

Minutes of Bures Hamlet Parish Council Meeting Monday 18th January 2016 at the Garrad Room, Bures Community Centre, Nayland Road

Present: Cllrs D Lee, C Barnham, A Crowe, M Welch,
J Carpenter (St Mary PC), D Finch (ECC)
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 5 members of the public

1/01/16 APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr D Matthews (unwell) and Cllr J Weavers (work commitment). Apologies also received from Cllr Wendy Scattergood.

2/01/16 RESIGNATION

The Chairman advised members that Cllr Jacqui O'Sullivan had put forward her resignation with immediate effect from Bures Hamlet Parish Council. Following notification to Braintree District Council the Casual Vacancy would be duly advertised. Clerk to send a letter of thanks to Cllr O'Sullivan.

3/01/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – Cllr Lee and Cllr Barnham declared an interest in Item 10 planning application for St Mary's Church. Cllr Barnham declared an interest in Item 8 (j) shrubs at Colchester Road.

4/01/16 MINUTES

The minutes of the previous Parish Council Meeting of 23rd November 2015 were approved and signed as a correct record (previously circulated).

5/01/16 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

Charlotte Scott referred to the Superfast Essex Broadband rollout programme and expressed her disappointment that Bures Hamlet cabinets were planned for upgrade in 2018/19 with those in Bures St Mary upgraded in 2015. Cllr Finch suggested that both Mrs Scott and the parish council should write to Cllr Butland, Leader of Braintree District Council as extra funding had been secured as part of the Make the Connection programme.

6/01/16 POLICE

No police representative in attendance as per current force directive. Weekly police reports circulated. There had been two serious incidents of vandalism at Bures Station during the Christmas and New Year period. All crimes had been reported. Thanks was expressed to David and Anne Taylor, Station Adopters for making good the damage and clearing up the debris. The Clerk was liaising with both Essex and Suffolk Police on the matter. PC Gary Austin of Suffolk Police had agreed for his Team to continue to monitor the village and to work with the two parish councils to stem the anti-social behaviour.

Cllr Finch suggested the nominees for the new Essex Police Crime Commissioner be invited to a parish meeting to outline their aspirations for Essex.

In response to the parish council's request for a permanent Speed Watch sign, the Casualty Reduction Team advised that as a non-prosecutable and intermittent activity CSW signage was always temporary.

7/01/16 COUNTY/DISTRICT COUNCILLOR REPORTS

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

Cllr Finch's Parish Update Report for December 2015 circulated and noted.

Cllr Finch had written to the Prime Minister outlining his concerns to the Government funding policy. He called on the Prime Minister to give councils more flexibility and freedom to manage council tax locally.

8/01/16 HIGHWAYS

1) Local Highway Panel requests:

- a) Central refuge at Colchester Road/Bridge Street – waiting on a Road Traffic Order with estimated completion date extended once again from March 2016 to 29th April 2016. Clerk to email details to Cllr Finch as a priority for work to commence as soon as possible.
- b) Bollards at Colchester Road – recommended for approval with estimated cost of £3,000 allocated. Date for completion 31st March 2016.
- c) Footpath improvements at Colchester Road – footpath scheme put forward to be validated and assessed. No further progress to date.
- d) Bus shelter – perspex panels on existing shelter to be cleaned. A quotation for new panels had been obtained. It was agreed to submit an LHP fund request for one new bus shelter and to note the cost of replacement panels.

2) Colchester Road traffic incidents:

Following a number of traffic incidents in Colchester Road adjacent Nos 25 – 29, the parish council agreed that there was a need to implement waiting restrictions to ensure pedestrian safety. The Chairman requested all parish councillors to visit the site and put forward their suggestions to the Clerk with a view to submitting a request to the North Essex Parking Partnership.

3) Parking issues overall:

Owing to the increased usage of Bures Station carpark, the overflow of cars was now causing parking problems within the centre of the village especially Station Hill and Water Lane. The Clerk would continue to report any inconsiderate parking to Essex Police. It was agreed that the Clerk should invite MP James Cleverly to attend a site meeting to discuss traffic issues in the village.

4) 30mph Colchester Road/improvements:

Mount Bures Parish Council had requested BHPC to agree to a joint meeting with ECC Highways and Police to discuss improvements to the Mount Bures junction plus extending the 30mph along Colchester Road. Members had agreed to a joint meeting and Clerk following up.

5) Resurfacing/dropped kerb at Bridge Street:

Resurfacing request had been resubmitted to ECC Highways with no action to date. Clerk to apply to the LHP fund for the removal of the dropped kerb outside No. 3 Bridge Street.

6) 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.

7) Colne Road bank clearance:

The soil problem had improved and it was agreed to remove from the Agenda. Pot hole at Bakers Hall reported.

8) Low bridge warning signs:

The signage for the railway bridge had been assessed by ECC and reported as within the criteria guidelines as set by the Department of Transport. The members felt that the signage may be incorrect for the type of low bridge and Cllr Scattergood agreed to follow up on their behalf.

- 9) Re-painting of lines Station area:** Matter had been referred to Colchester Borough Council Parking section for follow up.

9/01/16 ITEMS FOR UPDATE AND FOLLOW UP

- a) Vacant garage site – nothing further to report since last meeting.
- b) Assets of Community Value – it was agreed that the list of 18 proposed sites for Bures Hamlet needed to be reduced to allow a sensible workload to be actioned. Following the recent resignation of Cllr Arnold BSMPC, Cllr Welch suggested the matter be put on hold until the next meeting. Swan PH – the property had been submitted to BDC as an ACV and the Clerk was waiting on confirmation of acceptance.
- c) Open Spaces Action Plan - the Clerk had put forward 3 new entries to BDC which had been approved and included, improvements to Bures Common, Essex Knoll and Normandie Way play area. All other items had been deleted as advised.
- d) Local Bus Transport Review - Cllr Welch to attend a transport meeting in February which would outline the progress of the review. The Clerk had written to Cllr Finch advising of the cross border issues for the Demand Responsive Transport proposals and he had requested the Area Manager to discuss these issues with her as soon as possible.
- e) Joint Emergency Plan – Cllr Lee still progressing with Carolyn Holbrook. The draft plan required further updates before it could be trialled. BDC held details of the draft and test response times regularly taken with the Emergency Planning Team.
- f) Joint Neighbourhood Plan – following the recent resignation of Cllr Arnold BSMPC it was agreed to put this project on hold until the next meeting. More interest from the two parish councils was required to progress a Joint NHP forward.
- g) Trees at Cambridge Way – following an inspection of the boundary hedging and tree by Circle Anglia the Clerk had received a detailed report from the Contracts Manager. He advised that no works were required this season and challenged the responsibility for future maintenance. Cllr Scattergood still to follow up with the Clerk.
- h) Hedge at Lamarsh Hill – the Clerk had received written confirmation from ECC that the hedge at Maltwood was not sited within the highway boundary and therefore all responsibility for maintenance fell to the property owner. Clerk to advise owner.
- i) Level of shrubs at Colchester Road – matter currently being investigated by ECC Highway Inspector.
- j) Lighting at Lamarsh Hill bungalows – a replacement light had been installed but this did not appear to be an improvement on the original. Clerk had informed Greenfield Housing Estate Management and following up with the District Councillor.
- k) Colchester Road verge cutting – to be included within BDC Street Clean Agreement 2016/17.

10/01/16 GROUNDS MAINTENANCE CONTRACT

The current grounds maintenance contract with Chris Mortimer Grounds Maintenance expires on the 31st March 2016. It was agreed to advertise for tenders. The Clerk had drawn up a new draft contract which was approved by the members. It was agreed to receive all tenders by the end of February to enable all received tenders to be discussed and approved via email on 7th March thus allowing all documentation to be signed and agreed prior to the 1st April 2016.

It was agreed that the parish gritting should be done jointly with Bures St Mary. Both parish councils agreed that Gary Vaughan be employed to do this work at an hourly rate of £15. Parish gritter and ECC salt now stored at Fysh House Farm. Cllr Ambrose had kindly

overhauled the gritter. It was agreed to reimburse Chris Mortimer £50 from each parish council in respect of a depreciation figure on its original purchase cost.

11/01/16 PLANNING

Call for Sites Consultation – the Chairman requested that all members consider what view the parish council should put forward to BDC when it is consulted on the Call for Sites Consultation. To be an Agenda item for the March meeting.

All applications received and comments made – see attached list.

Application 15/01470/FUL & 15/01471/LBC Swan PH - comments on the change of use had been submitted to BDC. Under new S106 contribution agreements, the Planning Officer had asked the parish council for its preferred use of any contributions which may become available from the application. Contributions for improvement and maintenance works to Bures Common and facilities was put forward.

Application No. 15/01564/FUL No. 11 Bridge Street - the parish council had written to BDC with its concerns regarding the work taking place to the rear of Bridge Stores but had been informed that any dispute would be a civil matter under The Party Wall Act 1996.

12/01/16 FINANCE

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

Bank reconciliation dated 6th January 2016 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

The parish council precept to BDC was duly agreed and signed.

Members agreed to cover 50% costs of the installation of the eco grid matting at the sportsground. - £2,000 payable to the Sports Ground Committee when works completed.

The Clerk's SLCC subscription cost had been met by Bures St Mary Parish Council for 2016/17 and it was agreed to alternate yearly between each parish council.

13/01/16 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

Sector Led Body for audit procurement – circulated and noted.

EALC Legal Update No. 9 December 2015 – circulated and noted.

LTN 14 E Byelaws – circulated and noted.

14/01/16 PHYSICAL RISK ASSESSMENT

Cllr David Lee reported the following: Bench at river bank needed staining. Station

Hill gardens needed clearing of dead vegetation at lower section. Street light No. 2

Normandie Way – broken casing. Water Lane grass triangle damaged by traffic.

Items raised previously: Wire netting at bottom of Millennium footpath gate repaired.

Landing stage had been cordoned and still waiting on repair when weather

conditions allow. Display board at riverbank cleaned and to be monitored as may require future reprinting. Clerk to follow up on all items.

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15/01/16 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

16/01/16 REPORTS

Bures St Mary PC: No report. Next meeting Thursday 21st January.

Cemetery: Cllr Lee reported: Maintenance contracts up for tender. Lime tree work completed and debris cleared. St Edmunds Lane pathway scheduled to be resurfaced end of January. Quotations being obtained to resurface main drive and for new path in extension area.

Sportsground: Cllr Welch reported: It had been agreed not to fence the main play area owing to high costs and close proximity to football pitch. Agreed for dogs on leads to be enforced in play areas and sports areas of the recreation ground. Signage being investigated. Teen shelter to be moved and revamped. Eco grid path to be installed. QE11 Fields in Trust Deed of Dedication to be registered with the Land Registry. S106 grant approved for new fencing for the toddler play area. Inviting Morphus Foundation in conjunction with The Princes Trust to present its new youth initiative.

Community Centre: Alan Crowe reported: Meeting last week. Minutes to be circulated. Wi fi installed and password will be changed monthly with restrictions on access to certain sites. Increase in hall hire had been agreed. The Garrad Room sensor light to be resited.

Rights of Way: Nothing to report.

Tree Warden: Nothing to report.

Station Adopters: Report circulated. Repairs needed to the doorway of the hut. Vandalism at station reported. It was noted that Bures Station did not qualify for CCTV.

Transport: Cllr Welch to attend the Transport Representatives meeting on 25th February. Local Bus Service Review Consultation on the agenda.

NHW: Newsletters circulated regularly.

Bures Primary School: Nothing to report.

Community Agent: Jayne Laken was unable to attend the January coffee mornings at St Mary's Church but would be recommencing in February.

Bures Common: Application to the Heritage Lottery Fund to restore the barn progressing. The running of the monthly markets previously run by the Transition Group had been taken over by the Trustees of Bures Common.

17/01/16 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next agenda item – Call for Sites and BDC Local Plan.

18/01/16 DATE OF NEXT MEETING

Monday 21st March 2016 – Annual Parish Meeting followed by Parish Council Meeting to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked: 2016: 16th May, 18th July

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

2017: 16th January, 20th March, 15th May

The meeting closed at 9.30pm

