

**Minutes of Bures Hamlet Annual Parish Council Meeting
Monday 15th May 2017 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, C Barnham, M Welch, A Crowe, D Kennett,
Cllr G Jackson (Bures St Mary PC), Cllr W Scattergood (BDC)
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 5 members of the public

1/05/17 ELECTION OF CHAIRMAN

Cllr David Lee duly elected as Chairman.
Chairman's Declaration of Acceptance of Office duly signed.

2/05/17 APOLOGIES FOR ABSENCE

Apologies received from Cllr B Wilson (personal commitment). Apology duly accepted.
Apologies also received from Cllr D Finch (ECC).

3/05/17 CO-OPTION OF COUNCILLOR

The Casual Vacancy had been duly advertised with 1 written interest received from Mr Martin Randall. Mr Randall was duly co-opted and welcomed to join the table with the other members. The Declaration of Acceptance of Office was duly signed.

4/05/17 ELECTION OF OTHER OFFICES

Vice Chairman: The Chairman outlined the duties of Vice Chairman. There were 2 nominations for the position those being Cllr Welch and Cllr Kennett. Following a secret ballot Cllr Welch was duly nominated.

Cemetery: Chairman: Cllr Lee. Members: Cllrs Kennett, Barnham and Crowe.

Sports Ground: Cllrs Randall, Welch and Wilson.

Community Centre: Cllr Crowe.

EALC & BALC: Cllr Lee and the Clerk.

Traffic Management & Transport: Cllr Welch.

Tree Warden: John Evans.

Parish Rights of Way: Hugh Turner and the Clerk.

Planning: All members.

5/05/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

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

6/05/17 MINUTES

The minutes of the previous Parish Council Meeting of 20th March 2017 and the Joint Annual Parish Meeting of 30th March 2017 were approved and signed as a correct record (previously circulated) subject to one future meeting date amendment.

7/05/17 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 5 members of the public present.

The new owner of Stour Valley House formerly The Swan PH informed members of a pending planning application to remove the one remaining tree on site at the rear of the building. All other trees had been removed under previous conditions relating to the planning approval for change of use. Amanda advised members that the Parish Tree Warden had verbally supported the removal and that she would replace with 2 new specimen trees. The Chairman thanked Amanda for attending the meeting and advised that the parish council would give the application due consideration before submitting its comments.

It was subsequently established that the Parish Tree Warden had **not** given his approval for the removal of the tree and following due consideration the collective view of the Council was to oppose the application.

8/05/17 POLICE

No police representative in attendance as per current force directive.

Weekly police reports circulated.

The Clerk had advertised for more volunteers to join the Bures SpeedWatch Scheme with no particular interest shown to date. Mr George Barnham would collect all material together and hold until a final decision was made to disband the Scheme. The Clerk would continue to advertise.

Cllr Barnham and the Clerk to attend the EALC Police Conference on the 7th June.

The Police and Crime Plan Seven Policing Priorities to Protect Essex – circulated and noted.

9/05/17 COUNTY/DISTRICT COUNCILLOR REPORTS

County Councillor Report

Cllr Finch had given his apologies for the meeting and therefore no report presented.

Chairman David Lee congratulated Cllr Finch in his absence on his recent re-election as the Hedingham Ward County Councillor.

District Councillor Report

Cllr Scattergood gave the following report: She had been re-elected as Chairman of the Planning Committee. The Local Plan Committee meeting on 16th May would be recommending to take the Draft Local Plan to full Council on 5th June for approval. Following approval the Draft would be subject to a further 6 week Public Consultation period. Cllr Scattergood recommended that any previous objections should be re-submitted to the Planning Inspector.

The outline planning application for Land to the rear of Windyridge was recommended for approval. Cllr Randall disputed the width stated for the restricted access to the site. Cllr Scattergood agreed to follow up prior to the Planning Committee meeting on the 23rd May.

Chairman and Clerk agreed to attend the meeting.

Cllr Scattergood noted that BDC was giving support to Rural Businesses and Rural Tourism.

10/05/17 HIGHWAYS

- a) **Bridge Street footway, dropped kerb & drainage** – works currently being undertaken by ECC Highways as agreed. Dropped kerb at No. 3 installed. Members agreed to monitor the need for further dropped kerbing at Station Hill. Drainage to be assessed once all works completed.
- b) **Footway outside Swan PH** – the new owners of the property had installed waterproofing to the front walls and laid 1 metre width shingling within their boundary line. ECC Highways had agreed to include the remaining section of footpath within its resurfacing programme currently being undertaken.
- c) **Anglia Level Crossing Reduction Strategy** - objections to the proposed closure of E54 The Paddocks railway crossing had been submitted both under Phase 1 and Phase 2 of the Public Consultations. Cllr Finch advised that ECC would be submitting objections to all proposed footpath closures listed in the Public Consultation. The Clerk had informed Network Rail that the parish council would wish to be represented at any inquiry or hearing which may be held. The Chairman questioned the future of the remaining sections of the footpath from Colne Road to The Paddocks if the proposals went ahead.
- d) **Footpath at No. 4 Lamarsh Hill** - the matter still being assessed by ECC Legal Services. Clerk agreed to follow up again.
- e) **Bus shelter** – members considered the request for a shelter on the Essex Knoll. Issues on sight line, loss of view across the Common, available space and style of shelter were raised. A LHP application needed to be submitted. Members agreed to a site meeting before any application was submitted. Clerk to arrange. Representatives from Bures Common Trust to be asked to attend.
- f) **Drains** – all drains reported within the parish had been cleared by ECC.

11/05/17 ITEMS FOR UPDATE AND FOLLOW UP

- a) **BDC Street Clean Agreement** – the Clerk had returned the signed agreement for 2017/18. A contribution of £813.68 had been received towards the parish grounds maintenance budget.
- b) **Greenfield Housing Maintenance Agreement** – the Clerk had returned the signed agreement for 2017/18. A contribution of £259.49 had been received towards the parish grounds maintenance budget.
- c) **Vacant garage site** – nothing further to report to date. The site to be included within the Joint Parish Plan as this would show an evidenced based need to discuss options with the current site owner.
- d) **Assets of Community Value** – BHPC had agreed not to progress any further ACV nominations for BH but BSMPC was currently progressing an ACV for the Three Horseshoes PH with the consent of the owner. Any ACVs to be included within the Joint Parish Plan.
- e) **Joint Emergency Plan** – Tim Underwood still progressing the plan forward. A meeting with Emergency Planning Officers from both District Councils to be arranged.
- f) **Joint Parish Plan** – Cllr Jackson circulated copies of the draft Adult and Kids questionnaires to all members for approval. Cllr Crowe asked how Question 7 had been devised. She said she would request the Parish Plan Chairman to comment directly to him. Any amendments to be submitted to Cllr Jackson prior to printing. The members agreed in principle to approve the questionnaires subject to any necessary minor amendments. Questionnaires to be delivered to all households early June with a return date of 25th June. The questionnaires would also be available to download from the Bures website. Some concerns raised over establishing which households required the Kids questionnaire. Next follow up parish event scheduled for 10th July.

- g) **Gateway entrance signs** - £2,000 had been earmarked. It was agreed to include a site visit when members met to discuss proposals for a bus shelter at the Knoll.
- h) **Lighting at Lamarsh Hill bungalows** – sensor installed at No. 15 as previously agreed. However property No. 21 being vacated and therefore its planned works currently on hold.
- i) **Electricity cable undergrounding at Station Hill** – works programmed for 2017.
- j) **Bollard lamp at The Paddocks footway** – following further damage Nigel Norton had cemented around the bollard. Although rather unsightly the bollard was now secured. Suggestion made to paint the cement green. Clerk to follow up.

12/05/17 PLANNING

All applications received and comments made – see attached list.

Application No. 17/00582/OUT Land rear of Windyridge – the parish council had mixed views on the application, particularly taking into account the recent approval for 3 houses on the adjacent Windyridge site, which was granted on appeal. Cllr Randall and Kennett raised various issues of concern, including public safety and the restricted access to the site.

As the majority of the Parish Council were not against the planning application in principle, it was agreed that the Chairman would attend the BDC planning committee meeting on the 23rd May to state the objections raised and to make Officers aware of the disputed access width. Cllr Scattergood also agreed to follow up on the issues raised on behalf of the parish council.

Following Cllr Scattergood's advice, members agreed that the parish council should reaffirm its objections to the Planning Inspector regarding Sites Bure 165 and 166 previously withdrawn from the BDC Draft Local Plan.

13/05/17 FINANCE

Bures St Mary Parish Council had obtained quotations for renovation works to the war memorial. The Clerk suggested costs could be shared between both parish councils. Members agreed in principle to meet 50% costs of the cheaper quotation of £1,757.00.

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

Bank reconciliation dated 6th May 2017 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached. As per the Internal Auditor's recommendation the bank reconciliation and corresponding bank statements were signed by the Chairman and a non-signatory member - Cllr Kennett.

2016/17 year end Clerk's salary and tax completed – duly noted.

2017/18 Clerk's pay award in line with NALC recommendations – duly noted.

2016/17 VAT claim submitted to HMRC – duly noted.

Barclays Bank confirmed completion of the Bank Mandate Change. Bank signatories were Cllrs Lee, Welch and Barnham. All cheques to be signed by any two signatories as per the Financial Regulations.

14/05/17 AUDIT MATTERS

- a) The 2016/17 Annual Governance Statement was duly considered, approved and signed.
- b) The 2016/17 Annual Accounting Statement was duly approved by resolution, signed and dated.
- c) The following Audit items were duly approved:
 - 2016/17 Internal Auditor's Report with recommendations duly noted.
 - Appointment of Mrs Carolyn Holbrook as Internal Auditor for 2017/18 with fees to remain as per previous year.
 - Date for Internal Audit Review Checklist to be held early October – Cllr Crowe, Cllr Wilson, Clerk and Internal Auditor to attend.

2016/17 accounts to be made available for sale at £5 per copy.
Asset Register.
Insurance Renewal.
Financial Regulations.
Standing Orders.
Risk Assessments.
Model Publication Scheme.
Complaints Procedure.
Equality Procedure.

15/05/17 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

It was noted that Bures Common Trust was organising a picnic on the Common on 18th June to mark the countrywide event 'The Great Get Together' in memory of the late Jo Cox MP.

It was noted the foliage around the road narrow sign at Colchester Road needed cutting back.

16/05/17 PHYSICAL RISK ASSESSMENT

Cllr Alan Crowe had circulated his report prior to the meeting and all assets reported in a very satisfactory condition. Some weeds to be cleared at bus shelter. Benches to be cleaned. Nettles around dog waste bin at Bakers Hall to be cut back.

17/05/17 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations had been circulated and noted:

LO2 -17 The Code of Recommended Practice on Local Authority Publicity

Legal Update No. 2 March 2017

LTN 5 Section No. 60 – Parish Councillor in council tax arrears prohibitions

LTN 11 Celebration and Similar Events

LTN 80 Members' conduct and the registration and disclosure of their interests

LTN 31 Section 137 of the Local Government Act 1972

18/05/17 REPORTS

Bures St Mary PC: Cllr Jackson reported that new traffic regulations had been implemented on the B1508 and majority of motorists appeared to be abiding to the speed restrictions. One site submitted under the BDC Call for Sites although not distinguishable from the map but appeared to be to the rear of the Primary School. Antisocial behaviour problems at the garage area near the Community Woodland. Police monitoring. Pikes Marsh play area still waiting land transfer from BDC to Bures St Mary Parish Council. Still waiting on Highways agreement to install 2 bollards at the High Street. The parish council had a supply of wheelie bin 30mph stickers. Cllr Jackson suggested to make some available to residents in Colchester Road.

Cemetery: Cllr Lee reported: Skip area now screened and access via St Edmunds Lane working well. New field gate erected for access to the skip area. Two trees at top of main drive continuing to be monitored. 3 headstones repaired. Meeting to be held to discuss boundary wall movement. Owner of No. 14 Cuckoo Hill had requested removal or cutting back of trees along the boundary wall. Chairman and Clerk following up.

Sportsground: Cllr Welch reported: Members had agreed to request reimbursement of deposit and cancellation of the project if no imminent installation date confirmed. Cllr Ambrose and the Clerk had met with the Morphus Team on site in April who confirmed that the groundwork would commence within the next 8 weeks. Project scheduled to be in place before September. A request had been received for the Committee to consider installing a disabled swing. This was being followed up. Another request to look at installing a

roundabout suitable for all able and disabled children would be considered when investigating future play equipment projects.

Community Centre: Cllr Crowe reported: Kitchen roof to be repaired. Good profit from the Cinema Club.

Rights of Way: ROW report circulated. FP5 very boggy and overgrown. Stile at Bakers Hall in need of repair. Mr and Mrs Weavers owners of the Ferriers Pits were in attendance to comment on the parish council proposals for Footpaths 1,3 and 4 which run across their land. Mr Weavers was not keen to agree to the proposals to extinguish and re-route the paths for security reasons. The Chairman thanked Mr Weavers for attending and agreed that the matter needed to be discussed thoroughly with all members before any decision could be made on the proposals.

Station Adopters: Report circulated. It was noted that Anne and David Taylor were to move away from the village and would be giving up their voluntary work as Station Adopters.

Transport: Cllr Welch to attend the next DaRT 3 meeting in June.

Tree Warden: Nothing to report. Clerk to ask John Evans if he was happy to continue as Tree Warden for the coming year.

Bures Primary School: A new Head Teacher appointed to commence at the start of the autumn term.

NHW: The summer issue of Watchword had been circulated to residents within the NHW areas. The Clerk was in receipt of the NH & Home Watch Network Insurance for the Voluntary Sector.

Bures Common: Restoration of the barn progressing well. Monthly markets extremely well supported.

19/05/17 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Cllr Lee commented on the initiative 'Men in Sheds'. He noted that there were grants available to set up one of these projects locally if found to be a need.

20/05/17 DATE OF NEXT MEETING

Parish Council Meeting – Monday 17th July to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2017/18: 18th September, 20th November 2017 and 15th January 2018. The Chairman gave his apologies for the meeting of the 18th September. Cllr Welch to be Acting Chair for the meeting.

The meeting closed at 10.00pm

Signed:

Authority Chair:

Date:

