

**Minutes of Bures Hamlet Parish Council Meeting  
Monday 20<sup>th</sup> November 2017 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs D Lee, M Welch C Barnham, A Crowe, M Randall, D Kennett,  
Cllr J Aries (Bures St Mary PC)  
**In the Chair:** Cllr David Lee  
**Clerk:** Mrs Jenny Wright  
**Also Present:** 3 members of the public

**1/11/17 APOLOGIES FOR ABSENCE**

Apologies received from Cllr D Finch (ECC) and Cllr W Scattergood (BDC).

**2/11/17 CO-OPTION OF COUNCILLOR**

The Casual Vacancy arising from the resignation of Cllr Wilson had been duly advertised with no written interests received. The Parish Council to proceed with Co-option.

**3/11/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To declare any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
None declared.

**4/11/17 MINUTES**

The minutes of the previous Parish Council Meeting of 18<sup>th</sup> September 2017 were approved and signed as a correct record (previously circulated).

**5/11/17 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 3 members of the public present.

Mr Lorkings referred to the recent Gladman Developments leaflet drop. The Chairman advised that this matter would be discussed at Item 9 of the Agenda. Mr Barnham raised his concern that vehicles often parked on the fire hydrant to the right of the Millennium footpath gate. The Clerk to apply to the LHP for a further bollard to be installed along the verge.

**6/11/17 POLICE**

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

**Speed Watch:** Cllr Jan Aries (BSMPC) along with Mr and Mrs Wolstencroft had completed their induction training with Mary Whiley of Essex Community Speed Watch and were awaiting further training onsite. The required audit of the current equipment had been undertaken and the Team hoped to be fully operational by the end of the year.

**7/11/17 COUNTY/DISTRICT COUNCILLOR REPORTS**

Details of ECC Local Services Fund circulated.

The Clerk had attended the ECC Highways Briefing at Great Dunmow and circulated her notes from the briefing to all members. Head of Highways was seeking ideas as to how to effectively manage low priority maintenance works at parish level. The Clerk had put forward BHPC's interest.

## **County Councillor Report**

Cllr Finch had given his apologies for the meeting and therefore no report presented. Cllr Lee noted that Cllr Finch had recently visited the parish to give his support to the members on the issue of Cabinet P4 at Station Hill.

## **District Councillor Report**

Cllr Scattergood had given her apologies for the meeting.

The Clerk had circulated Cllr Scattergood's report on her behalf. The Local Plan had been submitted to the Inspector with an inquiry to commence for 6 days from 16<sup>th</sup> January on Tuesdays, Wednesdays and Thursdays at Colchester Football Stadium. The consultation on the 3 Garden Communities to commence on 13<sup>th</sup> November concluding on 22<sup>nd</sup> January. All information on BDC website. Cllr Scattergood noted that the Green Waste collection service was to cease over the winter months.

## **8/11/17 HIGHWAYS**

- a) **Anglia Level Crossing Reduction Strategy:** Cllr Lee and Cllr Welch had attended the initial Inquiry Briefing at Chelmsford in August but owing to a failure by Network Rail to fully carry out its statutory obligations the Inquiry had since been adjourned. All parties to be advised of the date of the resumed inquiry in due course.
- 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 4:** 2 meetings held on site with members of the Parish Council, Openreach, Highways and Cllr David Finch. Notes from the meetings had been circulated by the Clerk. Although the Parish Council welcomed Faster Broadband in the village it strongly objected to the current location and size of Cabinet 4. ECC confirmed that all other options had been exhausted, however the Chairman remained concerned that the Parish Council had not been consulted and that BDC as a Consultee had made no response. To date no amicable agreement had been forthcoming from Openreach. It was agreed for all Cabinets to remain green in colour and request the old cabinet at corner of Station Hill to be repainted. Cabinet 3 was scheduled to be installed by the end of the year and location agreed at Parsonage Hill.
- d) **Damaged wall:** The wall at Station Hill had been repaired and thanks to Mr Ron Adams for his professional workmanship. All costs to be met by the Parish Council.
- e) **Visibility and traffic calming at Colchester Road:** LHP application in hand for 30mph roundels. All signage along Colchester Road had been cleared of overhanging vegetation. However there were still continuous issues with visibility from the footpath leading on to Colchester Road. The Chairman to consider approaching Highways again if prior correspondence warranted.
- f) **40mph restrictions at Mount Bures junction:** The Parish Council agreed to investigate the possibility of a reduction in speed restriction from 60mph to 40mph as a way of easing traffic speed entering the 30mph restriction zone at Colchester Road. Clerk to arrange a meeting with Mount Bures Parish Council to follow up on the matter.
- g) **Drains at Station Hill/Bridge Street/Colchester Road:** Mr Amos, Landlord of the Eight Bells PH advised members that the drains installed within the new traffic calming scheme were not sufficient and continued to create a splashback of water into his property. Clerk had reported all drains to be investigated. It was agreed to monitor future flooding and to evidence by photographs. The damaged drain cover and poor surfacing at Station Hill reported.

- h) **Bank slippage at Colne Road:** This had been reported on several occasions but only warning signs installed. The Clerk to follow up with Cllr Finch.
- i) **Gateway entrance signs:** It was agreed to investigate replacing the Colchester Road 30mph sign at Normandie Way with a gateway parish sign. Clerk to apply to the LHP.
- j) **Footpath at No. 4 Lamarsh Hill** - The matter still being assessed by ECC Legal Services. Clerk agreed to continue to follow up.

#### 9/11/17 ITEMS FOR UPDATE AND FOLLOW UP

- a) **Joint Parish Plan** – The Chairman expressed his thanks to all the volunteers working on the Parish Plan project. Responses from the circulated questionnaires currently being collated with a view to presenting a draft Action Plan to both parish councils in the New Year. A further parish information event to be arranged.
- 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 to contact Braintree District Council for advice on finalising the Plan for approval by both parish councils.
- c) **Bures Christmas Lights:** The scheme was now adopted by both Bures Hamlet and Bures St Mary Parish Councils as agreed at the respective September meetings. All relevant certificates had been forwarded to the Clerk to be held on file. The lighting fund to be managed via BSMPC. The Christmas Light Up event scheduled for 1<sup>st</sup> December. The Clerk to obtain a mobile number from the volunteer team for use in emergencies over the festive season.
- d) **Bus shelter restoration:** Clerk had obtained advice from the bus shelter manufacturer Littlethorpe. The Parish Council agreed for the Parish Contractor to restore the shelter following receipt of this advice. All costs to be met by the Parish Council. Work to proceed early in 2018.
- e) **Electricity cable undergrounding at Station Hill** – underground cables installed but waiting on removal of wooden electricity poles.
- f) **BDC Open Spaces Action Plan:** It was agreed that the Action Plan required no further updates and the Clerk would forward to BDC as requested.
- g) **Lighting at Lamarsh Hill bungalows:** Clerk to follow up with Greenfields Estate Manager on the agreed second sensor light installation date.
- h) **Website briefing:** The Clerk had attended a briefing held by SuffolkCloud to promote its website hosting. She had circulated details and costs of both the current parish council website hosted by CAS and the proposals from SuffolkCloud. It was agreed to continue with CAS who were currently upgrading and review again in the next financial year.
- i) **Data Protection Briefing:** The Chairman and Clerk had attended a briefing on Data Protection. New Government Legislation due to come into force in May 2018. The Clerk was compiling all documentation currently being received from EALC and NALC. Appointment of a DPO under review. It was agreed to make provision in the Budget for any future Data Protection costs. Clerk's and all Councillor's email addresses to be reviewed under the new Legislation.
- j) **Vacant garage site** – Clerk following up on concerns of youngsters entering the site. BDC continued to monitor 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.

## **10/11/17 PLANNING**

All applications received and comments made – see attached list.

a) Gladman Developments Ltd had circulated Public Consultation leaflets to all properties in Bures Hamlet outlining proposed residential development at Colchester Road, Site Bures 165. They also welcomed a closed meeting with the Parish Council to put forward their proposals in greater detail. The Clerk to arrange a meeting commencing at 6pm at a date preferable for all parties concerned. Cllr Scattergood to be invited to attend. Cllr Randall asked the Chairman how he should respond to any resident enquiries to the proposals. The Chairman advised members that the meeting with Gladman Developments must be held prior to any comment from the Parish Council.

b) Application 17/01887/OUT Land South of Pen-Lan – it was agreed to object on the grounds of outside the Village Envelope. It was also agreed to seek clarification of land ownership as shown on the Location Plan.

c) Details of the BDC Local Plan Consultation had been reported at Item 7 under District Councillor report.

d) Following concerns raised regarding onsite drainage at the Windyridge development the Clerk had obtained a current update from the site owner. This had been circulated to all members for reference.

**At this point the Chairman requested the meeting to continue after the 2 hours as per Parish Council Standing Orders. All members present agreed.**

## **11/11/17 BUDGET**

The Clerk presented the 3 year draft budget for 2018 – 2020. The figures had been based on the previous year's decision to increase the parish precept by the reduction on the Localism Fund allocation. It was agreed to accept the budget reflecting this.

## **12/11/17 FINANCE**

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

Bank reconciliation dated 2<sup>nd</sup> November 2017 – circulated, noted and attached.

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

## **13/11/17 AUDIT MATTERS**

The Internal Audit Review Checklist meeting had been held on the 4<sup>th</sup> October. Cllr Crowe, Cllr Randall, the Clerk and Internal Auditor in attendance. All satisfactory and Checklist duly signed.

## **14/11/17 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION**

Circulated and attached with nothing further to report for action.

It was noted that Mrs Gay Sayles had forwarded details of the Battles Over Remembrance 2018 and had confirmed that an event would be held in the village to mark the occasion.

The Flytipping at Colne Road and various street lights not working had been reported to the appropriate authority for action.

## **15/11/17 PHYSICAL RISK ASSESSMENT**

Cllr Welch had circulated his report prior to the meeting and noted there were no matters requiring immediate attention. The Chairman still to follow up on retrieving the strimmer for storage. The Clerk advised that No. 5 Woolpit Downs had put in a request to Greenfields Housing Manager for the trees at the entrance to the estate to be removed to allow improved visibility. The members agreed that they could not support this request.

## 16/11/17 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations had been circulated and noted:

LO-17 Legal Briefing – Payment of fees to the IC's Office

## 17/01/17 REPORTS

**Bures St Mary PC:** Cllr Aries reported: Issues with onsite working hours at the Cuckoo Hill development due to no apparent conditions being set. Application for one dwelling within garden of No. 25 Nayland Road had been approved. A dispute with Morphus Ventures Limited with regard to the Morphus X project had resulted in all correspondence being referred to SCC Legal for action on behalf of the Parish Council. The unofficial school crossing issue remained on the agenda with speeding, safety and parking issues continuing to be investigated.

Cllr Randall agreed to attend the next BSMPC meeting as representative for BHPC.

**Cemetery:** No meeting had been held since the previous report. However the front boundary wall had been repaired. Cllr Barnham asked if the boundary between the new development and the cemetery would be fenced or hedged. Clerk to check on planning approval conditions.

**Sportsground:** Cllr Welch reported: Dispute ongoing with Morphus Ventures Limited regarding the Morphus X project with all correspondence now referred to SCC Legal. A Big Lottery Fund grant had been secured for the installation of a disabled swing. All repairs outlined in the annual play equipment inspection being followed up. One dog incident had been reported to Suffolk Police and the Dog Warden for appropriate action.

**Community Centre:** Cllr Crowe had circulated the minutes of the meeting held on 20<sup>th</sup> September. Soundproofing still an issue. Dimmable LED lights being considered.

**Rights of Way:** Cllr Aires had circulated her report. Several ROW were lacking fingerposts and waymarkers. Clerk to report.

**Station Adopters:** Report circulated. New timetable commencing 10<sup>th</sup> December. The Station had been downgraded to a request stop. Clerk would advertise.

**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.

**Tree Warden:** No report.

**Bures Primary School:** Issues with speeding, safety and parking around the school continuing to be monitored and followed up.

**NHW:** Clerk regularly circulating details of local crime. Several burglaries reported.

**Bures Common:** Restoration of the barn progressing well. Monthly markets well supported. Application for Change of Use to be submitted to BDC when repair work completed.

## 18/11/17 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

No matters raised.

## 19/11/17 DATE OF NEXT MEETING

Parish Council Meeting – Monday 15<sup>th</sup> January 2018 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2018: 19<sup>th</sup> March, Joint APM 29<sup>th</sup> March, AGM 14<sup>th</sup> May, 16<sup>th</sup> July  
It was agreed to change the date of the Joint APM to Monday 26<sup>th</sup> March.

The meeting closed at 10.15pm

Signed:

Chairman

Date:

