

BURES HAMLET PARISH COUNCIL

*Clerk to the Council – Mrs Jenny Wright
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MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 15th JULY 2013 AT THE GARRAD ROOM, BURES COMMUNITY CENTRE, NAYLAND ROAD AT 7.30PM

Present: Cllrs D Lee, C Barnham, D Matthews, J Weavers,
R Butcher (Bures St Mary PC), Cllr A Shelton (BDC)
In the Chair: Cllr D Lee
Clerk: Mrs Jenny Wright
Also Present: 5 parishioners

1/07/13 Apologies for Absence

Apologies received from Cllrs J O’Sullivan (on hols), A Ryman (on hols), J Evans (on hols).
Cllr D Finch (ECC), PCSO Warren Brown.

2/07/13 Declaration of Interests

To receive any ‘pecuniary’ or ‘non-pecuniary’ interests and Dispensation requests -
None declared. The Register of Interests Book was updated by those present.
Cllrs O’Sullivan, Ryman and Evans still to update.

3/07/13 Minutes

The minutes of the previous Annual Parish Council meeting of 13th May 2013 were approved and signed as a correct record (previously circulated) with one amendment:
Item 22 - Europa Bures Event was to be held 30th August to 2nd September.

4/07/13 Public Forum – 15 minutes maximum public participation

3 minutes for individual contributions unless longer required

Clerk to advise both Mrs Scott and Mrs Saer on previous discussions with Essex County Council regarding the footpath leading from Colchester Road through to Normandie Way. Colin Lorkings advised that dog faeces on the sportsground was minimal now that the dispensers were being regularly stocked.

5/07/13 Police Report – In the absence of PCSO Warren Brown, the Clerk gave his report: He highlighted the shed/garage burglaries in the area and warned residents to be keep their property secure. There had been 1 Nuisance Other, 1 Nuisance Communication, 3 Suspicious Circumstances, 1 Highway Disruption, 1 Assault, 2 Animal Related Incidents, 1 Road Traffic Collision during period 15th May to 11th July. 3 interests received for the SpeedWatch Scheme and Co-ordinator PC Edwards was communicating directly with the volunteers to progress the scheme forward.

6/07/13 County/District Councillor Reports

Cllr Finch’s June Parish Update – circulated and noted
Information on Support to Small Parish Councils – circulated and noted
BDC Draft Homelessness Strategy & Review 2013 -2018 – circulated and noted
Information on Strategic Housing Market Assessment – circulated and noted
Invitation to BDC Parish Council Broadband Summit on 22nd July – circulated and noted

County Councillor: No report.

District Councillor: Cllr Shelton gave the following report: He was currently undertaking a Scrutiny Process looking into the difficulties for youngsters trying to find employment in the district. Cllr Shelton also on the Task and Finish Group looking at local Health Service facilities and issues of crossborder.

Mrs Sue Howarth asked Cllr Shelton to look into the issue of overnight parking of commercial vehicles at The Paddocks. Clerk to forward all details for him to follow up.

7/07/13 **Highways**

- 1) Junction at Bridge Street/Colchester Road/Station Hill – matter being progressed forward via the Local Highway Panel request system. Speed survey and traffic count also being progressed.
- 2) Parking restrictions at Bridge Street – ECC had re-painted the single yellow restriction line. North East Essex Partnership in consultation with ECC confirmed that the installation of a double yellow line where a single yellow line exists could not be supported. However an advisory white ‘h’ bar was offered at a cost of £120 + VAT to the parish council. It was agreed the Clerk should request that this cost be waived if the work was timed when other works being completed locally.
- 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. Clerk to request an update on the historic crossing point scheme at Colchester Road.
- 4) Potholes – all potholes in Colchester Road and Colne Road repaired.
- 5) Broken kerb at 35 Normandie Way – reported again. Clerk to contact County Councillor.
- 6) Flooding at Colne Road – area had been resurfaced. Clerk to monitor if still a flood problem at the corner.
- 7) Construction of ‘bridge’ to rear of Bridge Street – ECC had instructed the landowner to remove but still in place. Clerk to follow up.
- 8) Colne Road gritting – Cllr Finch had confirmed that he had put in a request for Colne Road to be included in the ECC Winter Gritting Programme. Clerk to check with neighbouring parishes to progress this matter forward.
- 9) Winter Salt Bag Scheme – Clerk had completed the necessary paperwork to be included in the 2013/14 scheme and requested the larger salt bag currently being offered by ECC. All details forwarded to Chris Mortimer for his reference.
- 10) TK Weaver lorries – a complaint had been received that the lorries were not covered adequately. Karl Weaver confirmed that all lorries when carrying hazardous or dusty material would be covered.

8/07/13 **Joint Emergency Plan**

Chairman Cllr Lee still progressing the plan forward. Bures was one of 9 parishes whose emergency plan had been recognised as Best Practice by Babergh DC and Cllr Underwood had attended an awards ceremony at Lavenham to receive a starter pack.

9/07/13 **Parish Plan**

It was agreed to proceed with a Joint Parish Plan. Sub committee members: Cllrs Ryman, O’Sullivan, Lee, Seymour, Holbrook and Jackson. Clerk to arrange a meeting date when Cllr Holbrook returned from her summer break.

10/07/13 **Parish Cluster Meetings**

All parishes within the cluster with the exception of Belchamp Walter had welcomed the initiative to recommence the cluster meetings. Clerk to set a first meeting date at Bures.

11/07/13 Items for update report to members and follow up

- 1) Millennium footpath repair – work completed. Inspection by the Big Society Fund may follow before grant finalised. Clerk to submit claim form.
- 2) Bus shelter – bus shelter damage repair completed and shelter cleaned. Clerk still to look into costs and grants for a second bus shelter opposite.
- 3) Vacant garage site – operating hours had been reviewed under Enforcement Case No. 13./0001/NCC3. The garage flat had been vacated. Car wash signs still being monitored.
- 4) Draft Open Spaces Allocation Plan: Clerk had completed information on allotments and the next stage was for BDC to build a list of sports facilities in the parishes.
- 5) Highways Compulsory Land Purchase Scheme: no action taken on this.
- 6) Parish Council website: Clerk following up on upgrading the website.
- 7) Station Hill telephone box – Clerk to write to BT for box to be cleaned and painted.
- 8) Bures in Bloom – agreed not to progress.
- 9) Skip for collection of paint tins - Clerk still following up on skip hire costs and regulations for disposal of paint tins.
- 10) Display case for memorabilia – to discuss at next meeting.

12/07/13 Finance

Finance report – circulated and noted

Disposal of computer and asset register updated – noted and agreed

3 grit bins and 1 display board added to insurance premium – noted and agreed

Letter of thanks received from Ferriers Barn and River Stour Trust for donations

Bank balances as at 15th July 2013 (when all accounts met)

Business Saver Account: £10,205.30

Community Account: £2,857.73 (when all cheques paid)

The following payments had been met prior to meeting:

Chq 101762	Ferriers Barn	£50.00
Chq 101763	River Stour Trust	£50.00
Chq 101764	Aon UK	£514.03
Chq 101765	Chris Mortimer	£254.70
Chq 101766	Mrs J Wright	£360.59
Chq 101767	Mrs J Wright	£36.02
Chq 101768	HMRC	£72.20
Chq 101769	Bus Shelters Ltd	£39.24
Chq 101770	R W Wright	£45.00
Chq 101771	HMRC	£71.40
Chq 101772	Cancelled cheque	
Chq 101773	Mrs J Wright	£33.36
Chq 101774	Chris Mortimer	£244.80
Chq 101775	T5 Building	£1491.60
Chq 101776	Aon UK	£3.33
Chq 101777	Mrs J Wright	£213.46
Chq 101778	R.C.C.E.	£66.00

The following payments were agreed at meeting:

Chq 101779	Mrs J O'Sullivan	£32.50
Chq 101780	River Stour Trust	£20.00
Chq 101781	EALC	£60.00

Income received prior to meeting: Barclays bank interest £0.87

13/07/13 **Audit Matters**

Still waiting on approval of year end accounts 2012/13 from External Auditor – noted
Assets Register updated – agreed and noted
Insurance renewal premium addition – agreed and noted
Internal Audit Review date still to be agreed with Cllrs Evans and O’Sullivan
No further amendments to Clerk’s allowances – agreed and noted

14/07/13 **Physical Risk Assessment Report**

Cllr O’Sullivan reported the following: Village sign still to be cleaned. All flower tubs planted out. Bus shelter had been cleaned. Waste bins needed emptying plus dog waste bin at corner of Bridge Street needed emptying and cleaning. Strimming needed around gates at Millennium Bridge footpath. Clerk to follow up on all items.
Items outstanding from previous report: benches and noticeboards still to be stained.

15/07/13 **Clerk’s Report and General Correspondence to note**

Circulated and attached. One item to mention – BDC Summer Activity Day would not be held this year due to changes in venues. Clerk to write advising of parish council’s disappointment of this.

16/07/13 **Planning**

Enforcements Cases ongoing:

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

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

17/07/13 **Reports**

Bures St Mary PC: There had been several minor crimes reported. All parish street lights currently being upgraded by SCC. Next meeting 25th July - Cllr Lee to attend.

Cemetery: BTS work to trees still outstanding. Wiles Contractors quotation accepted for levelling and laying path in newly acquired extension area.

Sportsground: Dog fouling had diminished following the monitoring of the dog waste dispensers. Music Festival had been successful and had kept the area litter free. Problems with cars blocking the main gate entrance being followed up. New signs erected at tennis courts and main gate. Looking at fixing a boarding around bottom of roundabout to prevent accidents. Noah’s Ark playarea to be extended out to football club concreted area.

Community Centre: Draft caretaker contracts agreed and to be signed. First film show successful. Sub committee formed to follow up on solar panels for roof. Centre Manager position advertised for someone to oversee jobs which cannot be completed by committee members. Main hall to be redecorated.

Rights of Way: Footpath running from Colne Road to The Paddocks to be cleared.

Tree Warden: Ash Dieback update circulated.

Station Adopters: Report circulated. Waiting hut to be repainted. Colours agreed yellow and green. Agreed that parish council would meet costs of paint. Chairman expressed the members appreciation to Anne and David Taylor for all their hardwork as Station Adopters.

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

NHW: All updates circulated by Clerk to all those on emailing list.

Bures Primary School: HeadTeacher Christine Furniss retiring at end of school term. Concerns had been raised as the primary school was becoming over-subscribed. Matter to be raised at the next St. Mary PC meeting.

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.

Bures Common: Hog roast celebrations successful. Fencing now completed. Picnic bench to be sited inside entrance from Colchester Road.

Transition Group: Farmers Market to be held on 3rd August at 10.00am.

18/07/13 Information Exchange/Next Agenda Items

None.

19/07/13 Date of Next Meeting

Monday 23rd September 2013 at The Garrad Room, Bures Community Centre at 7.30pm.

Cllr Tony Shelton offered his apologies for the next meeting.

Future meeting dates: 2013: 18th November

2014: 13th January, 24th March, 19th May, 14th July, 22nd September, 17th November.

The meeting closed at 10.00pm