

**Minutes of Bures Hamlet Parish Council Meeting
Monday 18th September 2017 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs M Welch C Barnham, A Crowe, M Randall,
Cllr W Scattergood (BDC), Cllr D Ambrose (Bures St Mary PC),
Cllr J Aries (Bures ROW Representative)

In the Chair: Cllr Michael Welch

Clerk: Mrs Jenny Wright

Also Present: 3 members of the public

1/09/17 APOLOGIES FOR ABSENCE

Apologies received from Cllr D Lee (holiday), Cllr B Wilson (personal commitment) and Cllr D Kennett (work commitment). All apologies duly accepted.

Apologies also received from Cllr D Finch (ECC).

The Clerk had received a notice of resignation from Cllr Wilson and she would duly notify BDC of the Parish Council vacancy.

2/09/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.

Cllr Crowe declared an interest in Item 8(f).

Cllr Barnham declared an interest in Item 7(g) Colchester Road and speeding.

3/09/17 MINUTES

The minutes of the previous Parish Council Meeting of 17th July 2017 were approved and signed as a correct record (previously circulated).

4/09/17 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 3 members of the public present.

Mrs Saer raised the following issues: Poor visibility for motorists exiting on to Colchester Road from the Public ROW leading to the rear of their property and neighbouring properties. Excessive traffic speed along Colchester Road. Mrs Saer suggested further traffic calming measures needed to be implemented e.g 30mph roundels painted on highway, warning signs of children crossing, foliage removed from various signs. Cllr Aries in her role as Parish ROW Officer kindly offered to inspect the signage along Colchester Road to ensure all visible to motorists. Clerk to follow up with Highways regarding improved traffic calming measures.

5/09/17 POLICE

No police representative in attendance as per current force directive. Police information circulated as and when received.

a) Speed Watch: Cllr Jan Aries (BSMPC) had received her induction training with Mary Whiley of Essex Community Speed Watch and was awaiting further training from the Bures Speed Watch Team Co-ordinator. An audit of the current equipment held to be undertaken prior to the Team recommencing its volunteer traffic speed monitoring at Colchester Road.

b) Anti-social behaviour: There had been a spate of anti-social behaviour in the parish resulting in graffiti at the station, bus shelter and the railway bridge underpass. The Station Adopters had kindly arranged for the station area to be tidied and BDC Street Clean Team to pressure wash the shelter and underpass. It was agreed that the Parish Contractor should re-varnish the bus shelter following the pressure washing.

c) CCTV/Police Specials: It was noted that the Sportsground Committee had investigated CCTV at the Nayland Road carpark but agreed not to follow up. The Clerk had circulated information on Police Specials and Street Watch but it was agreed not to follow up at the moment but to monitor the anti-social issues.

6/09/17 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 reported on the following: She advised the members to apply to the LHP to fund a Speed Detection Recorder at Colchester Road. She also sympathised with members in regard to the issue of differing materials used by Openreach when re-instatement of the Station Hill footpath had been completed. Cllr Scattergood emphasised that the Inspector may determine Bure 165 as a Key Issue of the BDC Publication Draft Local Plan, not definitely as BDC Officers had previously indicated. The Parish Council would be notified in due course of the inspection process and if a further response to the Inspector was deemed necessary.

Details of the BDC Community Governance Review had been circulated, advertised and noted.

Cllr Scattergood left the meeting at this point.

7/09/17 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. Cllrs Lee and Welch had attended the Pre-Inquiry Meeting of the 9th August held at Chelmsford and the Inspector's Notes had been circulated. The Inquiry was scheduled to be held from 18th – 27th October and Cllrs Lee and Welch agreed to attend the Public Inquiry dates relating to E54.
- b) **ROW 1, 3 & 4:** Cllr Lee apologised that he had been unable to make contact with the ECC ROW Team regarding the matter as agreed at the previous Parish Council meeting. It was noted that the paths had since been closed off with barbed wire by the landowner. Members agreed for Cllr Lee to discuss the matter with ECC before any decision on pursuing the creation of a new footpath around the pits could be made.
- c) **Openreach cabinet:** Numerous concerns had been raised following the installation of the green cabinet at Station Hill. It was obtrusive and poorly positioned for pedestrians. Repair materials were not in keeping with the newly laid footpath materials. The Clerk had written to ECC Contracts Manager and the Superfast Essex Project Officer highlighting the concerns with unsatisfactory responses received. It was agreed to request a meeting on site with the Contracts Manager and Cllr Finch.
- d) **Damaged wall:** The highway boundary wall at Station Hill had been damaged by persons unknown. The Clerk had reported to ECC who advised it was a low priority repair. Members agreed the Clerk should arrange for the repairs to be done and costs met by the Parish Council. Clerk following up.

- e) **Parish parking issues:** At the previous meeting it had been agreed to apply to the Parking Partnership Team for parking restrictions at the corner of Water Lane. Following differing responses via the Parish Plan Survey on parish parking issues the Clerk asked if this matter could be reconsidered. It was agreed to leave on hold until the Parish Plan had been finalised and an Action Plan drawn up.
- f) **Drains at Station Hill/Bridge Street/Colchester Road:** All drains had been reported for clearing. Mr Amos, Landlord of the Eight Bells PH advised members that the drains installed within the new traffic calming scheme were not sufficient and created a splashback of water into his property. Clerk would report to Highways.
- g) **40mph restrictions at Mount Bures junction:** Following the recent adoption by ECC of the footpath adjacent to Brook House Road, Cllr Aries highlighted to members of the dangers for pedestrians crossing Colchester Road at the junction. She suggested the Parish Council investigate with ECC for a reduction in speed restriction from 60mph to 40mph along that section which may ease traffic speed entering the 30mph restriction zone. Clerk to follow up.
- h) **Bus shelter at Knoll:** It was agreed to wait for evidence of need from the Parish Plan Survey before progressing the project.
- i) **Gateway entrance signs:** It was agreed to investigate replacing the Colchester Road 30mph sign at Normandie Way with a gateway parish sign. Clerk following up with ECC Highways.
- j) **Footpath at No. 4 Lamarsh Hill** - The matter still being assessed by ECC Legal Services. Clerk agreed to follow up again.

8/09/17 ITEMS FOR UPDATE AND FOLLOW UP

- a) **Joint Parish Plan** – Responses from the Parish Plan Survey still being collated. It had been agreed to discontinue with the Monkey Survey for collating and revert to manual. Responses noted to date highlighted the need for improved communication between the two parish councils and residents. The Clerk and Cllr Tim Fairbairn had agreed to attend a SuffolkCloud website briefing with a view to improving communications.
- b) **Joint Emergency Plan** – Cllr Lee, Cllr Jackson and the Clerk had met to review the current Bures Emergency Plan. Several amendments had been agreed and the Clerk would contact Braintree District Council for advice on finalising the Plan for approval by both Parish Councils.
- c) **Vacant garage site** – Fencing had been secured. BDC continued to monitor the site under Health and Safety. 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 11th September to 6th October. The Clerk had received the temporary road closure notice and had duly advertised. All works progressing. Some parking issues but traffic being monitored.
- e) **Team Tree Christmas lights:** Team Tree had asked for the two parish councils to take over the Christmas Lights Scheme. Members agreed to this request subject to BSMPC agreement at its meeting. The Scheme to be renamed Bures Christmas Lights with funds held by BSMPC and cheques administered from the fund for future lights and upkeep. The lights to be an asset of BSMPC. All risk assessments, details of qualified electrician and certificate of competence to be held on file. The members noted that if the current volunteers should withdraw then the parish councils would be required to either disband the scheme or gain other volunteers and equipment to continue.

- f) **Water Lane stream:** Cllr Crowe had highlighted a section of the stream which was in urgent need of clearing. However the Clerk had been unable to establish ownership and as it was the Riparian Owner's responsibility to clear the Parish Council agreed not to pursue.

9/09/17 PLANNING

All applications received and comments made – see attached list.

Details of the BDC Local Plan Consultation had been reported at Item 6 under District Councillor report. The Clerk added that she had submitted the Parish Council's response to the Publication Draft Local Plan online stating that it was pleased that the proposed site Bures 165 had been withdrawn from the Draft Local Plan. However the Developer had submitted its own response to the withdrawal and the Parish Council would now await the Inspector's guidance. Members continued to oppose the inclusion of Bure 165 in the Plan.

10/09/17 FINANCE

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

Bank reconciliation dated 10th September 2017 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached. Both duly signed by the Chairman and non-signatory member - Cllr Randall.

The Clerk had attended a Financial Briefing at EALC in July and notes from the briefing had been circulated. It was noted that the current Parish Council Financial Regulations were in accordance with the NALC Financial Regulations.

The Clerk had received notification that the Parish Council's insurance renewal for 2018/19 would be handled by BHIB Insurance Brokers, the preferred partner of Aviva and supported by NALC.

11/09/17 AUDIT MATTERS

External Auditor's approval of 2016/17 Accounting Statements had been received with no matters arising – noted.

Internal Audit Review meeting arranged for 4th and 5th October at 6pm. – Cllr Crowe and Cllr Randall agreed to attend one session with the Clerk and Internal Auditor.

The Minor Works Preferred Builders List was reviewed and approved. The Clerk to add the details of the electrician for the Bures Christmas Lights to the list when agreed.

The Chairman and Clerk had attended a Data Protection Regulations Briefing at EALC. The Clerk still to forward notes from the briefing to all members. New legislation was due to be introduced before or on 25th May 2018. EALC to give support to parish councils through the new changes.

12/09/17 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached with nothing further to report for action.

13/09/17 PHYSICAL RISK ASSESSMENT

Cllr Martin Randall had circulated his report prior to the meeting and noted the following items for action: Brambles to be cut back at Woolpit Downs. Foliage to be cut back from light at Woolpit Downs. One bench and one waste bin unstable. Chairman still to follow up on retrieving the strimmer from Cllr Matthews following his recent retirement from the Parish Council. Clerk to follow up on all items raised.

14/0917 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations had been circulated and noted:

LO3 -17 annex 4A May 2017 Introduction to Reform of data protection legislation

LO4 -17 July 2017 Reform of data protection legislation – General Data Protection Regulation and Data Protection Bill

12 Steps to Preparing for the General Data Protection Regulation (GDPR)

NALC Data Protection Regulations Policy Committee recommendations

EALC Legal Update No. 4 August

LTN 36 Unfair Contract Terms

LTN 40 Local Council's Documents and Records

LTN 69 Anti-Social Behaviour and Harassment

15/09/17 REPORTS

Bures St Mary PC: Cllr Ambrose reported: SCC had agreed to improve visibility of the crossing at the Primary School. Concerns raised regarding inconsiderate speeding and parking along Nayland Road. SCC had agreed to install advisory 'Narrow Road' signage along the High Street and to repaint the white lining to hopefully improve safety conditions for traffic and pedestrians. The war memorial was to be renovated and works due to commence shortly.

Cemetery: Cllr Crowe reported: Cemetery trees along boundary of No. 14 Cuckoo Hill had been trimmed and tidied. A Picus Test to be carried out on the Cedar and Sequioa at top of main drive when equipment serviced. CRP Builders had agreed to mortar repair the boundary wall at the front entrance but would not accept liability under the Party Wall Agreement. Members to put forward an increase in its precept request to the parish councils for 2018/19 to cover pending tree work costs.

Sportsground: Cllr Welch reported: The groundwork cement base for the Morphus X had been installed. Project due to be finalised in week of the 9th October with an Open Event hopefully planned for the 13th October but these dates were subject to change. Grants to the ECC CIF and National Lottery being submitted for a disabled swing to be installed in the main play area. Further benches to be installed in the main play area. New contracts being drawn up for the grasscutting, general maintenance and play equipment maintenance.

Community Centre: Cllr Crowe had circulated the minutes of the meeting held on 19th July. Caretaker's hours may be reviewed to include time to include set up of chairs and tables for hirers. Soundproofing still an issue. Film rental costly. Dimmable LED lights being considered.

Rights of Way: Cllr Aries had kindly agreed to take on the role of Parish ROW Officer from Mr Hugh Turner. A letter of thanks had been sent to Mr Turner. Cllr Aries had circulated her report prior to the meeting. All issues raised to be reported to ECC. She agreed to request the ECC ROW Officer to follow up on the visibility of signage at Colchester Road. Cllr Aries asked the Clerk to check with Lamarsh Parish Council as to its stance regarding the Network Rail proposals to close the Kings Marsh crossing.

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. Advertising had been circulated to encourage new volunteers to come forward. The graffiti had been pressure washed and the interior of the hut repainted.

Transport: Cllr Welch regularly attended the DaRT meetings when dates and times were suitable. 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: No report.

Bures Primary School: The new Head Teacher Ruth Slater now in place. A review of the current agreement with the Sportsground Committee for use of the sportsground being undertaken.

NHW: Clerk regularly circulating details of local crime. Several local van thefts reported.

Bures Common: Restoration of the barn progressing well. Chestnut plastic coated iron roof erected. Concrete flooring and weatherboarding in hand. Application for Change of Use to be submitted to BDC when repair work completed. Monthly markets extremely well supported.

16/09/17 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

No matters raised.

17/09/17 DATE OF NEXT MEETING

Parish Council Meeting – Monday 20th November to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2018: 15th January 2018.

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

The meeting closed at 9.23pm

Signed:

Chairman

Date:

