

**Minutes of Bures Hamlet Annual Parish Council Meeting
Monday 16th May 2016 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, C Barnham, A Crowe, D Matthews, B Wilson
D Ambrose (St Mary PC), Cllr D Finch (ECC)
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 3 members of the public

1/05/16 ELECTION OF CHAIRMAN

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

2/05/16 APOLOGIES FOR ABSENCE

Apologies received from Cllr M Welch and duly accepted (on holiday).
Apologies also received from District Cllr Wendy Scattergood.
The Chairman welcomed all those present and especially new member Cllr Ben Wilson.
He also advised of the recent resignation of Cllr Jeanette Weavers with immediate effect.
A letter of thanks for her valued contribution during her term of office to be sent.
Following notification to Braintree District Council the Casual Vacancy would be duly advertised.

3/05/16 ELECTION OF OTHER OFFICES

Vice Chairman: Cllr Derek Matthews duly elected.
Cemetery: Chairman: Cllr Lee. Members: Cllrs Matthews, Barnham and Crowe.
Sports Ground: Cllrs Matthews, Welch and Wilson.
Community Centre: Cllr Crowe.
EALC & BALC: Cllr Lee and Clerk.
Traffic Management & Transport: Cllr Welch
Tree Warden: John Evans.
Parish Rights of Way: Hugh Turner + Clerk.
Planning: All members.
Cllr Crowe asked if there was representative on Bures Common. The Chairman advised that Bures Common was a Charity managed by 6 Trustees on behalf of the village. BHPC and BSMPC were each invited to send a representative to the meetings and he attended on behalf of BHPC. All Trustees were listed on the website.

4/05/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

Cllr Ben Wilson had duly completed and returned his Register of Interests to the BDC Monitoring Officer. All completed registers were available to view on both BDC and Parish websites. The Register of Interests book was circulated to all members and duly updated. To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – none received at the meeting.

5/05/16 MINUTES

The minutes of the previous Annual Parish Meeting and Parish Council Meeting of 21st March 2016 were both approved and signed as a correct record (previously circulated).

6/05/16 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 3 members of the public present.

Mrs Kate Sarley, Chairman of Noah's Ark Nursery Group presented an update on the nursery's current financial position. She had met with District Councillor Lee Parker and MP James Cartlidge both representing Suffolk. Kate predicted that the nursery was facing closure by the end of the year with the loss of 7 employees. The Chairman was saddened to hear of the problems but advised that BHPC was not in position to fund or offer financial support. Cllr David Finch, Leader of ECC agreed to look into what support may be available via ECC. Kate thanked Cllr Finch and the parish council for allowing her the time to present the Nursery's current position.

7/05/16 POLICE

No police representative in attendance as per current force directive. Weekly police reports circulated. The Clerk reported that there had been two burglaries at Colchester Road.

Cllr Finch outlined the priorities for the newly elected Police Crime Commissioner:

His priorities being – anti social behaviour, tackling organised crime, police to be more visible and accessible, more connection to the public, increase in the use of Specials and PCSOs, to redefine services and improve technology.

The Clerk noted that she had attended the Local Police Partnership Conference in March.

8/05/16 COUNTY/DISTRICT COUNCILLOR REPORTS

No District Councillor report available owing to Cllr Scattergood not in attendance.

Cllr David Finch reported on the following – ECC had increased its spending on highways for Essex. The state of the roads had been rated a high priority by members of the public. Considerable patch repairs were being actioned. ECC continued to support the Meals on Wheels service. Superfast Broadband programme still being rolled out. Essex Devolution proposals ongoing. The Chairman thanked Cllr Finch for his valued input.

9/05/16 HIGHWAYS

1) Local Highway Panel requests:

- a) Central refuge at Colchester Road/Bridge Street – a re-profiled scheme to be commissioned during financial year 2016/17. The Clerk advised that the completion delivery date had been extended several times. Cllr Finch agreed to follow up to ensure that this would not be extended again.
- b) Removal of dropped kerb at Bridge Street – scheme put forward for validation.
- c) Footpath improvements at Colchester Road – footpath scheme put forward for validating and assessment. No further progress to date.
- d) Bus shelter – the installation of a new wooden shelter at Colchester Road recommended for approval.

2) Colchester Road parking: The Chairman advised that he had received reservations from parishioners that restrictions may create increased speeding. Cllr Matthews agreed that parked cars did appear to slow the traffic. Various options were discussed but it was agreed not to pursue this matter. The Chairman brought to the attention of the parish council a request for members to address the issue of parking on Bridge Street. The Chairman had responded advising that speeding was as equally a serious problem and therefore it was difficult for the parish council to action the parking issue.

3) 30mph Colchester Road/improvements: Clerk still following up with Mount Bures Parish Council and ECC.

- 4) **Resurfacing at Bridge Street:** Resurfacing request had been resubmitted to ECC Highways with no action to date.
- 5) **Footpath at No. 4 Lamarsh Hill:** A highway boundary search had been undertaken by Highways and this matter had now been referred to its legal department for further investigation.
- 6) **Re-painting of lines Station area:** Matter had been referred to Colchester Borough Council Parking section for follow up.

The Chairman agreed at this point to move Item 17 (6) Station Adopters forward:

The Chairman expressed his thanks to David and Anne Taylor for all their much valued volunteer work as Station Adopters for Bures.

David Taylor proceeded to present his report: Youth problems at the station had greatly improved following the support of the parish council and the local police. The water supply would continue to be accessed by 19A Station Hill as the new owners had kindly agreed. Pot holes in the carpark scheduled for repair. It was agreed not to follow up on funding for a 'Mosquito' device. Report circulated and held on file.

10/05/16 ITEMS FOR UPDATE AND FOLLOW UP

- a) Vacant garage site – still waiting on an update from the Retail Group who had previously shown an interest in developing the site. The front of the site had been tidied and cleared of advertising hoarding.
- b) Assets of Community Value – the list of 36 proposed sites for Bures Hamlet and Bures St Mary was to be reduced to allow a sensible workload to be actioned. Cllr Jackson (BSMPC) and Cllr Welch (BHPC) following up.
- c) Joint Emergency Plan – Cllr Lee still progressing. The draft plan required further updates before it could be trialled.
- d) Joint Neighbourhood Plan – it was agreed that more interest from members of both parish councils was required before any decision could be made to proceed with a Joint Parish Plan.
- e) Trees at Cambridge Way – Cllr Scattergood required proof of original planning approval to enable her to follow up. Clerk to follow up.
- f) Level of shrubs at Colchester Road – matter currently being investigated by ECC Highway Inspector. No report received to date. Clerk to follow up.
- g) Lighting at Lamarsh Hill bungalows – Cllr Scattergood advised that an improved style replacement light was currently being sourced.
- h) Recycling centre – as no replacement site had been forthcoming, BDC had issued notification of closure of the recycling centre at the Swan PH site. It was noted that Bures had a successful recycling centre at Nayland Road carpark.
- i) BDC & Greenfields Street Clean Agreements – the Clerk had duly signed and returned both agreements for 2016/17. It was noted that BDC was looking to end its current style of agreement and invited the parish council to attend a meeting later in the year to consider future agreements. Owing to the pending changes, BDC did not increase its grant to include the parish cutting of Colchester Road verges. The members agreed to inform the Clerk when the verges needed an extra cut via its own parish contractor. Two waste bins had been ordered to replace those damaged.

11/05/16 PLANNING

All applications received and comments made – see attached list.

BDC Call for Sites: The Chairman outlined the 4 sites submitted to BDC and reported on the parish council's response to the Call for Sites submissions. At the BDC Local Plan Sub-Committee meeting of 13th April, both District Cllr Wendy Scattergood and Graham Butland, Leader of BDC put forward a recommendation for the 2 sites at Colchester Road. This recommendation went against the advice of the Call for Sites Officer's findings. Therefore the parish council agreed a meeting with Cllr Scattergood would be beneficial. Clerk to arrange a meeting in June with an invitation to BSMPC Chairman. Comments to be sought from the Primary School prior to the meeting.

BDC Open Spaces Action Plan 2016 – updated and noted.

Appeal for Windyridge site – pending and noted.

Online petition 'Give Parish Councils the right to appeal planning decisions' – the Clerk had circulated the Government's response to the online petition.

12/05/16 FINANCE

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

Bank reconciliation dated 5th May 2016 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

2015/16 Clerk's salary and tax completed and verified by Internal Auditor.

2015/16 VAT claim submitted to HMRC.

Request from Noah's Ark for financial support – declined and referred to County Councillor.

13/05/16 AUDIT MATTERS

(a) Annual Governance Statement 2015/16 duly approved and signed

(b) Annual Accounting Statements 2015/16 duly approved and signed

(c) Audit items approved and noted:

Internal Auditor's report submitted with no matters arising

Mrs Carolyn Holbrook approved as Internal Auditor for 2016/17 with fees to remain in line with previous year

Internal Audit Review Checklist – Cllr Crowe and Cllr Wilson agreed to meet with the Clerk and Internal Auditor in October to finalise the Review Checklist

Accounts made available for sale for £5

Updated Asset Register

Insurance Renewal Premium 2016/17

Financial Regulations 2016

Standing Orders 2016

Risk Assessments 2016

Model Publication Scheme 2016

Complaints Procedure 2016

14/05/16 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

Legal Update edition 3 April 2016 – circulated and noted.

LTN 79 Copyrights – circulated and noted that Alan Beales held the copyrights to the Bures Website but items published on behalf of the parish council remained under its own copyright.

Practitioners Guide to Proper Audit Practices March 2016 – held on file.

15/05/16 PHYSICAL RISK ASSESSMENT

Cllr Ben Wilson reported the following: Display board loose, Station Hill gardens needed clearing of brambles and saplings. Two benches at river needed attention.

Items raised previously: Bus timetables on order, landing stage still to be repaired and benches at river still to be stained.

16/05/16 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

The Chairman thanked the Clerk for her valued work in setting up the new parish grounds maintenance contractor. He also expressed his appreciation to Cllr Ambrose and volunteers for organising the successful event in April to celebrate the Queen's 90th birthday. A further celebration event was being planned for 12th June.

17/05/16 REPORTS

Bures St Mary PC: Cllr Ambrose reported: Investigative works at The Croft had been completed. Drainage and resurfacing due to commence September. Still waiting on Sworders shop front to be repaired. Upgrade of the Pikes Marsh play area in hand. B1508 40mph consultation taking place. Several highways issues still to be resolved.

Cemetery: Next meeting scheduled June 13th.

Sportsground: Cllr Wilson reported: Teen shelter had been re-sited. Metal fencing grant approved and fencing installed. Advisory dog signs in place at each entrance. Extra waste bins to be purchased. Morplus X project progressing and due to be installed July/August.

Community Centre: Cllr Crowe reported that due to financial problems the Noah's Ark Nursery was investigating ways to increase pupil numbers and was also considering changing from the main hall to the Garrad Room to alleviate costs.

Rights of Way: Two defective bridges had been reported to ECC, one at Cambridge Brook and the other at Ferriers Lane. Parish ROW Representative, Hugh Turner had responded quickly to the reports from the public by locating, checking and photographing the defects. FP25 continued to be impassable for the majority of the winter. Issue to be followed up with ECC.

Transport: Cllr Barnham reported that the new DaRT 3 Arrow Taxi Scheme was currently being phased in. The 327 route was still in operation. The Arrow Taxi drivers confirmed that they were happy to collect passengers from Bures St Mary.

Tree Warden: John Evans to remain as Tree Warden. Nothing further to report.

Bures Primary School: Cllr Wilson advised that he had been elected a Parent Governor for the Primary School. He noted that there had been a turnover of staff recently with an increase in pupil numbers.

NHW: Newsletters circulated regularly. The parish council agreed that the Clerk could proceed with ordering 3 NHW signs for Colchester Road and Normandie Way. Siting of the signs to be approved with ECC Highways. The Clerk and Cllr Barnham had attended the Braintree District NHW AGM on 11th May at Braintree.

Community Agent: Jayne Laken attended the Wednesday coffee mornings at St Mary's Church once a month. Cllr Barnham advised that she maintained regular contact with Jayne on behalf of parishioners.

Bures Common: The planning application to upgrade the barn had been withdrawn pending revised plans being submitted. A second quoit pitch and a second picnic bench had been installed. Next market scheduled for 28th May and subsequent markets to be held on the first Saturday morning of each month.

18/05/16 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS

The following representatives were agreed:

2016: Cllr Welch – 21st July, Cllr Wilson – 22nd September, Cllr Crowe – 24th November

2017: Cllr Barnham – 19th January, Cllr Lee – 23rd March, Cllr Welch – 18th May,

19/05/16 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

The Chairman had received a complaint regarding the excessive height of the garden fencing at No. 1 Hamlet Court and requested members to consider this matter and report back.

The Chairman proposed a one off extra payment to be paid to the Clerk for extra work undertaken following the recent change in parish contractor. He asked members to consider and feedback to him prior to the next meeting.

The Chairman requested two members to review the Clerk's working hours – Cllr Wilson and Barnham agreed and would report back to him prior to the next meeting.

20/05/16 DATE OF NEXT MEETING

Monday 18th July 2016, Parish Council meeting to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked: 2016: 19th September, 21st November

Future dates booked: 2017: 16th January, 20th March, 15th May

The meeting closed at 10.00pm

