00
Chq 101755	Bures Community Centre	£40.00
Chq 101756	A & J Lighting	£108.86
Chq 101757	A R Goody	£60.00

The following payments were agreed at meeting:

Chq No. 101758	Joint Cemetery Authority	£1750.00
Chq No. 101759	Joint Sportsground Committee	£3791.25
Chq No. 101760	Mrs J Wright	£66.46
Chq No. 101761	EALC	£67.00

Income received prior to meeting:

HMRC	VAT Refund 2012/13	£709.32
Braintree DC	Street Clean Grant	£757.02

Braintree DC	Localism Fund	£4522.00
Braintree DC	50% Precept	£11,648.00

16/05/13 Audit Matters

Year end accounts 2012/13 approved and agreed £5 per copy if requested
Annual Return and Statement of Assurance 2012/13 approved and signed
Angus Goody agreed as Internal Auditor for 2013/14. Fees of £60 for 2013/14 agreed
Internal Auditor's report noted and matters reported on
Financial Regulations, Standing Orders, Risk Assessments reviewed and approved
Complaints Procedure, Model Publication Scheme reviewed and approved
Assets Register noted and approved
Insurance renewal noted and agreed
Clerk implementing new PAYE regulations as per instructions noted
Internal Audit Review date to be agreed with Cllrs Evans and O'Sullivan

17/05/13 Clerk's Contract and Salary Review

Clerk's contract reviewed with no amendments. It was agreed a 1% salary increase for financial year 2013/14 in line with EALC recommendations. Allowances to be reviewed following St. Mary PC review at its next meeting.

18/05/13 Physical Risk Assessment Report

Cllr Lee reported the following: benches required a coat of varnish. Bus shelter to be repaired and cleaned. Landing stage to be swept. Village sign still to be cleaned.
Ron Wright agreed to varnish both noticeboards free of charge. It was agreed to request ECC to re-paint and make good the Lamarsh Hill gate entrance sign. Colchester Road verge to be cut.

19/05/13 Clerk's Report and General Correspondence to note

Circulated and attached. One item to add – village sign bed to be replanted.

20/05/13 Planning

Response received from BDC re PC concerns on approval of Ferriers Lane site dated 7th December 2012 – circulated and noted.

Enforcements Cases ongoing:

7 – 9 Colchester Road, Garage site – breach of operating hours, fencing, drainage
Hornes Green Smallholding – allegation of building larger than approved

Application: 13/00459/FUL 21 Station Hill – erection of conservatory

Granted: 13/00090/FUL Wood Cottage, Lower Jennies Lane – erection of two storey rear extension plus associated alteration works

Granted: 13/00312/FUL 54 Colchester Road – proposed euroscape outdoor structure

21/05/13 Reports

Bures St Mary PC: No report. Next meeting 23rd May.

Cemetery: BTS work to trees still outstanding. Estimates for new path being considered.

Sportsground: No report. Next meeting Thursday 16th May.

Community Centre: Contract being drawn up with cleaners. Solar panels still being considered. New projector purchased for cinema use.

Rights of Way: Footpath 30 barbed wire issue still being investigated.

Tree Warden: No report.

Station Adopters: Report circulated.

Transport: Cllr Ryman agreed to be a member Parish Representative.

NHW: Nothing to report.

Bures Primary School: Clerk investigating whether a BHPC representative could be adopted on to the Board of Governors. New Head Teacher appointed.

Village Agent: Peter Darlington reported that he would now be attending the Coffee Morning at church every first Wednesday to provide advice and links to support services.

22/05/13 **Information Exchange/Next Agenda Items**

Information Exchange: The Clerk advised that she was investigating the re-start of Parish Cluster meetings. Europa Bures was to be held in Belgium this year on September 4th.

Dedham Vale Annual meeting to be held at Assington Village Hall on 4th June.

Clerk advised that the parish council website was currently being upgraded.

Next Agenda Items: Upgrade of telephone box. Memorabilia show case at Community Centre. Parish Cluster meetings. Parish Council website.

23/05/13 **To review start times for future meetings**

Cllr O'Sullivan proposed that all future meetings commence at 7.30pm. This was agreed.

24/05/13 **Date of Next Meeting**

Parish Council Meeting – Monday 15th July 2013 at The Garrad Room, Bures Community Centre at 7.30pm. Cllr Ryman gave his apologies for that meeting.

The meeting closed at 10.15pm.

Signed.....