

**Minutes of Bures Hamlet Parish Council Meeting
Monday 17th November 2014 at the Garrad Room,
Bures Community Centre, Nayland Road at 7.30pm**

Present: Cllrs D Lee, D Matthews, J Weavers, J O'Sullivan,
D Ambrose (St Mary PC)
In the Chair: Cllr D Lee
Clerk: Mrs Jenny Wright
Also Present: 2 parishioners

1/11/14 APOLOGIES FOR ABSENCE

Apologies received from Cllr C Barnham (family commitment), Cllr A Ryman (on holiday), Cllr J Evans (personal commitment). All apologies accepted by those members present. Apologies also received from Cllr D Finch (ECC), Cllr A Shelton (BDC), Mr A Goody (Internal Auditor) and Peter Darlington (Community Agent).

2/11/14 DECLARATION OF INTERESTS

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

3/11/14 MINUTES

The minutes of the previous Parish Council Meeting of 29th September 2014 were approved and signed as a correct record (previously circulated).

4/11/14 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

5/11/14 POLICE

The Clerk had attended the Street Meet with PCSO Brown and discussed the following:

- a) Traffic calming at 25 – 29 Colchester Road – PCSO Brown had agreed to monitor but stressed that all incidents should be reported however minor so as to collate a file for the site. Clerk to investigate the legality of putting notices on badly parked vehicles.
- b) Cars parked on verge at Millennium Gate entrance – Clerk agreed to refer to ECC.
- c) Police support for lights at Bridge Street to be excluded from the Part Night Lighting Scheme – PCSO Brown advised that as Bridge Street was not classed as an accident black spot then police support for the parish council's request to ECC could not be given.
- d) The Clerk had forwarded details of the Bures CSW Team to PCSO James Graham. It was agreed the Clerk should investigate details for the purchase of a parish laser gun. Costs to be included in the draft 2015/16 budget.
- e) Details of the Anti-social Behaviour, Crime and Policing Act 2014 – circulated and noted.

6/11/14 COUNTY/DISTRICT COUNCILLOR REPORTS

No reports received.

Update on Essex Superfast Broadband – circulated and noted.

ECC Lead Flood Authority parish engagement questionnaire – Clerk to submit the parish council's interest.

BDC requested Rough Sleeper Estimations for November 2014 – Clerk to submit a nil return for Bures Hamlet.

BDC estimate of election recharge costs to parish councils – circulated and noted.

7/11/14 HIGHWAYS

The Braintree Local Highway Panel invited parish councils to submit new schemes for consideration in its 2015/16 budget. It was agreed there were no new schemes to put forward.

1) Local Highway Panel requests :

- a) Permanent VAS sign at Colchester Road – this had been re-scheduled for a date in financial year end 2015/16. The mobile VAS sign to be returned to Normandie Way in December 2014.
- b) Central refuge at Colchester Road/Bridge Street – scheme approved for funding and installation within the 2014/15 financial year. Scheduled date 10th February 2015.
- c) Re-alignment of Bridge Street footpath – a pedestrian and junction count had been undertaken and currently waiting on the outcome of the feasibility report.
- d) Crossing at Colchester Road – Cllr Evans had met with the Head Teacher of the primary school to discuss how many children walked the route unattended. Waiting on the results of the ECC traffic and pedestrian survey. Clerk continuing to pursue.
- e) Footpath improvement at Colchester Road – Clerk had re-submitted the proposals. Scheme to be validated and assessed. ECC agreed to investigate the parish council's request for a bollard to be sited on the grass verge on the righthandside of the Millennium Gate entrance to prevent cars parking and obscuring the view for pedestrians.

2) Colchester Road: Hedge had been cut by John Doe at the Clerk's request. Grass verge cut by Colchester BC. Clerk waiting on a response from ECC regarding the Parish Council's request to take over the annual maintenance of the grass verge. BDC had been contracted by ECC to clear the remaining stones from the highway. Majority cleared and the parish contractor had swept the paths and tidied the section near the Eight Bells PH.

3) Flooding: The drain at Water Lane had been inspected and assessed and marked for action by Highways. The drains at No. 1 Colchester Road had been jetted and camera investigation had shown pipe blockage. Waiting on report from Highways. Flooding at Mount Bures turning still being investigated by Colchester Highways Land Drainage Team.

4) Supply of sandbags: The last remaining parish council stock had been used following further flooding at Water Lane. It was agreed to purchase a further stock for the coming winter. Agreed a budget of £200 from this financial year. A proposal of £400 for 2015/16 to be agreed at Item 12 Budget.

5) Street light repairs: Column No. 1 Colchester Road reported but work still outstanding.

6) Footpath repairs: Footpath immediately outside No. 3 Bridge Street had been repaired. Trip hazard left from damaged sign removal in Bridge Street would not be removed by ECC.

7) Damaged kerb at Normandie Way: The Clerk had reported again but ECC advised no action until 2015/16 financial year.

- 8) Damaged signs:** Sign at Lamarsh Hill to be inspected and assessed. ECC advised that the signs at Mount Bures did not warrant action until 2015/16 financial year.
- 9) Pot holes:** Pot hole at Bakers Hall had been repaired. Pot hole at Colchester Road being inspected and assessed by ECC.

The Chairman and Clerk to compile a list of all outstanding parish highway works for this financial year. List to be forwarded to County Cllr Finch for his comments and action.

8/11/14 JOINT EMERGENCY PLAN

Chairman Cllr Lee had met with Cllr Holbrook. A cascade of telephone contacts to be written in to the plan which would be used when action of the Bures Joint Emergency Plan became necessary. The draft plan required further updates before it could be trialled.

9/11/14 NEIGHBOURHOOD PLAN

Cllr Holbrook to arrange a next meeting. 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. Boundary map of the proposed plan to be established and forwarded to the District Councils.

10/11/14 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

EALC Bulletin highlighted the Legal Deposit Libraries Act 2013 and PCSO funding – circulated and noted.

11/11/14 FINANCE

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

Bank reconciliation dated 6th November 2014 – circulated, noted and attached.

Bank statements verifying the bank reconciliation – circulated, noted and attached.

Bank balances as at 17th November 2014 (when all accounts met):

Business Saver Account: £11,674.20

Community Account: £2,886.26

Proposal to reserve £100 towards costs of accessing Land Register for action of Assets of Community Value – provisionally agreed pending on Budget 2015/16 approval.

Dedham Vale Project financial request – agreed to defer decision to end of financial year when all donation requests considered.

12/11/14 BUDGET

The Clerk presented the draft budget. The figures had been based on the previous year's decision to increase the parish precept by the reduction on the Localism Fund allocation. It was also proposed that £1,000 be allocated within the projects figure for the NHP. Costs for a parish laser gun to be investigated and assessed. Clerk's salary increase still pending. It was agreed to provisionally approve the proposed budget but to defer final approval to the January meeting when all pending costs accounted for.

13/11/14 AUDIT MATTERS

Internal Audit Review had been satisfactorily completed by Cllr Weavers and Evans. It had been agreed that the Clerk should circulate bank statements to verify the bank reconciliation figures. This had been actioned.

LTN9E Revised Complaints Procedure – circulated and approved.

Financial Briefing F11E -14 Update to NALC Model Financial Regulations – Clerk verified that Bures Hamlet Financial Regulations were in order with the briefing.

14/11/14 PHYSICAL RISK ASSESSMENT

Cllr Barnham reported the following:

Anchors from previous positioning of the bus shelter protruding from footpath. Chairman agreed to check. The village sign and the Normandie Way tub planted out with winter bedding. Items raised from previous risk assessment – grit bins filled, nettles cleared along Millennium footpath, weeds cleared from around bus shelter.

15/11/14 ITEMS FOR UPDATE AND FOLLOW UP

- a) Village sign – all works completed and new sign now in place. Thanks had been expressed to the volunteers. The flower bed had been renewed and winter bedding planted. Concern was raised that the 2014 costs for bedding and tending was higher than anticipated. It was agreed that Cllr Matthews would approach Elaine Pearl to see whether she was willing to tend the flower bed on a voluntary basis.
- b) Vacant garage site – the Clerk had contacted the Enforcement Officer following concerns raised from the parish that the site was open and vulnerable. Also a sign, probably hoax, had been erected and needed to be removed. District Councillor, Tony Shelton following up on behalf of the Clerk. Cllr Matthews reported that water was constantly running from the outside tap. Clerk to report.
- c) Assets of Community Value – Cllr Seymour (BSMPC) had compiled a list of sites which he considered worthy of further consideration for inclusion. Final list still to be agreed.
- d) The Swan PH – Clerk to request a further update following concerns that the building may return to residential use. Still waiting on advice from the Waste/Recycling Team regarding the recycling facilities on the site.
- e) Bus shelter – it was agreed not to proceed and to remove item from agenda.
- f) Lighting at Lamarsh Hill bungalows - waiting on the Project Manager's feedback on the lamp's light readings. Clerk to follow up.
- g) Xmas lighting – the official light up to be held on Friday 28th November at 6pm at St Mary's Church. It was agreed to pay a donation of £100 to extend the lights along Station Hill. Donation to be met from the parish council's 2015/16 budget.

16/11/14 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

Additional items to note: Christmas waste collection dates circulated and advertised. A draft letter to Ruth and Colin Lorking thanking them for their voluntary work in the parish was circulated and agreed. Clerk to follow up.

17/11/14 PLANNING

Changes to Permitted Development Rights 2013/14 – circulated and noted.

Planning Practice Guidance: Housing Assessment – circulated and noted.

Application: No. 14/01199/FUL The Smallholding, Ferriers Lane – erection of 2m high brick boundary wall – parish council objections sent to BDC. The Clerk had been in contact with the planning department who advised that revised plans had been requested from the applicant and application to be re-assessed.

Application: No. 14/00316/TPOC The White House, Station Hill – tree works.

Application No. 14/01398/FUL Broadoakes, Colne Road – removal of an agricultural occupancy condition attached to planning permission P/BTE/0175/86/OT/H – parish council had no objections.

18/11/14 REPORTS

Bures St Mary PC: Cllr Ambrose reported on the following: The resurfacing of the Croft still ongoing. The deterioration of Bank House still an issue.

Cemetery: Tree work completed on the two trees at the top of the main driveway. The Scout Troop Badge project for January would be to build and erect bat and bird boxes in the cemetery.

Sportsground: The Community Payback Team had painted the tractor shed and the coronation shelter. They had also cleared the ivy from the bottle bank area and painted the car park railing. Babergh District Council had released the interest earned on the S106 funding of just under £1,700.

Community Centre: New flooring in main hall. Regular users were reminded of their responsibility in caring for the new flooring. New charges being implemented from January 2015. Security of the centre was an issue. A list of recommended contractors was being drawn up to be called upon when work at the centre required.

Rights of Way: No report.

Tree Warden: A cricket willow on the Millennium footpath had split. Landowner contacted and tree removed on safety grounds.

Station Adopters: No report..

Transport: No issues to report.

NHW: Newsletters circulated regularly. Essex Police Messaging System set up and Clerk had registered and now receiving messages for circulation.

Bures Primary School: Still waiting on agreement to amend the route of the footpath. School now recognised as a 'Forest School'.

Community Agent: Nothing to report.

Bures Common: The Trust looking for skilled people willing to undertake the renovation of the barn before grants can be applied for. AGM planned for the spring.

Transition Group: Christmas Market to be held on 13th December. Open meeting to be held in January. Group looking into purchasing and advertising LED bulbs for sale to the village.

19/11/14 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None.

20/11/14 DATE OF NEXT MEETING

Monday 19th January 2015 at The Garrad Room, Bures Community Centre at 7.30pm.
Future dates booked for 2015: 23rd March, 18th May, 20th July, 21st September, 23rd November

Members had agreed to proceed with agenda items after the Standing Order agreed time of 9.30pm.

The Parish Council resolved to exclude the members of the public present for a confidential matter requiring discussion and those present were asked to leave.

The meeting closed at 9.45pm.

Signed:

Parish Council Chair:

Date:

