

**Minutes of Bures Hamlet Parish Council Meeting
Monday 21st September 2015 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, C Barnham, A Crowe, D Matthews, J Weavers,
M Welch, J O'Sullivan, D Ambrose (St Mary PC),
W Scattergood (District Cllr)
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 3 members of the public

1/09/15 APOLOGIES FOR ABSENCE

Apologies received from County Cllr David Finch.

2/09/15 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

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

The Clerk confirmed that the link to the members Register of Interests was now on the Bures and Braintree District Council websites. All members to maintain their Registers up to date as a legal requirement.

3/09/15 MINUTES

The minutes of the previous Parish Council Meeting of 20th July 2015 were approved and signed as a correct record (previously circulated).

4/09/15 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

George Barnham requested the parish council to look into installing a permanently sited 'Speed Watch' sign at Colchester Road. Clerk to contact ECC to follow up on the matter.

5/09/15 POLICE

No police representative in attendance as per current force directive. Weekly police reports circulated. One garage burglary in Lamarsh Road reported.

There had been a further spate of minor anti-social behaviour in the village but not all youth related. All damage and repairs had been actioned immediately by the Clerk. The Station Adopters reported ongoing problems with damage at the station. Members thanked them for their efforts to maintain the area to such a high standard. PC Gary Austin of Suffolk Police was currently working with a group of youths and the parish councils to stem the anti-social behaviour. Options to move and revamp the teen shelter plus improve the skateboard facilities were being investigated.

The Halstead Area Crime Prevention Panel invited new members from surrounding villages to act as representative of their Parish Council. No representative was put forward.

6/09/15 COUNTY/DISTRICT COUNCILLOR REPORTS

No report received from Essex County Council.

BDC requested Brownfield Sites within the village to be submitted under its Local Plan Brownfield Site Search. The vacant garage site at Colchester Road was put forward.

BDC Local Plan Update for June 2015 – circulated and noted.

District Council report – it was agreed to move this item forward to follow Item 12 in the agenda when Cllr Scattergood would be in attendance.

7/09/15 HIGHWAYS

The Clerk had raised two ongoing matters with County Cllr David Finch – the central refuge and the permanent VAS sign but was still awaiting action on both.

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 now had an estimated completion date of January 2016.
- b) Central refuge at Colchester Road/Bridge Street – waiting on a Road Traffic Order with estimated completion date extended to March 2016.
- c) Bollards at Colchester Road – recommended for approval with estimated cost of £3,000 allocated.
- d) Footpath improvements at Colchester Road – footpath scheme put forward to be validated and assessed.

2) Colchester Road: The Clerk had requested John Doe to complete a second verge cut plus to cut and tidy the hedge as soon as possible. BDC cut due end of October. Clerk still progressing with BDC for verges to be maintained by the parish from next financial year with reimbursement of costs via ECC. It was noted that Natural England was putting forward a suggestion that verges should only be cut once yearly during the month of September.

3) Resurfacing/dropped kerb at Bridge Street: Both requests had been resubmitted to ECC Highways.

4) Footpath at No. 4 Lamarsh Hill: Following a complaint that the highway had been broken out by contractors working at No. 4 and the laid shingling was unsatisfactory for those persons attempting to walk along Lamarsh Hill, an ECC Highways Inspector had agreed to visit the site and report her findings. A Highway boundary search was also to be made.

5) Water Lane debris clearance: Damaged gully now repaired by ECC Highways. Overhanging branches along Secretaries wall had been cut back. Adam Norton to clear debris along White House wall as per his quotation but agreed to reflect the Highway Rangers work when submitting his invoice. It was agreed to monitor the flooding issue and for rodent infestation in that area.

6) Flooding:

- a) Flooding at Bakers Hall – ECC in correspondence with land owners to clear ditches. It was agreed to continue monitoring the flooding during the coming months.
- b) Flooding at Mount Bures turning – Fiona Clark Highways Engineer confirmed that all ditches were scheduled to be cleared of vegetation and it was agreed to continue to monitor the flooding during the coming months.

7) Damaged signs: Mount Bures junction – ECC Highways had replaced the signs and all satisfactory. Hornes Green turning - ECC confirmed that the signs would be replaced and post painted. Road sign at Parsonage Hill to be re-bedded in verge.

- 8) **Lamarsh Hill verge debris:** Verge debris on worst section cleared at a cost of £25.
- 9) **Drain blockage at River House:** Reported but no action taken to date. Clerk to follow up.
- 10) **Re-painting of lines Station area:** Request put in to Highways.

8/09/15 ITEMS FOR UPDATE AND FOLLOW UP

- a) Vacant garage site – site put forward under BDC Local Plan Brownfield Site Search. Environmental Officer Chris Shipman had visited the site during the summer but advised that there was no evidence on site for any formal action to be taken.
- b) Assets of Community Value – Cllr Arnold (BSMPC) and Cllr Welch (BHPC) had agreed to progress the matter within the Neighbourhood Plan process.
- c) Lighting at Lamarsh Hill bungalows – waiting on Cllr Scattergood to report on.
- d) Joint Emergency Plan – Cllr Lee still progressing with Carolyn Holbrook. The draft plan required further updates before it could be trialled.
- e) Joint Neighbourhood Plan – Cllr Arnold (BSMPC) and Cllr Welch (BHPC) agreed to progress. A meeting to refresh the initiative to be arranged in the autumn.
- f) Normandie/Cambridge Way signs – 1 of the 3 ordered signs had been installed. Clerk continuing to follow up on the matter.
- g) Christmas lights at Station Hill – as Team Tree had advised the lights would be placed on poles within the garden area and not on the highway boundary wall or across the highway it was agreed unnecessary to make a Highway application. Clerk to request a written assessment of the proposed installation details for the lights along with an up to date Risk Assessment for the insurance files. Chairman expressed his concerns at the vulnerability of the lights but approval was given for the scheme. Clerk to follow up matter with Team Tree.
- h) Bus shelter – the Clerk was in correspondence with Bus Shelters Ltd and was waiting on costs for replacing the panels.
- i) Trees – proposed work to the trees and hedging to the rear of Cambridge Way under Circle Anglia remit now with its contractors. Leylandi to the rear of Normandie Way under the remit of James Webber had been lopped satisfactorily. James Webber had arranged for the removal of 6 willow trees along the Millennium footpath riverbank. He had noted parishioners request for any future surplus wood to be left for them to utilise rather than burnt.
- j) Benches – bench at Essex Knoll repaired £116.45 and bench at riverbank replaced with an oak stool £175.00. James Webber aware of oak stool replacement.
- k) Overgrowth/trees at The Paddocks footpath – overgrowth around light and along left hand side of footpath cleared. Residents at No. 21 The Paddocks had cut back the overhang on to their boundary. Saplings around the play area had been cut down.
- l) Bridge Stores – the Clerk had been in communication with the owner of Bridge Stores and advised that the building was now under new ownership.

9/09/15 FINANCE

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

The Clerk noted that there was still £2,000 plus in the project budget. Chairman asked members to consider projects for its use but advised that the bus shelter panel costs were still to be assessed.

Bank reconciliation dated 8th September 2015 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

10/09/15 AUDIT MATTERS

External Auditor's report for financial year end accounts 31st March 2015 received with no matters arising for report. The Annual Return was duly accepted and approved by the parish council.

Internal Audit Review Checklist meeting agreed for Monday 5th October 2015 - Cllr O'Sullivan, Cllr Weavers, Clerk and Internal Auditor to attend.

11/09/15 PHYSICAL RISK ASSESSMENT

Cllr Carol Barnham reported the following:

Bus shelter needed weed clearance plus a new timetable. Bench at Colchester Road needed re-varnishing. Lifebelt and fixings had been torn off and thrown in the river. Clerk noted she was arranging for its repair. Loose board on landing stage. Grass to be cleared around landing stage. Nettles to be weed killed around Millennium footpath gates. Bakers Hall grass triangle needed cutting.

Items raised previously:

- a) Rail at Millennium footbridge path had been repaired.
- b) Display board checked and all in order
- c) Station Hill garden had been tidied and pathway swept and weed killed.
- d) The Clerk had put No Dog Waste signs on the waste bins
- e) No smoking signs to be erected after replacement panels in bus shelter put in place.

It was noted that the Clerk had amended the risk assessment form as necessary.

13/09/15 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

- a) The Clerk advised that the parish contractors were struggling to complete extra work to their contract. Members agreed that an advert should be placed for expressions of interest from persons interested in taking on minor works at an hourly rate.
- b) Scattered Orchard project – Ken Jackson agreed to follow up on registering the Community Woodland area for the project. It was agreed not to pursue a proposed site for the Essex side of the village.
- c) Clerk had written to Greenfield Housing regarding the overgrowth on the boundary of the first car parking space at Woolpit Downs.
- d) Chris Mortimer had agreed to do various weed killing and debris clearance.
- e) Clerk to request BDC road sweeper to return to re-do Colchester Road gutters.

Cllr Wendy Scattergood joined the meeting at this point and declared an interest in all planning items.

She then proceeded to report on the following:

Light at Lamarsh Hill: Cllr Scattergood was pleased to confirm that a replacement light was now on order. Members thanked her for her valued input in this matter.

Details of the MI Community Fund and the Community Initiative Fund (CIF) – suggested this may be useful information for funding for the Bures Common barn restoration.

Commented on the planning training events – Chairman, Cllr Welch and the Clerk to attend on 21st October at Causeway House.

13/09/15 PLANNING

Application: 15/00841/FUL Erection of two storey side extension – 36 Normandie Way – concerns raised regarding over-development of site and effects of adjoining garage plus rear access – **recommended for approval at Planning Committee on 15th September.**

Application: 15/01020/FUL Demolition of existing dwellinghouse and outbuildings & erection of 3 new dwellinghouses with associated external works – Windyridge, Colne Road – concerns re restricted vehicle access & drawing dimensional errors – **the applicant had put forward directly to the parish council his clarification on the objections raised to the planning application. It was agreed the parish council could not consider these clarifications until revised plans were submitted to BDC.**

Application: 15/00234/TPOCON Works to trees affected by the Conservation Area – 44 The Paddocks – no objections

Application: 15/00276/TPOCON Works to trees affected by the Conservation Area – Victoria Cottage, New Cut CO8 5DG – no objections

Application: 15/01099/FUL Erection of two storey side and rear extension and single storey rear extension – 11 Normandie Way - no objections

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

Application: 15/00272/TPOCON To cut back branches of Rowan, Sycamore, Hawthorn & Blackthorn away from overhead power/telephone cables – land at 1 – 6 Woolpit Downs – no objections but requested to include clearance around parish light

Revised scheme: 15/00657/FUL for use of red brick in place of buff brick – wall at The Smallholding, Ferriers Lane - **Granted**

Application: 15/00698/FUL Demolition of existing ground floor kitchen & erection of new pen plan diner, family room plus 1st storey extension over – Fishpits Cottage – **Refused**

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

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

Application: 15/00197/TPOCON Works to trees affected by the Conservation Area – 19 Maltings Close CO8 5EJ – no objections - **Granted**

14/09/15 REPORTS

Bures St Mary PC: Next meeting on Thursday 24th September. Work to the exterior of Bank House currently being undertaken. Also exterior frontage work to corner building belonging to Sworder Estate Agents. Meeting being arranged with SCC Highways to discuss various matters of concern. A 40mph limit being processed for the section of B1508 from Little Cornard through to Bures St Mary.

Cemetery: All in good order. Tree application approved to lop the 16 lime trees. 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. Ongoing discussions with youth. Options for improvements to the teen shelter and the skateboard facilities being assessed.

Community Centre: Committee investigating Wi Fi but costs would need to be met by the two parish councils. Members raised no objections subject to costs being minimal.

Rights of Way: Hugh Turner investigating guided or led walks to encourage all paths to be accessed. Mrs Butler had notified the Clerk of persons attempting to access through her farmyard and asked her to advise that the route was not a Public ROW.

Tree Warden: John Evans reported on the Leylandi to the rear of Cambridge Way.

Station Adopters: Report circulated. The damaged pictures had been repaired and now back in place. Several instances of vandalism reported to the Railway Police and to Essex Police. David Taylor suggested the parish council should request to ECC for better warning signage to be provided for large vehicles attempt to access under the low rail bridge. Clerk to follow up.

Transport: Cllr Welch reported on ECC Local Bus Service Network Review Consultation. Clerk noted that Service 327/329 Twinstead to Halstead via Bures Hamlet and Bures St Mary was proposed to be replaced with a Demand Responsive Transport. Parish Council agreed to object to this proposal.

NHW: Newsletters circulated regularly. Clerk noted on the information on the Essex Restorative Justice Hub – circulated and held on file.

Bures Primary School: An Environment Week currently being undertaken. 3 litter picks arranged during the week on the sports ground plus a poster competition.

Community Agent: Jayne Laken was currently attending the Church Wednesday Coffee Morning once a month.

Bures Common: Cllr Ambrose outlined the consultation preference for the restoration of the barn. To be tiled or re-tinned with a porch and one disabled toilet. The toilet facility would be open for Bures Common functions only. Plans also in hand for benches, picnic tables and security lighting. Michaelmas Fayre to be held this coming Saturday.

15/09/15 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Chairman asked Cllr Scattergood for her advice regarding the height of the shrubbery at No. 38 Colchester Road which the parish council had understood from ECC Highways would remain at low height to enable access visibility to be maintained. She felt a further opinion from ECC Highways on the matter was required.

All recent Legal Topic Notes and Legal Newsletters to be an agenda item for next meeting.

Cllr Weavers advised that a further mobile home had arrived on the Ferriers Lane site.

Clerk to follow up with Planning Enforcement.

16/09/15 DATE OF NEXT MEETING

Monday 23rd November 2015 – to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked: 2016: 18th January, 21st March, 16th May, 18th July

The meeting closed at 9.45pm

Signed:

Parish Council Chair:

Date:

