

## **BURES HAMLET PARISH COUNCIL**

*Clerk to the Council – Mrs Jenny Wright  
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### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 18<sup>th</sup> MARCH 2013 AT THE GARRAD ROOM, BURES COMMUNITY CENTRE, NAYLAND ROAD IMMEDIATELY FOLLOWING THE ANNUAL PARISH MEETING**

**Present:** Cllrs D Lee, J Weavers, C Barnham, A Ryman, O,Sullivan, D Matthews,  
D Finch (ECC)  
**In the Chair:** Cllr D Lee  
**Clerk:** Mrs Jenny Wright  
**Also Present:** 9 parishioners

#### **1/03/13 Apologies for Absence**

Apologies received from Cllr J Evans (on holiday)  
Also received from Cllr A Shelton (BDC), P Darlington (Village Agent),  
PCSO Warren Brown

#### **2/03/13 Declaration of Interests**

To receive any 'pecuniary' or 'non-pecuniary' interests and Dispensation Requests.  
None declared.

#### **3/03/13 Minutes**

The Chairman noted that he had one item outstanding – still to write to BDC  
regarding the recent planning approval for Ferriers Lane site.  
The minutes of the previous Parish Council meeting of 14<sup>th</sup> January 2013 were  
approved and signed as a correct record.

#### **4/03/13 Public Forum – 15 minutes maximum public participation**

3 minutes for individual contributions unless longer required  
Concerns were again raised regarding speeding along Colchester Road and Bridge  
Street. There had been a number of reported incidents recently with last one resulting  
in the vehicle causing damage to No. 5 and 5a Bridge Street and narrowly missing a  
pedestrian on the pavement. In December the Clerk had put forward a scheme request  
to the Local Highways Panel for a central refuge which was currently under  
consideration. Other safety options raised were a mini roundabout at the junction and  
traffic calming at the approach into the village from Colchester. It was agreed the Clerk  
should raise all concerns with Cllr Finch (ECC) and Highways Officer, Rob McDonald.  
Volunteer Colin Lorking again reported that the dog waste bag dispensers on the  
sportsground were regularly empty thus creating dog walkers to use the BHPC dispenser  
bags more frequently. There was also an increase in dog fouling on the sportsground and  
it was agreed to report to the Sportsground Committee for its follow up.  
Further concerns were raised regarding the visibility for motorists exiting the footpath  
leading from Normandie Way and The Paddocks into Colchester Road. Shrubs planted  
along frontage of the adjacent property were obstructing the view of other motorists and  
children. It was agreed the Clerk should write to the property owners to request the shrubs  
to be pruned.

#### **5/03/13 Police Report – as per Annual Parish meeting report. The Clerk agreed to speak to PCSO Warren Brown regarding the possible pavement obstruction at 4 Colchester Road Essex Police information on Unauthorised Encampments – circulated and noted.**

**6/03/13 District/County Councillor Reports**

**District Councillor:** No report.

**County Councillor:** As per the Annual Parish Meeting.

Essex Highways Pothole Repair – noted and circulated.

Minutes of BDC Local highways Panel meeting of 17<sup>th</sup> January noted and circulated.

BDC Recycling Working Group requested an update on local recycling centres (Bring Bank sites). The Clerk had responded.

**7/03/13 Highways**

- 1) Junction at Bridge Street/Colchester Road/Station Hill - this was to be followed up as per Annual Parish Meeting. The Clerk was in receipt of notification of traffic surveys being undertaken locally by Nationwide Data Collection on behalf of National Grid. The Clerk had reported the camera situated near the Essex Knoll as damaged.
- 2) Parking restrictions at Bridge Street – Clerk to consult with residents in Bridge Street before the parish council discusses submitting a request for double yellow lines. Single yellow line currently in place to be re-painted when weather permitting.
- 3) Street light repairs – all street lights not working had been reported.
- 4) Winter Salt Bag Scheme – Chris Mortimer had salted on Clerk's instructions plus sandbags placed on Essex Knoll. It was noted that he had his own insurance cover. Clerk received regular ECC weather updates.
- 5) Potholes – BakersHall and Lower Jennies repaired. Colchester Road to Mount Bures turning reported and waiting on repair. Clerk to follow up. Colne Road damaged section of road at Parsonage Grove reported. Clerk would request an update from Mt Bures Clerk regarding the flooding at Pump House corner.
- 6) Damaged sign Bridge Street – removed from Bures Common. Agreed for Chris Mortimer to refix onto Braintree District sign at roadbridge.
- 7) Broken kerb at 35 Normandie Way – reported again.
- 8) Flooding at Colne Road – Clerk had reported but would follow up again.
- 9) Highways Compulsory Land Purchase – Clerk to hold on file for future action.
- 10) Construction of 'bridge' to rear of Bridge Street – Clerk to follow up again as no reply received from ECC.
- 11) LHP requests – Clerk had put forward a scheme request for a permanent standing VAS sign at Normandie Way. Cllr Finch advised funding would be available July.
- 12) Capital Highway Improvements Programme – noted that the requested scheme to widen the footpath from the Millennium footpath gate to past the Boat House and a controlled crossing point had been allocated a low priority by ECC.
- 13) SpeedWatch Scheme – Clerk agreed to advertise for volunteers in the parish magazine. If enough interest then an Open Meeting to be arranged to forward the scheme.

**8/03/13 Joint Emergency Plan**

Several positive responses had been received from the letter circulated to organisations and businesses outlining the emergency plan details and requesting confirmation of use of equipment and use of premises in the event that the plan may require implementing.

BHPC Chairman waiting on further responses before progressing the plan further.

**9/03/13 Localism and Community Support**

Councillors from both parish councils met with Jan Cole, RCCE and BDC Community Engagement Officer on 4<sup>th</sup> March to discuss a Bures Joint Neighbourhood Plan.

Members agreed it was in the interests of the village as a whole to progress this item forward and to form a sub-committee. To discuss at next St Mary's PC meeting and if their members in favour then this to be an agenda item for the May meeting.

Chairman and Clerk attended BDC Annual Town & Parish Council Summit on 31<sup>st</sup> January. Presentations on evening: BDC budget and priorities 2013/14 and review of payments to Town & Parish Councils plus a Localism Surgery to discuss Neighbourhood Plans.

**10/03/13 Consultation on Site Allocations:** Chairman had attended the consultation at Earls Colne on 15<sup>th</sup> January. A response was subsequently made fully supporting the proposed

Draft Site Allocation for Bures Hamlet but not supporting the Draft Site Allocation Plan (Alternatives) because the village facilities make new housing proposals on the scale as shown unsustainable. Clerk had received the Draft Open Spaces Action Plan and had made some minor amendments to BDC. It was noted it included the Cambridge Way play area design for skateboarding or racing electronic cars.

**11/03/13 Items for update report to members and follow up**

- 1) Millennium footpath repair - Clerk had submitted a Big Society Fund application for funding of £1200 – waiting on response.
- 2) Bures Common – fencing erected but the Trust confirmed that this would be re-fixed along the footpath line. Trustees AGM on 19<sup>th</sup> March.
- 3) Bures in Bloom – suggested more interest needed from volunteers if an entry to be made in 2014/15. Clerk to follow up.
- 4) Vacant garage site – the flat to the rear of the site currently being revamped and Clerk to contact Enforcement Officer to discuss the issue of debris on site. Clerk to ask Chris Mortimer to remove and return all car wash signs to the site.
- 5) Station Hill telephone box – agreed to defer discussion of upgrade until next meeting.
- 6) Advertisement for persons interested in doing minor parish repairs – Clerk had put a notice in parish magazine.
- 7) Skip for collection of paint tins – Bures St Mary PC had supported the initiative and agreed to contribute to costs. Clerk to follow up on skip hire costs and regulations for disposal of paint tins.

**12/03/13 Government Consultation Papers/Legal Topic Notes**

LTN 84 Community Right to Challenge – circulated

LTN 1 Council's Powers to Discharge their Functions – circulated

LTN 40 Local Council's Documents and Records – Clerk's retention

Details on Local Authority Mortgage Scheme – circulated

Briefing Note on Broadband UK Project update – circulated

NALC Examining the speed limit for HGVs over 7.5 tonnes on single carriageway

- responses from consultation document – circulated

ECC Replacement Minerals Local Plan: Pre-Submission Draft – advertised

**13/03/13 Finance**

Finance report – circulated and noted

Details of parish precept to BDC and resultant Band D Tax Rate – circulated and noted.

It was agreed to donate £200 to St.Mary Parish Council's defibrillator scheme.

It was agreed to donation £200 to Bures St Mary PCC for parish magazine costs.

**Bank balances as at 18<sup>th</sup> March 2013 (when all accounts met)**

Business Saver Account: £3533.70

Community Account: £740.91 (when all cheques paid)

**The following payments have been met prior to meeting:**

Chq 101726	JRB Enterprise (dog waste bags)	£133.80
Chq 101727	Mrs J Wright (pettycash + ink cartridges)	£91.06
Chq 101728	Mrs J Wright (salary Jan '13)	£281.48
Chq 101729	HM Revenue & Customs (tax Jan '13)	£68.55
Chq 101730	Mr D Lee (travel BDC Summitt)	£19.50
Chq 101731	Chris Mortimer (salting/waste/	£408.00
Chq 101732	Mrs J Wright (pettycash Feb '13)	£14.20
Chq 101733	Mrs J Wright (salary Feb '13)	£280.03
Chq 101734	HM revenue & Customs (tax Feb '13)	£70.00
Chq 101735	The Information Commissioner (renewal '13)	£35.00
Chq 101736	Mrs J Wright (paper/ assorted files)	£22.58

**The following payments to be agreed at meeting:**

Chq No. 101738 Bures St Mary PC (donation to defibrillator) £200.00

**Income received prior to meeting:** None.

- 14/03/13 **Physical Risk Assessment Report**  
Cllr Barnham reported the following: bus shelter needed cleaning. Benches to be treated in the autumn. Still waiting on Steven Binks to clean the village sign. Normandie Way play area needed cutting. Flower tub to be replanted. Landing stage muddy. It was agreed to look at grants for a bus shelter at Normandie Way junction. Clerk to follow up on all items.
- 15/03/13 **Clerk's Report and General Correspondence to note**  
Circulated and attached.
- 16/03/13 **Planning**  
Cllr O'Sullivan and Clerk agreed to attend Planning Event on 1<sup>st</sup> May at Gt Dunmow.  
Re: Proposed Bramford to Twinstead Tee Project: to note that as a consultation body the Planning Inspectorate's request for information considered to be provided in the environmental statement – circulated – no comments put forward  
**Application: 13/00090/FUL** Wood Cottage, Lower Jennies Lane – erection of two storey rear extension plus associated alteration works  
**Granted: 12/01524/FUL** Car Park 11 – 21 Lamarsh Hill – erection of one solar powered lamp post to car park area, dusk to dawn operation – the parish council fully approved and welcomed this application  
**Application: 13/00022/FUL** 2 Normandie Way – erection of first floor gable fronted extension  
**Application: 13/00312/FUL** 54 Colchester Road – proposed ecospace outdoor construction
- 17/03/13 **Reports**  
**Bures St Mary PC:** noted that a loan had been taken out to cover the costs of upgrading the parish street lights to enable them to be taken over by SCC.  
**Cemetery:** change of land use granted. Cemetery site meeting on 15<sup>th</sup> April to progress layout and design of the extension area. Alan Beales had invoiced the cemetery and sportsground committees £30 each for annual work on the website. Cllr Ryman to gain feedback from next sportsground meeting before any payments are met.  
**Sportsground:** no report. Next meeting Thursday 21<sup>st</sup> March.  
**Community Centre:** funding had been successful to enable films to be shown. Intention to hold 4 films per year.  
**Rights of Way:** as per Annual Parish Meeting.  
**Tree Warden:** no report.  
**Station Adopters:** report circulated as per Annual Parish Meeting.  
**Transport:** nothing to report.  
**NHW:** nothing to report.  
**Bures Primary School:** Clerk investigating whether a BHPC representative could be adopted on to the Board of Governors.
- 18/03/13 **Information Exchange/Next Agenda Items**  
**Information Exchange:** A letter had been received from the Henny's PC advising that the members would be interested in resurrecting the parish clusters. Clerk to reply that BHPC interested if they would be willing to host a meeting as well as BHPC. Clerk to report damaged lamp at Hamlet Court.  
**Next Agenda Items:** Upgrade of telephone box. Earlier start times for meetings. Memorabilia show case at Community Centre.
- 19/03/13 **Date of Next Meeting**  
Annual Parish Council Meeting – Monday 13<sup>th</sup> May 2013 at The Garrad Room, Bures Community Centre at 8.00pm. The meeting closed at 10.15pm

Signed.....

