

**Minutes of Bures Hamlet Parish Council Meeting
Monday 18th November 2013 at the Garrad Room,
Bures Community Centre, Nayland Road at 7.30pm**

Present: Cllrs D Lee, C Barnham, D Matthews, A Ryman, J Evans,
J Weavers, J O'Sullivan, J McCrory (St Mary PC), A Shelton (BDC).
In the Chair: Cllr D Lee
Clerk: Mrs Jenny Wright
Also Present: 3 parishioners

1/11/13 APOLOGIES FOR ABSENCE

Apologies received from Cllr D Finch (ECC), PCSO Warren Brown.

2/11/13 DECLARATION OF INTERESTS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests -
None declared. Cllrs J O'Sullivan and J Evans updated their Register of Interests.

3/11/13 MINUTES

The minutes of the previous Parish Council meeting of 23rd September 2013 were approved and signed as a correct record (previously circulated).

4/11/13 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

Colin Lorkins noted the concerns of the Sports Ground Committee members regarding costs in maintaining a dog waste bag scheme. He felt that if this was not maintained then Bures Hamlet Parish Council may see its own waste bag costs increasing. Members agreed that the Dog Warden should be requested to monitor the area prior to dusk.

5/11/13 POLICE REPORT

In the absence of PCSO Brown the Clerk reported the following:

The Chairman's report on traffic and speeding matters had been included in the November parish magazine. Bures Community Speedwatch Team had been out twice. Statistics from the scheme circulated. Thanks expressed to the Team.

6/11/13 COUNTY/DISTRICT COUNCILLOR REPORTS

District Cllr Shelton gave his report – circulated and noted. He raised his concerns at the lack of policing for the parishes in his ward and expressed his appreciation to the Clerk for filtering through the NHW information.

Matters raised at BALC meeting – circulated and noted.

Details of Superfast Broadband – circulated and Bures Hamlet due date June 2016.

ECC Consultation on future of children's centre services – circulated and noted.

To note Clerk still waiting to receive comment as to who would be responsible for clearing roadside tree debris left from the storm damage.

Chairman of BDC invited two parish council members to the Civic Carol Service on 12th December – members to notify Clerk if interested.

Overnight parking matter referred to Cllr Shelton.

Site & footpath at Parsonage Hill – PROW Inspector had visited the site and would ensure the footpath remained passable. He had spoken with the site owner and satisfied all in order.

7/11/13 HIGHWAYS

1) LHP Panel requests :

- a) Permanent VAS sign at Colchester Road – traffic surveys completed. Waiting on results before agreement of installation of a permanent VAS sign.
- b) central refuge at Colchester Road/Bridge Street – scheme approved to be taken to next stage of design.
- c) re-alignment of Bridge Street footpath – first request refused by engineers. Clerk resubmitted and ECC confirmed scheme is currently with engineers to be validated.
- d) Colchester Road gateway signs – Clerk still to submit.
- e) Crossing at Colchester Road – submitted but low priority. Clerk had received correspondence from parents requesting scheme to be pressed for a higher priority
- f) Footpath improvement at Colchester Road – submitted but low priority

2) Parking restrictions at Bridge Street – Clerk had spoken with residents to contribute to costs of the advisory white line. Still waiting on their feedback.

3) Ranger requests:

- a) Damaged Bures Hamlet sign at Colne Road - still to be repaired.
- b) Excess soil at Colne Road bank - cleared but badgers still digging out further soil. Clerk to monitor.
- c) Gullies at Lamarsh Hill & Bridge Street – BDC confirmed gullies inspected.
- d) Colne Road – signs removed and pot hole repaired.
- e) Loose kerb at Normandie Way – still outstanding. Another loose kerb at The Paddocks plus weeds needed clearing. Clerk to report.

4) Construction of 'bridge' to rear of Bridge Street – landowner had removed.

5) Colne Road gritting – request refused by ECC. Weavers Demolition would monitor the down hill section and grit as necessary to allow access for its lorries. Winter Parish gritting – grit bins filled. Clerk to recheck on Bakers Hall and Normandie Way bins. Chris Mortimer to grit pavements only when requested by Clerk. Aon Insurance policy guidelines on snow clearance, salting and gritting circulated and noted. The Clerk to ensure a system of checks in place to minimise the risk of neglecting to salt, grit or clear snow.

6) Lamarsh Hill gateway sign – to be painted in the spring.

7) Damaged concrete capping on road bridge pillar – reported to Suffolk County Council.

8) Street lights – Clerk had received a request from the Paul Fyzool of the newsagents for the light opposite to remain on during the night for security reasons. Members supported this request. Clerk to follow up. Station Hill light out of phase. Clerk to report.

8/11/13 JOINT EMERGENCY PLAN

Chairman Cllr Lee still progressing. Clerk to arrange £25 payment for mega phone from Bures Stage Society. Amendments to plan forwarded to both District Councils.

Cllr Barnham suggested that a village emergency contact point was required to field calls from parishioners during an emergency. A list of vulnerable persons to be collated. Clerk agreed to assist Cllr Barnham with this.

9/11/13 PARISH PLAN

Minutes of joint parish council meeting held on 7th November – circulated and noted. The parish council agreed for the need to proceed with a Joint Parish Plan and a Working Party to be set up. Also agreed St Mary Parish Council to be lead and Cllr Holbrook to Chair future Working Party meetings. Next meeting to be held in January. Clerk and Chairman to attend a Community Led Planning evening on 19th November.

10/11/13 PARISH CLUSTER MEETINGS

A Monday evening in February agreed most favourable. Cllr Shelton and a police representative to be invited plus members of the parish cluster group. Clerk to arrange.

11/11/13 BUDGET

The Clerk presented the draft budget. Approved subject to further notification of Local Government spending figures due to be issued mid December. Cllr Evans asked if the budget figure for dog waste bags could be reduced. Clerk advised that bag costs had been thoroughly investigated by Cllr Saer for the Sports Ground Committee and the figure could only be reduced by ceasing the scheme. Members agreed to leave in the budget figure. Clerk advised that grants were an option for the future if parish funds restricted.

12/11/13 FINANCE

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

Bank balances as at 18th November 2013 (when all accounts met):

Business Saver Account: £8,853.30

Community Account: £5,252.89

Letter from BDC Head of Finance – Localism Fund – circulated and noted.

Purchase Order Local Councils Explained book – received and noted.

13/11/13 AUDIT MATTERS

Internal Audit Review completed – Cllr Evans, Cllr O'Sullivan, Clerk and Internal Auditor attended.

Standing Orders reviewed and adopted with minor amendments.

Financial Regulations reviewed and adopted.

14/11/13 CHRIS MORTIMER GROUNDS MAINTENANCE

The Clerk had circulated the proposed maintenance figures for 2014/15 season. These were accepted.

15/11/13 PHYSICAL RISK ASSESSMENT

Cllr Barnham reported the following: Village sign still to be cleaned. Waste bin at Colchester Road full. Grit bin at Normandie Way not full. Clerk to follow up.

16/11/13 ITEMS FOR UPDATE AND FOLLOW UP

- a) Bus shelter – Clerk still to look into costs and grants for a second bus shelter at Normandie Way.
- b) Vacant garage site - the garage flat was occupied again. Car wash facility appeared to be doing well.
- c) Station Hill telephone box upgrade – Payphones had agreed to give the kiosk a full clean this month and put in the system for painting in 2014.
- d) Draft Open Spaces Allocation Plan: BDC submitted for approval at its LDF panel.

17/11/13 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

LTN 1 Councils' Powers to Discharge their Functions - circulated

LTN 2 The Chairman of Local Councils - circulated

LTN 7 Non-Councillor Members of Committees - circulated

LTN 8 Elections – circulated

Growth & Infrastructure Act 2013 & Local Green Space – circulated

18/11/13 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached. It was agreed not to pursue a parish commemoration for the Centenary of WW1. Clerk to follow up on the Dog Microchip event. It was noted that the Xmas street lights were restricted this year owing to insurance issues.

19/11/13 PLANNING

Application: 13/01254/FUL Broadoakes Farm – variation of condition

Application: 13/00285/TPOCON Oak Tree House, Colne Road – works to trees

20/11/13 REPORTS

Bures St Mary PC: Street lighting repairs nearing completion. Next meeting 28th November – Cllr Evans agreed to attend on behalf of BHPC.

Cemetery: BTS works completed. 2 trees removed and the dead elm tree. New path completed. Next burial will take place in the new extension area.

Sportsground: Roundabout damaged. To be removed and Clerk obtaining quotation for required works. Problem teenagers reported to police. Bench had been unbolted and moved into spinney but now secured back at picnic area. Coronation shelter repainted. Purchase of new cradle swing seat and toddler rockers in hand. Problems with loose dogs on sports ground being followed up.

Community Centre: Film Society formed. Monthly film shows being planned. Following up with the PSA for suitable films for children. The appointment of a Community Centre Manager still being looked into. Lowest quote for solar panels accepted from 'Mr Renewables'.

Rights of Way: Re footpath Colne Road to The Paddocks - ROW Officer had visited The site and agreed to ensure footpath passable but would leave the barbed wire along top of fencing intact. Mount Bures PC has requested the footpath running down from the railway crossing to the main road to be recognised as a Public ROW.

Tree Warden: Recent storms had caused a lot of tree damage. Tree in river at Bridge Street and willows at Millennium footbridge – removal in hand.

Station Adopters: Report and Audit report circulated. Waiting area hut painted. Steven Binks agreed to supply a traditional railway totem with Bures name. The Station Adopters requested a donation to re-create a garden area following the removal of the large conifer tree. Chairman proposed £100. Seconded by Cllr O'Sullivan. Agreed but Clerk to note that members raised concerns that the full costs should be the responsibility of Greater Anglia.

Transport: Essex Parish Transport Newsletter circulated. Consultation on bus services run by ECC circulated. Cllr Evans raised his concerns that the local bus timetable was not always being adhered to. It was agreed to monitor and if times continue to be unsatisfactory then the concerns would be raised with the bus company.

NHW: Newsletters circulated regularly. Several recent burglaries in the village.

Bures Primary School: No report.

Village Agent: Peter Darlington was attending the Coffee Morning at church every first Wednesday to provide advice and links to support services.

Bures Common: The Trust were putting together a package of information to give support when applying for grants to upgrade the barn. Clerk had forwarded a letter of support as requested. Display board to be sited on the Common.

Transition Group: New circular walk published. Advertised in church porch.

21/11/13 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None put forward.

22/11/13 DATE OF NEXT MEETING

Monday 13th January 2014 at The Garrad Room, Bures Community Centre at 7.30pm.

Future meeting dates: 24th March, 19th May, 14th July, 22nd September, 17th November.

The meeting closed at 9.45pm

Signed:

Parish Council Chair:

Date: