**Minutes of Bures Hamlet Parish Council Meeting**

**Monday 23rd March 2015 at the Garrad Room,**

**Bures Community Centre, Nayland Road**

**immediately following the Annual Parish Meeting**

**Present:** Cllrs D Lee, J Weavers, A Ryman, C Barnham,

C Holbrook (St Mary PC)

**In the Chair:** Cllr D Lee

**Clerk:** Mrs Jenny Wright

**Also Present:** 5 parishioners

**1/03/15** **APOLOGIES FOR ABSENCE**

Apologies received from Cllr J Evans (personal commitment), Cllr J O’Sullivan (on holiday),

Cllr D Matthews (personal commitment). All apologies accepted by those members present.

**2/03/15** **DECLARATION OF INTERESTS**

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

Cllr Weavers had declared an interest in Item 5 Rights of Way on the agenda of the Annual Parish Meeting.

**3/03/15** **MINUTES**

The minutes of the previous Parish Council Meeting of 19th January 2015 were approved and signed as a correct record (previously circulated).

**4/03/15** **PUBLIC FORUM**

 15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

**5/03/15** **POLICE**

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

Two new members had joined the Bures Speed Watch Scheme and attended training at Braintree Police Station. Members agreed that as volunteers they should not be expected to incur any expenses and agreed that the training travel costs should be met by the parish council. Clerk to follow up on this. A laser gun for the Bures Speed Watch Team still being sourced but parish council may need to fund.

Essex Police had satisfactorily responded to the recent spate of dog attacks in the parish.

PCSO Warren Brown had monitored the speeding and driver behaviour along the section of Colchester Road opposite No. 10. A speed check taken showed an average speed of 31.88mph and he advised the parish council that there were no problems which he could address.

Essex Police advised that they will be conducting their Local Community Meetings at locations where there is no hire or at a minimal cost. Members agreed that they would only put forward the Bures Community Centre as a location if a specific parish problem arose prompting the need for a parish meeting with the police.

Details of the PCC Local Council Police Partnership Conference 25th March circulated.

Essex Police & Crime Panel report and notification of a precept increase circulated.

**6/03/15 COUNTY/DISTRICT COUNCILLOR REPORTS**

ECC revision to its Guide to Infrastructure Contributions (CIL) circulated and noted.

BDC Local Plan Issues and Scoping Report circulated and noted.

BDC Consultation on Open Space, Sports and Recreational Facilities – Clerk completing in consultation with the Chairman.

**7/03/15 HIGHWAYS**

Following recent communications with Cllr Finch outlining the parish council’s concerns

regarding lack of action on parish highway matters by ECC, the Clerk had maintained

regular contact with the Members Suite Office. The Chairman had also raised the concerns

at the recent Parish Cluster meeting and several items had since been actioned.

The Chairman had thanked Cllr Finch for his input in this matter.

1. **Local Highway Panel requests :**
2. Permanent VAS sign at Colchester Road – installation costs being put forward for approval at the March LHP.
3. Central refuge at Colchester Road/Bridge Street – waiting on Traffic Regulation Order.

Expected installation date end of April.

1. Re-alignment of Bridge Street footpath – outcome of feasibility for re-profiling the kerb

 to be considered at the March LHP. At the request of the homeowner the Clerk had

 asked for the dropped kerb outside No 3 Bridge Street to be removed. ECC agreed to

 consider this if the scheme is recommended for approval.

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 and bollard at Colchester Road – Clerk had re-submitted the

 proposals. Scheme to be validated and assessed.

1. **Colchester Road:** Matter raised with the Public ROW Team for the parish council to be commissioned to cut the verge.
2. **Flooding:**
3. ECC confirmed that following a review of its records Water Lane was under its responsibility. Blocked drain being followed up and Water Lane to be re-investigated due to its potential to flood.
4. The drains at No. 1 Colchester Road had been jetted and camera investigation had shown pipe blockage within property driveway. ECC drainage engineer to complete further investigations.
5. Flooding at Mount Bures turning still being investigated by Colchester Highways Land Drainage Team.
6. Blockage in pipework outside No. 13 The Paddocks – works completed.
7. Flooding at Bakers Hall reported – ECC in correspondence with land owners to clear ditches.
8. Clerk had completed an ECC survey on flooding problems in the parish and highlighted as priority Water Lane/Colchester Road/Maltings Close. Responses collated and Clerk to be contacted to discuss the problems in more depth.
9. **Street light repair:** Column No. 1 Colchester Road repaired.
10. **Damaged kerbs:** The Clerk had reported again but ECC advised no action unless damage deemed necessary.
11. **Damaged signs:** Lamarsh Hill sign had been re-bedded. Signs had been removed at Mount Bures turning but the poles bedded into the ground still remained. Clerk to follow up.
12. **Drain blockage at River House:** Reported but no action taken to date.
13. **Pot holes:** Pot hole at Bakers Hall repaired. Pot hole at Ravensfield Road assessed for repair. ECC had agreed to inspect the surface dressing along Colne Road for skid resistance.
14. **Bridge Street trip hazard:** ECC had inspected and confirmed no action warranted.

**8/03/15 CALL FOR SITES & LOCAL PLAN**

The Chairman reported that members had met with landowner James Webber to discuss his submission to BDC Call for Sites. The parish council had sent its response to BDC advising that it wished to record that it was unable to support Mr Webber’s proposals.

**9/03/15 ITEMS FOR UPDATE AND FOLLOW UP**

1. Vacant garage site – all members agreed that the site continued to be extremely unsightly. The Clerk was in regular contact with Enforcement and Building Control Officers. Agent for the site advised members that any community action to tidy the site would not be sanctioned by the owner.
2. Maintenance of village sign flower bed –the Clerk was still waiting on a budget plan from Neil Haswell for the maintenance of the flower bed during 2015 and 2016 with a view to reducing costs. BDC confirmed that any costs would not be included within the Street Clean grant.
3. Parish Cluster meeting: minutes of the meeting had been circulated. Chairman and Clerk had both attended. Chairman had raised the matter of lack of action by ECC Highways. Several parishes concerned with the recent hedge cutting resulting in large amounts of debris left behind on the verges and roads. Parishes were encouraged to support the AONB extension towards Sudbury. BHPC agreed to support.
4. Assets of Community Value – joint parish list compiled. Still progressing registration of listed properties with Braintree and Babergh District Councils.
5. The Swan PH – no further update. Agreed to remove item from agenda.
6. Lighting and sign at Lamarsh Hill bungalows – sign repaired. Light removed and waiting on its replacement.
7. Joint Emergency Plan – Cllr Lee still progressing. The draft plan required further updates before it could be trialled.
8. Joint Neighbourhood Plan – the event planned for 28th March had been cancelled due to lack of advertising. A group committee meeting to be arranged as soon as possible with a view to progressing forward with a joint parish plan.
9. Normandie Way sign – reported as damaged. Second sign now damaged and Clerk agreed to report as well.
10. Christmas lights at Station Hill – the Clerk was investigating with ECC for lights to be erected along the boundary highway wall. An application may be required.

**10/03/15 GOVERNMENT CONSULTATION/LEGAL TOPIC NOTES**

LAIS 1375 The Electronic Summons – circulated and noted.

 LTN 5 updated February 2015 – to minute Councillor’s consent for emailing of Agenda’s

 and to advise on withdrawal of consent – all members agreed and noted the withdrawal

 clause.

 Updated Standing Orders – Section 15 b ii approved.

LTN 14E Byelaws – circulated and noted.

L01 -15 Freedom of Information Act – Datasets – circulated and noted.

**11/03/15 FINANCE**

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

Bank reconciliation dated 10th March 2015– circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

BDC confirmed that a one-off additional payment to parish and town councils in 2015/16 would be made following a higher estimated surplus on the Council Tax Collection Fund.

Bures Hamlet Parish Council to receive £434.00.

It was agreed to increase Chris Mortimer Ground Maintenance costs for works as per the BDC Street Clean Agreement at the current inflation figure of 1.3% for 2015/16.

 **12/03/15 DONATION REQUESTS**

The following donations were agreed:

 Dedham Vale and Stour Valley Project - £100

 Ferriers Barn - £100

 Bures PCC parish magazine printing costs - £150

**13/03/15** **PHYSICAL RISK ASSESSMENT**

Cllr Lee reported the following:

Bus shelter in need of refurbishment. Tarmac needed repair. Landing stage needed a clean. Village sign flowers well presented. Plaque now in place on brick surround.

**1403/15** **PLANNING**

 BDC Proposed Changes to its Scheme of Delegation for Planning Applications –

 circulated and noted.

 **Application No. 15/00195/FUL** Land adjoining Windy Ridge, Colne Road – erection of

 shed for storage- no objections

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

 – erection of 3 m high brick boundary wall – Chairman and Clerk had attended the

 Planning Committee meeting and Chairman had raised the parish council’s objections to

 the application

 **Granted - Application No. 14/01535/FUL** 11 Bridge Street – removal of singlestorey

lean to and erection of two storey rear and side extension – no objections

 **Granted - 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 – tocarry out

tree works affected by the Conservation Area – to fell one silver birch

 **Granted – Application No. 14/01398/FUL** Broadoakes, Colne Road – removal of an agricultural occupancy condition attached to planning permission P/BTE/0175/86/OT/H

**15/03/15** **CLERK’S REPORT PLUS ANY ITEMS FOR ACTION**

Circulated and attached.

A & J Lighting had issued its new price list to take effect from 1st April 2015 to 31st December 2015. Members accepted the new prices. The 5 year contract with A & J Lighting due for renewal on 30th April 2015. The Chairman suggested that subject to costs the parish council should remain with A & J Lighting.

It was agreed that both parish councils should write to the Practice Manager expressing their disappointment that blood tests were no longer readily available at Bures Surgery.

It was noted though that some GPs were now referring certain patients for in house blood tests.

**16/03/15 REPORTS**

**Bures St Mary PC:** Bank House deterioration still a concern. Approval given for 6 dwellings on the old Slaughter House land at Cuckoo Hill. Still ongoing issues regarding the approval being following up by the District Councillor. Parking concerns at Cuckoo Hill. Parish council to meet with SCC Highways and Suffolk Police to follow up these concerns.

**Cemetery:** Pointing of main wall still outstanding. Top main driveway needed re-shingling and quotation being obtained. Lime trees to be pollarded. Boundary of former builder’s yard to remain as is. Photographic evidence of boundary with Old Slaughter House site to be held on file for reference. Bird and bat box project in hand. Path in new section to be widened.

**Sportsground:** Dog issues still being followed up. Moles to be gassed and all dogs will need to be on leads during this period. Community Payback Team to do further works. Funding being investigated for metal hooped fencing around the toddler play area and car park boundary. New benches being installed in toddler play area.

**Community Centre:** Security being upgraded. Key audit completed. Rock Choir concert planned for 27th June. Lettings had increased. Access problems being addressed.

**Transport:** No issues to report.

**NHW:** Newsletters circulated regularly.

**Bures Primary School:** It was noted that Cllr Jackson had resigned as Governor after

25 years of service. SCC had approved the amendment to the footpath on the land adjacent to Nayland Road.

 **Bures Common:** Richard Sills had stepped down as a Trustee and Dennis Ambrose had been elected in his place. APM held on 4th March – main topic being to obtain parishioners views on the restoration of the barn. Funding being sought from the Heritage Lottery Fund.

 **Transition Group:** Markets on Bures Common well supported. It was agreed to remove this item from future agendas.

**17/03/15** **INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

The 7th May Election Timetable was circulated.

The Chairman asked all members seeking re-election to consider the refurbishment of the bus shelter before the next meeting.

Cllr Ryman in his capacity as Church Warden circulated copies of proposed plans for a replacement main entrance door at St Mary’s Church. Members agreed that they had no objections to the proposals. A planning application would be made to Babergh District Council in due course.

Mr Barnham asked what arrangements had been put in hand to protect the public when the moles were being gassed on the sports ground. Cllr Ryman confirmed that the areas would be fenced off and warning notices erected.

Mr Barnham also asked what type of crossing was proposed for Colchester Road. The Chairman advised that there was currently no specific proposal. It was agreed to add proposals for a 20mph zone at Colchester Road to the next agenda.

**18/03/15** **DATE OF NEXT MEETING**

Monday 11th May 2015 – Parish Council AGM to be held at The Garrad Room, Bures Community Centre at 7.30pm. Future dates booked: 20th July, 21st September, 23rd November 2015.

The meeting closed at 9.30pm

Signed: Parish Council Chair: Date: