**Minutes of Bures Hamlet Parish Council Meeting**

**Monday 19th January 2015 at the Garrad Room,**

**Bures Community Centre, Nayland Road at 7.30pm**

**Present:** Cllrs D Lee, D Matthews, J Weavers, J O’Sullivan, A Ryman,

D Ambrose (St Mary PC), Cllr A Shelton (BDC)

**In the Chair:** Cllr D Lee

**Clerk:** Mrs Jenny Wright

**Also Present:** Peter Darlington and Jayne Laken (Community Agents)

plus 2 parishioners

**1/01/15** **APOLOGIES FOR ABSENCE**

Apologies received from Cllr C Barnham (personal commitment), Cllr J Evans (personal commitment). Both apologies accepted by those members present.

Apologies also received from Cllr D Finch (ECC).

**2/01/15** **DECLARATION OF INTERESTS**

To receive any ‘pecuniary’ or ‘non-pecuniary’ interests and dispensation requests.

None declared.

**3/01/15** **MINUTES**

The minutes of the previous Parish Council Meeting of 17th November 2014 were approved and signed as a correct record (previously circulated).

**4/01/15** **PUBLIC FORUM**

 15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

**5/01/15** **POLICE**

No police representative in attendance as per current force directive. Weekly police reports circulated. Theft of a motor vehicle at Colne Road reported. Details of new police appointments advertised in parish magazine and on website. No update on monitoring of traffic at Colchester Road – Clerk to follow up.

Details of next Street Meet advertised – 9th February, Bures Station, 12noon – 1pm.

Online service to register possessions [www.immobilise.com](http://www.immobilise.com) noted and advertised.

The Clerk still waiting on information regarding purchase of a parish laser gun.

A number of recent minor dog attacks in the village reported to both Essex and Suffolk Police were currently being investigated.

**6/01/15 COUNTY/DISTRICT COUNCILLOR REPORTS**

**County Councillor:**

The Clerk had emailed Cllr David Finch outlining the parish council’s concerns regarding lack of action on parish highway matters by Essex County Council. 11 items had been raised. The Chairman was especially disappointed that the damaged road signs at Mount Bures had still not been cleared and replaced. This was considered a danger for all road users. Chairman to attend the parish cluster meeting in February and would raise the matter again.

Cllr Finch’s Parish Update January 2015 – circulated and noted.

**District Councillor:**

Cllr Shelton advised the members that due to boundary changes he would not be representing the parish after the May elections. All members thanked Cllr Shelton for all his hard work with parish matters during his term of office.

Cllr Shelton noted on the following:

a) BDC Local Plan Call for Sites submission 2014/15 – consultation from mid January. He advised the members to forward any comments to BDC as soon as possible. Details had been circulated and noted.

b) Dedham Vale Stour Valley Project – newsletter circulated and donations being requested.

Parish Council would be considering donations at the March meeting.

c) Walk in Centres – Halstead branch closing with alternative to be opened at Broomfield.

BDC Recycling and refuse re-routing information – circulated and noted.

**It was agreed to move forward Item 14**

**14/01/15 ITEMS FOR UPDATE AND FOLLOW UP**

1. Maintenance of village sign flower bed – it was agreed that the Clerk should request a budget plan from Neil Haswell for the maintenance of the flower bed during 2015 and 2016 with a view to reducing costs. Clerk to also look for any available grants from BDC.
2. Vacant garage site – following numerous requests the site had been secured with rather unsightly metal fencing which was found to be unsafe and consequently during high winds had fallen down leaving the site open once again. Cllr Shelton agreed to contact the Enforcement Officer urgently on this matter.
3. Assets of Community Value – Cllr Evans (BHPC) and Cllr Seymour (BSMPC) had both finalised a list for each parish for submission to the District Councils. Both lists were approved subject to the Lamarsh Hill allotments being added to the BH list.
4. The Swan PH – this building had been included on the Assets of Community Value list as concern had been raised that it may return to residential use only. Clerk still waiting on advice from the Waste/Recycling Team regarding the recycling facilities onsite.
5. Lighting at Lamarsh Hill bungalows – still waiting on outcome of light assessment by Greenfield Housing. Sign damage reported. Cllr Shelton to follow up on both items.
6. BDC Open Spaces Action Plan – the Clerk had updated the plan and returned to BDC. The plan is currently the only link to open space Section 106 monies being secured for use in the parish.

**Cllr Shelton left the meeting at this point.**

**It was agreed to move forward Item 17 (11)**

**17/01/15 REPORTS – COMMUNITY AGENT**

The Chairman welcomed Peter Darlington and Jayne Laken. Peter was in attendance to

sadly advise members of his pending retirement on 4th February after 5 ½ years working as

the Community Agent for the village. Funding for a further 5 years had been made available

and Jayne Laken would now take over the role. On behalf of all the parish council, the

Chairman expressed his appreciation of all the hard work and commitment Peter had given

to the village. Written letter of appreciation to be sent.

**It was agreed to return to Item 7 on the agenda:**

**7/01/15 HIGHWAYS**

1. **Local Highway Panel requests :**
2. Permanent VAS sign at Colchester Road – this had been re-scheduled for a date in financial year end 2015/16. The mobile VAS sign had been returned to its position at Normandie Way.
3. Central refuge at Colchester Road/Bridge Street – scheme approved for funding and installation within the 2014/15 financial year. Scheduled date 10th February 2015.
4. Re-alignment of Bridge Street footpath – a pedestrian and junction count had been

 undertaken and currently waiting on the outcome of the feasibility report.

1. Crossing at Colchester Road – the survey data for the crossing point did not meet the

 criteria required. It was agreed to defer this item at the moment.

1. Footpath improvement at Colchester Road – Clerk had re-submitted the proposals.

 Scheme to be validated and assessed. The Clerk had submitted a request to the

 LHP for a bollard to be sited on the grass verge at the Millennium Gate entrance

 to prevent cars parking and obscuring the view for pedestrians.

1. **Colchester Road:** Clerk still waiting on a response from ECC regarding the Parish Council’s request to take over the annual maintenance of the grass verge.
2. **Sandbags & flooding:**
3. A stock of 50 sandbags had been purchased to be used only on emergency request.
4. The drain at Water Lane had been inspected and assessed and marked for action by Highways. According to ECC records Water Lane was shown as a private road. Clerk following up on this matter.
5. The drains at No. 1 Colchester Road had been jetted and camera investigation had shown pipe blockage within property driveway. Clerk to report blocked drain outside River House, Colchester Road.
6. Flooding at Mount Bures turning still being investigated by Colchester Highways Land Drainage Team.
7. Blockage found in pipework outside No. 13 The Paddocks which will necessitate the removal of the light column.
8. Flooding at Bakers Hall reported. Highways had erected warning signs but no further action to date.
9. Clerk had completed an ECC survey on flooding problems in the parish and highlighted as priority Water Lane/Colchester Road/Maltings Close.
10. **Street light repair:** Column No. 1 Colchester Road reported but work still outstanding.
11. **Damaged kerb at Normandie Way:** The Clerk had reported again but ECC advised no action until 2015/16 financial year. Following up with Cllr Finch.
12. **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. Following up with Cllr Finch.
13. **Pot holes:** Pot hole at Colchester Road had been repaired. Pot hole at Bakers Hall to be reported again.
14. **Damaged drain cover at Station Hill –** reported and repaired.

**8/01/15** **JOINT EMERGENCY PLAN**

 Cllr Lee still progressing. The draft plan required further updates before it could be trialled.

 **9/01/15** **NEIGHBOURHOOD PLAN**

 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. Date booked for 28th March at Bures Community Centre from 9.30am to 1pm. Mrs Jan Cole, Braintree District Council Community Engagement Officer agreed to manage the event. Hire of hall costs of £50 to be shared between the two parish councils. Jan Cole advised that from 31st March 2015 BDC was to cease funding to RCCE for community led planning services.

**10/01/15 PARISH CLUSTER MEETING**

Parish Cluster meeting booked for Tuesday 24th February 2015 at Twinstead Village Hall at 7.30pm. Chairman and Clerk agreed to attend. Chairman to request item ‘Parish Council’s Reporting of defects to County Council’ to be included on the agenda.

**11/01/15 FINANCE**

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

Bank reconciliation dated 12th January 2015– circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

Bank balances as at 19th January 2015 (when all accounts met):

Business Saver Account: £11,675.72

Community Account: £1,445.68

The Clerk’s salary was reviewed in line with EALC recommendations. An increase of 23p per hour from £10.30 to £10.53 was agreed

It was agreed to pay 50% of the Clerk’s direct debit with HP Instant Ink for ink cartridge use.

**12/01/15 BUDGET**

The Clerk presented the draft budget. This was approved.

**13/01/15** **PHYSICAL RISK ASSESSMENT**

Cllr Evans reported the following:

Bus shelter needed a good clean. To follow up in spring.

**15/01/15** **CLERK’S REPORT PLUS ANY ITEMS FOR ACTION**

Circulated and attached.

Additional items to note: Damaged Normandie Way sign reported. The overhanging tree branches along the Paddocks to Normandie Way footpath needed cutting back. Chris Mortimer had forwarded the Clerk a quotation for 2 sections of the overhang. It was agreed to accept the quotation for £90 + VAT for the first section only.

Cllr Barnham advised that Bures Surgery no longer provided blood tests as patients were now being referred to the new Health Centre at Sudbury. Cllr Barnham had written to the Practice Manager with her concerns in regard to poor transport access to the Health Centre especially for the elderly. Parish Council members agreed to wait on a response from the Practice Manager before further follow up on the matter.

Clerk to discuss with Cllr Barnham.

**16/01/15** **PLANNING**

**Revised Application No. 14/01199/FUL** The Smallholding, Ferriers Lane –

erection of 3 m high brick boundary wall – parish council objections sent

**Application No. 14/01535/FUL** 11 Bridge Street – removal of single storey lean to and erection of two storey rear and side extension – no objections

**Application No. 14/01547/FUL** 24 Normandie Way – to relocate and replace

existing vehicle shelter – no objections – **Granted**

**Application No. 14/00377/TPOCON** Victoria Cottage, New Cut – to carry outtree works affected by the Conservation Area – to fell one silver birch - **Granted**

**Granted:** Application No. LH/TPO 8/81 Tree works at The White House

**17/01/15 REPORTS**

**Bures St Mary PC:** Next meeting due Thursday 22nd January.

**Cemetery:** Tree work completed on the two trees at the top of the main driveway. Tree Surgeon recommendation to remove one tree. Clerk to obtain a second opinion. Scouts bird and bat box project to be finalised during January. Discussions in hand to discourage the gravedigger’s vehicle access into the new section of the cemetery.

**Sportsground:** Investigating costs to replace the wooden fencing for metal hooped fencing around the toddler play areas. Slitting of cricket outfield in hand. New boundary fencing completed. Investigating hedging to replace wooden fencing along car park boundary.

**Community Centre:** Statement of accounts had been circulated. Security being upgraded.

Key audit to be completed. Rock Choir concert planned for 27th June. Stage carpet in need of replacing. Noise problems between main hall and Garrad Room being investigated for a solution. Sadly Mr Derek Davis, previous Chairman for 11 years had died. Funeral to be held at St Mary’s Church on 20th January.

**Rights of Way:** Hugh Turner reported that he was continuing to follow up on improvements to the byway between Pricketts Hall and Wood Cottage. Footpath 27 now re-opened.

**Tree Warden:** Concern raised in regard to the large tree to the left of the Millennium footpath on the fishing club land. Clerk to follow up.

**Station Adopters:** Report circulated and held on file.

**Transport:** No issues to report.

**NHW:** Newsletters circulated regularly

**Bures Primary School:** Nothing to report

 **Bures Common:** Burn’s Night fundraising event on Friday 23rd January. Investigating funding for renovation of the barn. Date of AGM – 29th January. Date of APM – 4th March.

 **Transition Group:** Christmas market had been very successful. A complaint regarding licences had been received but not upheld. 5 markets planned for 2015. A scheme to sell LED light bulbs at a reduced cost was in hand.

**18/01/15** **INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

It was noted that the parish council had held a preliminary meeting with James and Sarah Webber to discuss their submission to the BDC Call for Sites. The Chairman advised that the land submitted was outside the village envelope adjacent to Normandie Way. The parish council’s preliminary meeting notes would be circulated to all members and BDC Call for Sites to be an agenda item for the next meeting.

**19/01/15** **DATE OF NEXT MEETING**

Annual Parish Meeting followed by Parish Council Meeting - Monday 23rd March 2015 at The Garrad Room, Bures Community Centre at 7.30pm.

Cllr Matthews gave his apologies for that meeting as it would be his 80th birthday celebrations.

Future dates booked for 2015: AGM11th May, 20th July, 21st September, 23rd November

The meeting closed at 9.15pm.

Signed: Parish Council Chair: Date: