

**Minutes of Bures Hamlet Parish Council Meeting
Monday 14th July 2014 at the Garrad Room,
Bures Community Centre, Nayland Road at 7.30pm**

Present: Cllrs D Lee, C Barnham, D Matthews, A Ryman, J Evans,
J Weavers, M Seymour (St Mary PC)
In the Chair: Cllr D Lee
Clerk: Mrs Jenny Wright
Also Present: 6 parishioners

1/07/14 APOLOGIES FOR ABSENCE

Apologies received from Cllr J O'Sullivan (on holiday) Cllr A Shelton (BDC),
Cllr D Finch (ECC).

2/07/14 DECLARATION OF INTERESTS

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

3/07/14 MINUTES

The minutes of the previous Annual Parish Council Meeting of 12th May 2014 were approved and signed as a correct record (previously circulated) subject to amendment to Item 9a: Permanent VAS sign to read - still waiting on.

4/07/14 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

5/07/14 POLICE

No police representative in attendance as previously advised. To only attend by request of parish council for specific matters. Reports received from PCSO Warren Brown for months of May and June. One attempted burglary reported with all other incidents being Non-Crime. Suffolk Police had agreed to visit the village more frequently during the summer months and had attended the recent Bures Music Festival. It was agreed the Clerk should request a more detailed report from Warren and establish how many police visits had been made to the village during the year.

The Clerk had advertised details of the Bures Speed Watch Scheme in the parish magazine to gain more volunteers. It was agreed to wait on the response before investigating into the purchase of a Laser Gun. Results of the recent CSW taken during May had been circulated. Cllr Evans asked the Clerk to enquire why photographs of the speeding cars could not be taken to record information.

6/07/14 COUNTY/DISTRICT COUNCILLOR REPORTS

Flood Fact Sheet and Information for the Public in Essex – circulated and a copy available from the Clerk on request. The Clerk also agreed to circulate to those households in the parish who had requested sandbags during the floods.

Cllr Finch Parish Update July 2014 - circulated

Lights Out/RBL Invitation between 10pm & 11pm 4th August 2014 – circulated and advertised in the parish magazine

ECC information on £32.5million to spend on fixing potholes - circulated

BDC Site Allocations & Development Management Plan details - circulated

7/07/14 HIGHWAYS

1) Local Highway Panel requests :

- a) Permanent VAS sign at Colchester Road – programmed for installation by 1st October 2014. Current VAS sign would continue in the programme of circulating round the parishes in the district.
- b) Central refuge at Colchester Road/Bridge Street – scheme approved for funding and installation within the 2014/15 financial year.
- c) Re-alignment of Bridge Street footpath – a pedestrian and junction count had been undertaken and the scheme was now recommended for a feasibility report.
- d) Colchester Road gateway signs – unlikely to be funded so agreed not to proceed.
- e) Crossing at Colchester Road – ECC confirmed that as this was now an historic scheme it would be necessary for it to be re-submitted for validation prior to inclusion on the LHP list. Clerk to complete the necessary paperwork.
- f) Footpath improvement at Colchester Road – also an historic scheme therefore Clerk to complete the necessary paperwork.
- g) Bus shelter at Normandie Way – further work required to establish feasibility of an additional shelter.

2) Ranger requests:

- a) Excess soil at Colne Road bank – following the Colne Road surfacing this matter appeared to have improved. Clerk agreed to monitor.
- b) Damaged kerbs – ECC advised that no action would be taken regarding kerb defects at 45 Normandie Way and 3 The Paddocks. Kerb defect at 35 Normandie had been assessed. Clerk to continue to follow up.
- c) Blocked drain at Water Lane - the Clerk had requested the built up soil to be cleared to allow the surface water to drain away freely. As there had been no action from the Rangers she would discuss the matter with the parish contractor.
- d) Weed kill pavements at The Paddocks – this had been completed.

3) Colchester Road surface stones: Following numerous discussions with Highways on this matter the stones still had not been cleared. Clerk had followed up with Cllr Finch. Parish Contractor had also swept some of the pavements but it had not been practical for him to clear the highway. The Highway sweeper had visited the parish twice but still not satisfactory. Clerk to follow up.

4) Cutting & clearance of highway verges: Parish Contractor Chris Mortimer had declined to submit a quotation. The Clerk was waiting on a quotation from Adam Norton for clearing the debris along Colchester Road right hand verge. Colchester BC had omitted to cut the Colchester Road verge from the Millennium gate to Mount Bures. The Clerk met with Nick Day of Braintree DC to discuss the cutting regime for the parish. Discrepancies were highlighted on his maps and he agreed to investigate and report back to the Clerk. The parish council agreed to ask Chris Mortimer to tidy up the Colchester Road verge as this had been budgeted for.

5) Part night lighting request: ECC confirmed that Columns 1, 2 and 3 Bridge Street do not meet the exception criteria and would remain as part of the Part Night Lighting Scheme.

6) Flooding at No.1 Colchester Road: The Clerk had reported the drainage problems. She was also following up on the promised CCTV investigation by Highways.

- 7) **Flooding at Cambridge Brook & Mount Bures turning:** The regular occurrence of flooding was currently being investigated by Colchester Highways Land Drainage Team. Highway Officers had confirmed that this may need to be referred to the Environment Agency and the landowners.
- 8) **Street light repairs:** Column No. 1 Colchester Road reported but work still outstanding. Column No.1 The Paddocks now repaired.
- 9) **2014/15 Winter Salt Bag Scheme:** The Clerk had completed the necessary forms online. 1 tonne of brown rock salt to be delivered in the autumn. Parish Contractor, Chris Mortimer to take control of the stock. Clerk to call him out during the winter as and when deemed necessary. He would also fill and hold a stock of sandbags on behalf of the parish council for distribution to the parish.
- 10) **Footpath repairs:** The Clerk had reported the following: protruding pole trip hazard at Bridge Street, inspection of footway at Station Hill request, damaged footpath at Parsonage Grove deemed dangerous.

8/07/14 JOINT EMERGENCY PLAN

Chairman Cllr Lee agreed to meet with Cllr Holbrook on her return from holiday to finalise the plan.

Cllr Barnham updated members on the progression of the Vulnerable Persons List and assured members that she and the Clerk would be meeting with all volunteers of the scheme to ensure a positive way forward. Meeting date set for Wednesday 24th September.

9/07/14 NEIGHBOURHOOD PLAN

A next meeting still to be arranged following Cllr Holbrook's return from holiday. An event to be held to allow parishioners an insight of what a Neighbourhood Plan is and to establish support for the progression of a Bures Joint Neighbourhood Plan.

10/07/14 FINANCE

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

Bank reconciliation dated 7th July 2014 – circulated, noted and attached.

Bank balances as at 14th July 2014 (when all accounts met):

Business Saver Account: £8,721.03

Community Account: £5,070.68

11/07/14 AUDIT MATTERS

To note still waiting on External Auditor's report for 2013/14 year end accounts.

Internal Audit Review: Cllr Evans and Weavers agreed to meet with the Clerk and Internal Auditor on October 7th at 6.30pm.

12/07/14 PHYSICAL RISK ASSESSMENT

Cllr Ryman reported the following:

Bench at Essex Knoll needed a clean. Flower tub at Normandie Way well displayed.

Thanks to be sent to Elaine Pearl. Display board surround rotten. Ron Wright had submitted a quotation of £180 to remake. This was agreed. Cllr Jackson had agreed to obtain quotations from Spingold for both the BH and Sports Ground display boards to be upgraded. Tree inside the Millennium gate needed trimming. Clerk to follow up on all items.

Update on items from previous Risk Assessment: bus shelter had been cleaned and strimmed around, landing stage swept, still waiting on Scouts to clean Millennium footbridge.

13/07/14 ITEMS FOR UPDATE AND FOLLOW UP

- a) Village sign – the Clerk had managed to obtain two quotations to reinstate the sign. S A Castle Ltd - £1,355 + VAT and H Signs - £1,550. It was agreed to accept the quotation from S A Castle Ltd. The rotten wood post did not fall within the parish council's insurance inclusions so the costs of the new village sign would be met from the re-allocation of funds from the lighting budget. Steven Binks had agreed to clean the original metal sign.
- b) W I sign - the wooden post to be renewed. All costs would be met by the W I.
- c) Vacant garage site – under enforcement order – BDC Enforcement Officer had carried out a number of inspections at the site and written to the owner regarding the ceasement of sale of vehicles on site. He would continue to monitor and report to the Clerk.
- d) Lamarsh Hill entrance gate – this was now painted.
- e) Station Hill telephone box upgrade – kiosk had been cleaned and tidied by Payphones and was in their system for painting in 2014.
- f) Assets of Community Value – the list compiled by Cllr Underwood had been circulated and items added or deleted as agreed appropriate. The Clerk had circulated LTN 85 and noted to members the necessary papers required for nominating an asset for inclusion to the District Councils. It was agreed to suggest to BSMPC that the item be a joint parish council venture. Clerk agreed to follow up.
- g) The Swan PH – Cllr O'Sullivan had asked the members to follow up on a possible case for 'Lawful Development Certificate'. The Clerk had written to BDC Planning Authority to establish whether any discussions were in progress with the new owners. She had also requested an update on the status of the BDC recycling centre currently situated to the rear of the site. Still waiting on a response from BDC.
- h) Station Hill hedge and tree: the overhanging tree branches at No. 7 had been cut back. The Clerk had written and met with the residents of No. 3 regarding the overhanging hedge. It had been agreed that the hedge would be cut back in the autumn.
- i) Lighting at Lamarsh Hill bungalows – Clerk had followed up with Greenfields Project Manager. He accepted that the lighting was not as the residents had hoped for. He agreed to take light readings in the autumn. Clerk and Cllr Barnham to attend a Greenfields Estate Inspection on 15th July and would follow up on the matter then.
- j) Chris Mortimer Grounds Maintenance – the Clerk had drawn up an agreement of costs with Chris Mortimer for grass cutting and street clean 2014/15. It was agreed to include cleaning of dog and waste bins once a year plus sweeping 4 times a year. Clerk to finalise details with Chris Mortimer.
- k) No. 5 Colchester Road – BDC Enforcement Officer had investigated the boarded windows. He advised that they had been removed to allow for a 'like for like repair' and had closed the case.
- l) Dog Warden – the Clerk confirmed that the BDC Dog Warden had visited the parish and checked on the dog notices to ensure all satisfactory.

14/07/14 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

Access to Local Council Meetings and Documents – circulated and noted

Transparency Code – circulated and noted

LTN 9E Revised Complaints Procedure – circulated. It was agreed there was a need for this to be in line with Bures St Mary Parish Council's Complaints Procedure. Cllr Evans requested that any complaints received should be dealt with at a separate meeting of the Parish Council. Chairman agreed to follow up all points with Cllr Holbrook and the Clerk.

15/07/14 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

Thanks to be sent to David and Anne Taylor for volunteering to take part in the Stour Heritage at Risk Project.

16/07/14 PLANNING

The Clerk had followed up on the traveller site report in the Halstead Gazette with District Councillor Tony Shelton. A statement from BDC Senior Policy Planner had been forwarded to the Clerk stating that the Ferriers Lane site is an established use, which has the benefit of planning permission.

Ferriers Lane site meeting – Mr Rooney site owner had requested to meet the parish council to discuss his proposals ahead of submitting a planning application to replace the fencing with a brick wall. The Chairman and Clerk had met with him on site.

Members agreed that the parish council would oppose a wall on the grounds that it is out of character with the area. Chairman to make a reply to Mr Rooney.

Application No. 14/00183/TPOCON 6 Woolpit Downs – tree works

Granted: No. 14/00106/TPOCON The Boat House – tree works

Granted: No. 14/00058/TPOCON 1 Woolpit Downs - tree works

Enforcement Order 14/00192/NCC3 Bures Park, Colne Road – non-compliance with condition 5 of the planning permission – ongoing

Enforcement Order 14/00196/LBR3 5 Colchester Road – listed building windows been sent away for a like for like repair - monitoring

17/07/14 REPORTS

Bures St Mary PC: Cllr Seymour reported the following – request to SCC for the Croft Byeway to be resurfaced still ongoing. Letters being sent to all residents for their comments on making a contribution to any costs. Cllr Butcher to establish a grants and entertainment committee. Braeburn Gardens estate nearing completion. Persimmons will be selling off the land currently being used for storage.

Cemetery: Tree survey being undertaken on the two trees at top of main drive. Concerns over the damage being made to the new path by the grave diggers vehicle.

Sportsground: New play equipment and adult fitness equipment being added. S106 monies agreed to part fund the project. Tractor shed and Coronation shelter to be repainted. Slitting of football pitches completed. Still monitoring dog fouling for a further 3 months. Refurbished Millennium Beacon and roundabout now in place.

Community Centre: Chairman Derek Davies to retire at the AGM on Wednesday. A letter of appreciation of his work had been sent from the Clerk from both parish councils.

Rights of Way: Hugh Turner reported that FP27 was now open and accessible following ECC notice to clear the path. He also advised that the obstructions on the Ravensfield path had been cleared. Mount Bures PC were currently investigating whether the Permissive Path from Colchester Road to the railway crossing could be recognised as a Public ROW.

Tree Warden: The Chairman suggested that the Tree Warden information should be renewed in the noticeboard.

Station Adopters: Report circulated. Steven Binks had begun work on the Totem feature.

Transport: Next Parish Transport meeting to be held on 12th June.

NHW: Newsletters circulated regularly.

Bures Primary School: Change of use from grazing land to sports facility for the land in Nayland Road for the primary school had been approved. Still waiting on agreement to amend the route of the footpath.

Community Agent: Peter Darlington confirmed that he would continue to look after Bures within his remit.

Bures Common: Trust looking for people willing to undertake the renovation of the barn. Grants to be applied for. Cllr Matthews offered to pay for a circular bench to be erected around the Millennium Oak. Cllr Ryman agreed to put his offer to the Trust Committee.

Transition Group: Regular markets held on a Saturday morning. Michaelmas Fayre to be held on 28th September.

18/07/14 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None.

19/07/14 DATES FOR REPS TO BSMPC MEETINGS:

2014	25 th September	- Cllr Evans
	27 th November	- Cllr Barnham
2015	22 nd January	- Cllr Ryman
	26 th March	- Cllr Weavers
	23 rd April	- Cllr O'Sullivan
	21 st May	- Cllr Lee
	23 rd July	- Cllr Evans

20/07/14 DATE OF NEXT MEETING

It was agreed to change the September meeting to Monday 29th September 2014 at The Garrad Room, Bures Community Centre at 7.30pm.

Future meeting dates booked: 17th November 2014

Future dates agreed for 2015: 19th January, 23rd March, 18th May, 20th July, 21st September, 23rd November

The meeting closed at 9.30pm.

Signed:

Parish Council Chair:

Date: