

**Minutes of Bures Hamlet Parish Council Meeting
Monday 17th July 2017 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, C Barnham, M Welch, A Crowe, D Kennett, M Randall,
Cllr L Alston (Bures St Mary PC), J Evans (Parish Tree Warden)
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 2 members of the public

1/07/17 APOLOGIES FOR ABSENCE

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

2/07/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
Cllr Crowe declared an interest in Item 7(f).
Declaring Interests Flowchart and Dispensation information circulated.

3/07/17 MINUTES

The minutes of the previous Annual Parish Council Meeting of 15th May 2017 were approved and signed as a correct record (previously circulated) subject to one future meeting date amendment.

4/07/17 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

John Evans, Parish Tree Warden outlined details of the recent Application for Tree Works within a Conservation Area at Stour Valley House, formerly The Swan PH to the Oak tree in the rear garden. He had been concerned that his earlier comments to the applicant had been misrepresented. It was noted that a Tree Preservation Order had since been served on the owners of the land affected. Mr Evans noted the outline of the Conservation Area for Bures to the members. He also raised his concerns on Flyposting. The Clerk agreed to display No Flyposting signs in the new bus shelters. The Chairman thanked Mr Evans for his work in the role of Parish Tree Warden.

5/07/17 POLICE

No police representative in attendance as per current force directive.

Weekly police reports circulated.

Cllr Barnham and the Clerk had attended the Police Conference on 7th June at Great Dunmow. The Clerk had circulated notes from the event highlighting the role of 'Specials' in the Community and the increased use of Drones. Themed discussions included the promotion of Speed Watch. New Speed Watch Co-ordinator Mary Whiley working in partnership with Essex Police and Essex Fire & Rescue Service had kindly attended the Parish Plan Event on July 10th at Bures Community Centre to raise awareness of the local scheme. She had received 2 interests to join Bures Speed Watch and would follow up on the necessary training.

6/07/17 COUNTY/DISTRICT COUNCILLOR REPORTS

County Councillor Report

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

District Councillor Report

Cllr Wendy Scattergood not in attendance and therefore no report presented.

A Countywide Superfast Essex Parish Engagement Event was to be held at Chelmsford University on 25th July with Councillors from all parishes invited to attend.

7/07/17 HIGHWAYS

- a) **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. A Statement of Case for a Pending Inquiry had been submitted to the Secretary of State for Transport and to Network Rail. Cllr Welch had studied the Statement of Case submitted by Network Rail and suggested that a Road Safety Audit had been omitted and was also unable to trace objections from ECC. Both items to be followed up on. Chairman Cllr Lee agreed to represent the Parish Council at the Inquiry.
- b) **ROW 1, 3 & 4:** The Chairman advised members that he had inspected the ROW 1, 3 & 4 with the Parish ROW Officer, Hugh Turner so as to be clear on the various issues surrounding any proposals to create a new footpath around the pits. The landowners had stated their case against and it was agreed that the Parish Council should consider the costs to ECC if the matter was to be pursued. The Chairman would discuss the matter further with the ECC ROW Team before any decision to pursue was made.
- c) **Bus shelter at Knoll:** A site meeting had been held and the area to the right nearest the cottages had been measured and deemed suitable. The Clerk had circulated styles of shelters from Littlethorpe. It was agreed to wait for evidence of need from the Parish Plan Survey before progressing the project.
- d) **Gateway entrance signs:** It was agreed to investigate replacing the Colchester Road 30mph sign at Normandie Way with a suitable gateway parish sign. Clerk to follow up with ECC Highways.
- e) **Station Hill/Colchester Road dropped kerb:** The Clerk advised that two residents had requested the Parish Council to follow up again on the need for a dropped kerb at the junction of the new road layout. It was agreed to continue to monitor surface flood water as it was considered that sufficient drainage should be the priority.
- f) **Parking issues at Water Lane:** Following further complaints of vehicles parking illegally at Water Lane resulting in access problems it was agreed to apply to the Parking Partnership Team for yellow line restrictions at the corner. Cllr Kennett and the Clerk to follow up.
- g) **Footpath at No. 4 Lamarsh Hill** - The matter still being assessed by ECC Legal Services. Clerk agreed to follow up again.
- h) **Tree Preservation Order at Stour Valley House:** It was noted that a Tree Preservation Order had been served on the owners of Stour Valley House for the Oak tree in the rear garden.

8/07/17 ITEMS FOR UPDATE AND FOLLOW UP

- a) **Joint Parish Plan** – A first stage feedback meeting had been held at the Community Centre with a good attendance of residents. Cllr Fairbairn, Chair of the Parish Plan Group had presented a statistical summary of the questionnaire responses. The meeting had been a social event with refreshments and side stalls to promote parish schemes. Responses still to be entered on Monkey Survey for collating. A further event planned for the autumn.
- b) **Joint Emergency Plan** – Tim Underwood had progressed the plan and outlined the next steps required for it to be actioned by the Parish Councils. Clerk agreed to circulate to all members. She suggested that the Joint Emergency Plan should be reviewed in conjunction with the Bures Emergency Plan currently held with Braintree District Council and updated annually. The Chairman thanked Mr Underwood for his input.
- c) **Vacant garage site** – Children were accessing the site through the damaged fencing. The Clerk agreed to report to BDC and Essex Police. It was noted that Ringway Jacobs had completed a boundary site survey but no further information available. 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) **Electricity cable undergrounding at Station Hill** – works programmed for 2017.
- e) **Team Tree Christmas lights:** Owing to a change in Team Tree members, concerns had been raised on the safety aspect of the scheme. The Clerk agreed to discuss with the Team as to what the Parish Council could offer to enable the scheme to continue.
- f) **Hedge dispute at Woolpit Downs:** The correspondence surrounding this civil matter had been actioned between the District Councillor, the Parish Council and the complainants.

9/07/17 PLANNING

All applications received and comments made – see attached list.

Members confirmed no objections to application Nos. 17/01201/LBC The Boat House and 17/01218/FUL No. 11 Maltings Close. Objections to be submitted against application No. 17/01223/FUL Land adjacent No. 19A Station Hill.

The Chairman and Clerk had attended the Local Plan Consultation Event at Coggeshall.

A response to be submitted online by the 28th July.

Information on proposals for West Tey, a new town of 23,660 houses was circulated but it was agreed not to make a response.

Notification of a Community Consultation by London Stansted Airport was circulated. It was agreed not to respond and it was noted that aircraft noise had not been an issue raised in the recent Parish Plan questionnaire responses.

10/07/17 FINANCE

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

Bank reconciliation dated 10th July 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.

11/07/17 AUDIT MATTERS

Waiting on External Auditor's approval of 2016/17 year end accounting statements noted. Internal Audit Review meeting date still to be agreed for early October – Cllr Wilson, Cllr Crowe, Clerk and Internal Auditor agreed to attend.

The BHPC Essex Code of Conduct was circulated to all members and approved.

Financial Regulation 6.14 Computer Security – Clerk reported that her computer security was regularly backed up via A S Sainsbury of Lavenham. She had also agreed to attend a Financial Regulations Briefing at EALC on 22nd July.

12/07/17 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

The Chairman thanked Cllr Welch for attending the Ferriers Barn Accessible Garden opening event. He also noted that he and the Clerk had attended the AONB Forum at Shrubs Farm which had been extremely interesting with informative speakers.

It was agreed not to nominate a First Aider for Parish Council meetings.

Complaints had been received regarding the unkempt garden of the vacant property in Water Lane. The Clerk agreed to follow up the issue with BDC.

Nominations were requested for a Groundwork Community Award. Clerk to follow up.

13/07/17 PHYSICAL RISK ASSESSMENT

Cllr Duncan Kennett had circulated his report prior to the meeting and all assets reported in a very satisfactory condition. Chairman to follow up on retrieving the strimmer from Cllr Matthews following his recent retirement from the Parish Council.

14/07/17 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations had been circulated and noted:

LTN 13 Policing you Area

L 15-08 Co-option

LO3 -17 Reform of Data Protection legislation and introduction of the General Data Protection Regulation

Legal Update No. 3 June 2017

15/07/17 REPORTS

Bures St Mary PC: Cllr Alston reported: The deterioration of Sworders shop continued to be of concern and the issue was regularly reported to the owner. No planning application received for Bank House to date. 40mph speed limit now in place along the B1508 but traffic speed continuing to be monitored as minor accidents still occurring.

Cemetery: Cllr Lee reported: Cemetery trees along boundary of No. 14 Cuckoo Hill to be trimmed and tidied. Some cutting back of branches at rear of garden boundary also to be done. A Picus Test to be carried out on the Cedar and Sequioa at top of main drive. Following concerns that the movement on the pillars and wall at the front entrance was increasing, a meeting had been held with CRP Carpentry. They had agreed to mortar repair but would not accept liability.

Sportsground: Cllr Welch reported: Members had received a number of guarantees from Morphus Foundation regarding the delayed installation of the Morphus X project and groundwork to be installed by end of July. Grants and quotations being investigated for a disabled swing to be installed in the main play area. There continued to be issues arising from the large numbers of youths congregating on the sportsground at weekends. Clearance of excessive waste and repairs to damaged equipment regularly requiring action. Clerk liaising with Police on the ongoing issues.

Community Centre: Cllr Crowe had circulated the minutes of the AGM held on 28th June along with the Receipts and Payments Account for year ending 31st March 2017.

Rights of Way: ROW report circulated. All issues to be reported to ECC. Hugh Turner had suggested that he would be stepping down from his role as Parish ROW Representative. Clerk to contact Cllr Jan Aries, Representative for BSMPC to see if she would be willing to take on the role.

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 had attended the DaRT meeting in June. Clerk had advertised further details of the scheme which was being well supported. Some timetabling changes actioned by Bus Operators and information advertised locally and online.

Tree Warden: Tree Warden John Evans had given his report via the Public Forum earlier in the meeting.

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

NHW: Clerk regularly circulating details of local crime. She had a supply of plastic covers to protect cards from radio Frequency ID scanners when paying by Contactless.

Bures Common: Restoration of the barn progressing well. A chestnut plastic coated iron roofing to be erected. Monthly markets extremely well supported.

16/07/17 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

No matters raised.

17/07/17 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS:

The following representatives were agreed:

2017: Cllr Barnham – 20th July, Cllr Crowe – 21st September, Cllr Kennett – 23rd November

2018: Cllr Randall – 18th January, Cllr Welch – 22nd March, Cllr Lee – 17th May.

18/07/17 DATE OF NEXT MEETING

Parish Council Meeting – Monday 18th September to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2017/18: 20th November 2017 and 15th January 2018.

Future dates agreed 2018: 19th March, Joint APM 29th March, AGM 14th May, 16th July

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 9.50pm

Signed:

Chairman

Date:

