

**Minutes of Bures Hamlet Parish Council Meeting  
Monday 20<sup>th</sup> July 2015 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs D Lee, C Barnham, A Crowe, D Matthews,  
M Welch, M Cudmore (St Mary PC), W Scattergood (District Cllr)  
**In the Chair:** Cllr D Lee  
**Clerk:** Mrs Jenny Wright  
**Also Present:** 3 members of the public

The Chairman expressed a warm welcome to all those present and especially to District Cllr Wendy Scattergood newly appointed following the recent boundary area changes.

**1/07/15 APOLOGIES FOR ABSENCE**

Apologies received from Cllr J O' Sullivan (on holiday) and Cllr J Weavers (personal commitment). All apologies accepted.

**2/07/15 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – none received at the meeting.

It was noted that the Chairman and Clerk had attended a training session on the Standards Regime and Code of Conduct. The importance for members to declare their interests had been highlighted.

**3/07/15 MINUTES**

The minutes of the previous Annual Parish Council Meeting of 11<sup>th</sup> May 2015 were approved and signed as a correct record (previously circulated).

**4/07/15 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

**5/07/15 POLICE**

No police representative in attendance as per current force directive. Weekly police reports circulated.

Following a spate of minor youth anti-social behaviour Essex and Suffolk NHP teams had been pro-active in attempting to stem the problem. PC Gary Austin, Babergh West SNT Team met the Clerk and the youths involved and a plan and suggestions for improving youth facilities now being progressed.

Cllr Welch and the Clerk had attended a parish area meeting with Nick Alston, PCC for Essex, Cllr David Finch and James Cleverley MP. at Great Yeldham. Notes circulated.

Following concerns from the Bures Speed Watch Scheme that all data and site information appeared to be mislaid at Essex Police CSW the Clerk had received confirmation that this had been an error in the system and all information was being recorded.

The parish council agreed not to pursue its previous request for a parish laser gun.

## **6/07/15 COUNTY/DISTRICT COUNCILLOR REPORTS**

No report received from Essex County Council.

District Councillor Wendy Scattergood gave a brief personal history as she had only recently been appointed to cover Bures Hamlet following the boundary changes. She noted that her strong rural connection along with currently Chairing the BDC Planning Committee should assist her in her role as District Councillor.

## **7/07/15 HIGHWAYS**

### **1) Local Highway Panel requests:**

- a) Permanent VAS sign at Colchester Road – installation approved and agreed for temporary sign to be relocated elsewhere and the permanent sign to be installed by September.
- b) Central refuge at Colchester Road/Bridge Street – completion of works date set for December 2015.
- c) Re-alignment of Bridge Street footpath – feasibility study completed and the LHP confirmed that owing to the high delivery costs this scheme could not be supported. Subsequently the Clerk put in a request for the existing footpath to be resurfaced or at the very least to be made good. She had also requested that the proposal for the dropped kerb at No. 3 Bridge Street which had been included in the original re-alignment scheme to be pursued as a separate item.
- d) Footpath improvements at Colchester Road – footpath scheme put forward to be validated and assessed. Installation of two bollards on the grass verge next to the Millennium Bridge footway had been recommended for approval.

**2) Colchester Road:** As the verges had not been cut by ECC again this spring, the Clerk had arranged for John Doe to cut both sides from the Millennium Bridge gateway to the Mount Bures turning plus the grass triangle – cost £54.00 + VAT. Clerk had emailed ECC Members Suite to follow up on request for verges to be either included in its cutting regime or for the parish council to maintain with a reimbursement of cost from ECC.

**3) Crossing point at Colchester Road:** The survey data had not met the criteria required for the implementation of a crossing point. The proposal for a 20mph zone was also not being followed up as the ECC Speed Strategy Management states permanent 20mph zones will not be permitted on County PR2 routes plus the average daily speed count was currently far too high.

### **4) Flooding:**

- a) The Clerk had met with Fiona Clark, Highways Engineer to establish the location of the damaged gully at Water Lane. Works order now in hand for its repair and BDC Rangers had cleared some of the debris along the White House boundary wall. It was agreed to accept Adam Norton's quotation to clear remaining debris subject to a reduction against the Rangers work. Adam to resubmit revised quotation to the Clerk.
- b) Flooding at Bakers Hall – ECC in correspondence with land owners to clear ditches. Cllr Weavers advised that no correspondence received to date. Clerk had raised matter with ECC Members Suite.
- c) Flooding at Mount Bures turning – Fiona Clark Highways Engineer confirmed that all ditches were scheduled to be cleared of vegetation.

**5) Damaged signs:** Mount Bures junction - ECC Highways confirmed that owing to the loss of the original job pack, the raising of a new job was to be actioned along with Statutory Undertakers information. Hornes Green turning - ECC confirmed that the signs would be replaced and post painted.

**6) Rangers requests:** Road sign at Parsonage Hill to be re-bedded in verge. The Paddocks footpaths had been weed sprayed.

- 7) **Lamarsh Hill verge debris:** Following further requests for the verges to be cleared of debris from high winds, the Chairman had inspected and although the verges were no better or worse than many others it was agreed to do a one off clearance between the allotment entrance to the smallholding.
- 8) **Drain blockage at River House:** Reported but no action taken to date. Clerk to follow up.
- 9) **Re-painting of lines:** It was agreed to request the yellow lines at the Paddocks to be re-painted.
- 10) **Bridge Street:** The parish council had been requested to re-consider parking restrictions at Bridge Street. Colchester Parking Partnership regularly visited the area and penalty notices were being issued. After some discussion it was agreed that current restrictions should remain in place.

#### **8/07/15 ITEMS FOR UPDATE AND FOLLOW UP**

- a) Vacant garage site – the Chairman was waiting on a contact name for the Co-operative Group to enable a joint parish council approach to be made to them to gain possible interest in the site.
- b) Assets of Community Value – a joint parish list had been compiled by John Evans and Mike Seymour. Both had not stood for re-election and advised the Clerk they no longer wanted to pursue this project. As no member of the parish council showed an interest it was agreed to wait on the response from Bures St Mary Parish Council before any follow up was made on the matter.
- c) Lighting at Lamarsh Hill bungalows – Greenfields Housing Electrical Supervisor still investigating changing the light. Clerk to follow up again.
- d) Joint Emergency Plan – Cllr Lee still progressing. The draft plan required further updates before it could be trialled.
- e) Joint Neighbourhood Plan – this had been put on hold. A meeting to refresh the initiative to be arranged during the year.
- f) Normandie Way signs – both damaged street signs had been reported to BDC. Cambridge Way sign also in need of repair. Clerk to follow up.
- g) Christmas lights at Station Hill – the Clerk was investigating with ECC for lights to be erected along the boundary highway wall. An application to be made to Highways.
- h) Bus shelter – the Clerk was in correspondence with Bus Shelters Ltd and was waiting on costs for replacing the panels.
- i) Trees at Cambridge Way – James Webber asked for the parish council's view on his suggestion to remove 2 or 3 of the large conifers bounding his land closest to the properties to the rear of Cambridge Way. Members agreed that the trees should be removed. The Clerk was waiting on a meeting date with Circle Anglia Estate Officer Maureen Lodge to inspect the hedging and tree to the side of No. 11 Cambridge Way.
- j) Waste bin at Essex Knoll – the Clerk had noted to the members that additional emptying costs was being borne by the parish council. The excess waste appeared to generate from Bures Common events and the Trusts policy was not to have a waste bin on the Common. It was agreed to monitor and bear the cost for the moment.

#### **9/07/15 GOVERNMENT CONSULTATION/LEGAL TOPIC NOTES**

EALC Legal Update Nos. 5 & 6 circulated and noted.

### **10/07/15 FINANCE**

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

Bank reconciliation dated 7<sup>th</sup> July 2015– circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

Bank Mandate for Change of Signatories duly completed and accepted by Barclays Bank.

The HMRC 2014/15 VAT claim had been received.

### **11/07/15 AUDIT MATTERS**

Still waiting on approval from External Auditors of 2014/15 Annual Return and Annual Governance Statement.

Internal Audit Review Checklist – Clerk to arrange a date for September/October – Cllr O’Sullivan, Cllr Weavers, Clerk and Internal Auditor to attend.

### **12/07/15 PHYSICAL RISK ASSESSMENT**

Cllr Mike Welch reported the following:

Bus shelter needed weed clearance. No smoking signs to be erected after replacement panels in place. Noted that Station Hill bin had dog waste in. Top rail at bridge needed repair. Display board working loose plus some rot at base of posts. Station Hill garden and footpath needed clearing of debris and sweeping. Clerk to follow up on all items.

Items raised previously:

- a) Grass had been cut around dog waste bin at Bakers Hall.
- b) Quotations received from Geoff Davies for bench at Essex Knoll and along river path – it was agreed to repair bench at Essex Knoll - £80 plus treatment and filler £20. It was agreed to replace bench at river bank with a stool 6’6” x 15” without back – cost £150 plus £25 fixings.
- c) A request had been received for a dog waste bin further along FP9 leading off Bridge Street – it was agreed not to pursue as BDC needed all waste bins to be accessible to the highway for when emptying. Clerk to include a short article to that effect in the parish magazine.

### **13/07/15 CLERK’S REPORT PLUS ANY ITEMS FOR ACTION**

Circulated and attached.

- a) The Chairman expressed his appreciation to Mrs Elaine Pearl for bedding and tending the flower tub at Normandie Way. He also noted the proposed underground cabling at Station Hill and advised that BHPC should support Mr and Mrs Taylor with their preference to UK Power Networks for all 4 lines to be put underground.
- b) Essex & Hert’s Air Ambulance Trust had submitted a request for a clothing bank to be sited in the village but this was declined as there was already one at the Nayland Road recycling centre.
- c) Concerns had been raised regarding uncovered dirt lorries travelling through the village and the subsequent airborne dust. Cllr Weavers had asked the complainant to monitor and to note times and lorry registration numbers to enable her to follow the matter up.
- d) The Clerk had received a request from No. 21 The Paddocks for the parish council to consider whose responsibility it was to cut back the trees along the footpath. The members had already agreed for the overgrowth along the left hand side of the footpath to be cut back. As the adjoining property was rented the parish council agreed to arrange for the section obscuring the parish street light to be cut back.

- e) Cllr Welch reported on the two Councillor training sessions he had recently attended at EALC and had found all extremely useful.

#### **14/07/15 PLANNING**

The Chairman brought to the attention of the members the recent approval of Application No.14/01535/FUL 11 Bridge Street. The owner of the adjacent property Bridge Stores had raised concerns that members had not visited the application site prior to the parish council's representations to BDC. The Chairman stressed that members had acted in accordance with the parish council's decision to give an unbiased view when commenting on planning applications. However he was concerned that the approval was affecting a village asset. The parish council agreed to inform Ms Fyzool of any opportunities to help improve her business facilities if brought to its attention.

**Granted: 15/00195/FUL** Erection of shed for storage – land adjoining Windy Ridge, Colne Road – no objections – suggested shed to be painted black or dark green

**Revised scheme: 15/00657/FUL** for use of red brick in place of buff brick – wall at The Smallholding, Ferriers Lane – no comments against

**Application: 15/00161/TPOCON** Remove overhanging branches of Sallow & reduce crown – 14 Colchester Road – no objections

**Application: 15/00698/FUL** Demolition of existing ground floor kitchen etc & erection of new pen plan diner, family room plus 1<sup>st</sup> storey extension over – Fishpits Cottage - no objections

**Application: 15/00742/FUL & 15/00743/LBC** Erection of single storey extension & alterations – The Ferriers – no objections

**Application: 15/00769/FUL** Application for variation of condition No. 5 of planning application No.11/00692/FUL use of jet wash in the designated wash bay – Bures Park, Colne Road CO8 5DJ – no objections

**Application: 15/00841/FUL** Erection of two storey side extension – 36 Normandie Way – parish council raised concerns regarding over development of the site and effects of adjoining garage

**Application:** Works to trees affected by the Conservation Area – 19 Maltings Close – waiting on Tree Warden's comments

#### **15/07/15 REPORTS**

**Bures St Mary PC:** Next meeting on Thursday 23<sup>rd</sup> July. BHPC representative Cllr Welch to attend.

**Cemetery:** All in good order. Tree application being processed to lop the 16 lime trees. Terms and conditions being updated. Quotations for shingling main drive being sought. St Edmunds Lane path to be edged and shingled when lime trees had been lopped.

**Sportsground:** Mesh tiles to be laid along edges of main path to protect grass. Music Festival to meet the cost. It had been agreed not to request Green's Fish Bar to move from its current position to the Nayland Road carpark. Matter referred back to St Mary Parish Council. Some damage to benches and signs by nuisance youths.

**Community Centre:** Nothing to report.

**Rights of Way:** Hugh Turner noted that the footpath running from the Paddocks through to Colne Road needed clearing. Cllr Welch reported that this had been done and seemed reasonably accessible. ECC had written to Mr and Mrs Weavers with its proposals for ROW 1,3 & 4. Cllr Weavers advised that a response had been sent with no further communication to date.

**Tree Warden:** Nothing to report.

**Station Adopters:** Report circulated. A request had been made to the parish council for financial assistance to re-glaze the 4 damaged pictures, approximate cost £140 plus a

small charge for re-fixing. This was agreed. The parish council thanked Anne and David Taylor for all their efforts as Station Adopters.

**Transport:** Cllr Welch had attended an ECC Getting Around in Essex networking group at Sudbury Town Hall on 25<sup>th</sup> June but advised that it had not been well attended.

**NHW:** Newsletters circulated regularly. Police had advised that marks being chalked onto properties in the area were being investigated and all incidents should be reported. It was stressed that currently no dog thefts had been reported or linked to the markings.

**Bures Primary School:** An Environment Week to be held in September. Litter picks being arranged and a poster competition.

**Community Agent:** Jayne Laken had lapsed attending at the Church Wednesday Coffee Morning once a month. The Clerk had forwarded details of the event plus the Darby & Joan Club to the Outreach Development Officer at RCCE.

**Bures Common:** Parishioners views on the restoration of the barn had been sought via a survey. Grants being applied for from the Heritage Lottery Fund. ECC had made the Clerk aware that they had discovered a blockage in the pipework running from Bridge Street to the centre of the Common when CCTV work was done at Colchester Road.

### **16/07/15 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Information on Quiet Lanes to be held on file. Chairman thanked Bures St Mary Parish Council for conducting its survey over the whole village to establish use of available S106 monies.

### **17/07/15 DATE OF NEXT MEETING**

Monday 21<sup>st</sup> September 2015 – to be held at The Garrad Room, Bures Community Centre at 7.30pm. Future dates booked: 2015: 23<sup>rd</sup> November

2016: 18<sup>th</sup> January, 21<sup>st</sup> March, 16<sup>th</sup> May, 18<sup>th</sup> July

The meeting closed at 9.45pm

Signed:

Parish Council Chair:

Date:

