

**Minutes of Bures Hamlet Parish Council Meeting
Monday 23rd November 2015 at the Garrad Room,
Bures Community Centre, Nayland Road**

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

1/11/15 APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr Derek Matthews (unwell).

2/11/15 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

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

3/11/15 MINUTES

The minutes of the previous Parish Council Meeting of 21st September 2015 were approved and signed as a correct record (previously circulated).

The Chairman thanked the Clerk for her undertaking a particularly heavy workload since the previous meeting.

4/11/15 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

5/11/15 POLICE

No police representative in attendance as per current force directive. Weekly police reports circulated. PC Gary Austin of Suffolk Police currently working with a group of youths and the two parish councils to stem the anti-social behaviour. Only one complaint received recently regarding motorcycles being ridden along the footpath through from The Paddocks to Normandie Way. No further reported problems at the station area. Improvements to the teen shelter on the sportsground being followed up.

Details of the New Community Policing Team for Braintree – circulated.

The parish councils request for permanent Speed Watch signs for Colchester Road had been forwarded to the Casualty Reduction Section for follow up.

6/11/15 COUNTY/DISTRICT COUNCILLOR REPORTS

The Chairman thanked District Cllr Wendy Scattergood for her valued support to the parish council since her election. Cllr Scattergood thanked the Clerk for maintaining regular contact with her on parish matters. She referred to the following: a) Local Bus Service Review at Sudbury Town Hall which had been attended by herself, the Clerk and Cllr Welch. b) Ongoing investigation with Circle Anglia on tree maintenance. c) Vacant garage site meeting d) Grant applications put forward for Ferriers Barn and Bures Common barn. e) Call for Sites review consultation included sites at Cambridge Way and Colne Road. Cllr Scattergood thanked all those who had attended the recent BDC planning meeting.

County Cllr David Finch gave a detailed report highlighting the following items:

a) Budget – no major cuts to services with improved delivery of services b) Council tax – Cllr Finch personally did not want to see any increase but the County Council was likely to vote for the Government's allowable 2% increase to fund social care. c) Local bus service review referred to proposals for a new Demand Responsive Service or Taxibus. Cllr Finch agreed to check whether this service could be a cross border initiative for Bures St Mary. Details on Greater Essex Devolution was circulated and noted.

Statement of Community Involvement Update 2015 for Minerals & Waste – circulated and noted.

7/11/15 HIGHWAYS

1) Local Highway Panel requests:

- a) Permanent VAS sign at Colchester Road – sign now in place.
- 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. Clerk to check on progress.

2) Colchester Road: The Clerk had forwarded the necessary information required to BDC for the Colchester Road verge to be included within the Parish Street Cleaning Agreement 2016/17 with a financial contribution being made to the parish council for this section of grasscutting.

3) 30mph Colchester Road/improvements: Mount Bures Parish Council had requested BHPC to agree to a joint meeting with ECC Highways and Police to discuss improvements to the Mount Bures junction plus extending the 30mph along Colchester Road. Members agreed a joint meeting. Clerk to follow up.

4) Resurfacing/dropped kerb at Bridge Street: Both requests had been resubmitted to ECC Highways with no action to date. Clerk to follow up.

5) Footpath at No. 4 Lamarsh Hill: A highway boundary search had been undertaken by Highways and this matter had now been referred to its legal department for further investigation.

6) Water Lane debris clearance: Adam Norton had completed the two sections along the boundary wall of the White House as per his agreed quotation. Cllr Crowe had requested the clearance to be extended further along. This had been agreed and all works now completed. Total cost £460.00.

7) Flooding: Flooding problems at Bakers Hall and Mount Bures junction now both under ECC Highways for ongoing investigations with landowners. The reported pot hole at Bakers Hall had been repaired.

8) Colne Road bank clearance: The Clerk had reported that the badgers were once again breaking up the bank at Colne Road and soil was spreading across the highway. Cllr Scattergood agreed to follow up as ECC Highways Department had disputed that this was under its remit.

9) Low bridge warning signs: The signage for the railway bridge had been assessed by ECC and reported as within the criteria guidelines as set by the Department of Transport. The members felt that the signage may be incorrect for the type of low bridge and Cllr Scattergood agreed to follow up on their behalf.

10) Re-painting of lines Station area: Request put in to Highways. Matter had been referred to Colchester Borough Council Parking section for follow up.

8/11/15 ITEMS FOR UPDATE AND FOLLOW UP

- a) Vacant garage site – the Chairman, Clerk and Cllr Scattergood had met on site with Stuart McDonald, Head of Property for the East of England Co-operative Society who were extremely interested in obtaining the site from the current owner with a view to developing it in line with the community's needs. After a detailed discussion the Chairman had given the parish council's approval in principle for the suggested proposals for a retail outlet.
- b) Assets of Community Value – Cllr Arnold (BSMPC) and Cllr Welch (BHPC) put forward a suggested list of assets for review. It was agreed to remain with the full compiled list of 19 assets for Bures Hamlet. Additional details to be added before forwarding to BDC for approval. The Clerk had progressed the necessary forms required for the former Swan PH to be listed separately as an ACV. It was agreed to put forward to BDC.
- c) S106 contributions Windyridge/Open Spaces Action Plan: BDC had been consulting with the parish council to establish its preference for allocation of any S106 contributions which may become available arising from the pending appeal following the refusal of an application for 3 dwellings at Windyridge, Colne Road. Allocation of contributions must be in line with any items listed on the parish Open Spaces Action Plan which was currently being redrafted. 3 further suggestions were put forward for inclusion on the plan: Bures Common, Normandie Way playarea and the Essex Knoll. Clerk to follow up matter with Cllr Scattergood.
- d) Joint Emergency Plan – Cllr Lee still progressing with Carolyn Holbrook. The draft plan required further updates before it could be trialled. The Clerk had updated the Parish Emergency Plan, Flood Plain Summary and the Vulnerable Group list which were all currently held at BDC.
- e) Joint Neighbourhood Plan – Cllr Arnold (BSMPC) and Cllr Welch (BHPC) were holding preliminary discussions with Babergh and Braintree District Councils. A questionnaire was to be circulated to the village to establish needs for a NHP. Questions raised as to which parish should be the lead. Boundary of the proposed NHP needed to be established and agreed. Cllr Scattergood offered to assist with this.
- f) Repairs to Millennium footbridge path – minor works had been required to the Essex side of the footpath, cost £120 + VAT. The Essex Footpath Inspector had been made aware of the necessary temporary closure and approval had been given. Works now completed.
- g) Normandie/Cambridge Way signs – 3 new signs had been installed by BDC.
- h) Christmas lights at Station Hill – Team Tree had assessed whether lights could be erected along the Station Hill boundary wall and agreed that this was not feasible for this season but would be investigated for 2016/17. Clerk waiting on an up to date risk assessment and lighting purchase receipts from Team Tree for the insurance files.
- i) Bus shelter – the Clerk had obtained a quotation for 12 replacement shelter panels and installation, cost £1,990 + VAT. It was agreed not to proceed but to investigate professional cleaning for the discoloured panels.
- j) Trees at Cambridge Way – following an inspection of the boundary hedging and tree by Circle Anglia the Clerk had received a detailed report from the Contracts Manager. He advised that no works were required this season and challenged the responsibility for future maintenance. Cllr Scattergood agreed to follow up with the Clerk.
- k) Hedge at Lamarsh Hill – the hedge had been cut back as requested but the property owner had disputed as to whether this should be ECC Highways responsibility. Clerk following up.

- l) List of persons for minor works – the Clerk had circulated an up to date list to all members and this would be held on file for future reference.
- m) Level of shrubs at Colchester Road – matter currently being investigated by ECC Highway Inspector.
- n) Additional caravan at Ferriers Lane – the site had been inspected by the Planning Enforcement Officer who reported no breaches detected and had closed the enforcement case.
- o) Lighting at Lamarsh Hill bungalows – a replacement light now on order.

9/11/15 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

Legal Briefing L05 15th July 2015 – the Clerk had amended the Standing Orders in line with the recommendations. Agreed by members.

EALC Legal Update No. 8 September 2015 – circulated and noted.

LTN 35 Contracts – circulated and noted.

LTN 87 Procurement – circulated and noted.

10/11/15 PLANNING

Call for Sites Consultation – the Chairman requested that all members consider what view the parish council should put forward to BDC when it is consulted on the Call for Sites Consultation.

The Chairman, Cllr Welch and the Clerk had attended a planning event at Causeway House on 21st October. The Chairman stressed the need for the parish council to be represented at planning committee meetings if it had previously objected to an application being considered.

List of Material and Non Material planning considerations – circulated and noted.

All applications received and comments made – see attached list.

11/11/15 FINANCE

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

Bank reconciliation dated 6th November 2015 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

12/11/15 BUDGET

The Clerk presented the draft budget. 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 proposed to earmark £2,000 for future bus shelter improvements. It was agreed to accept the budget reflecting both of the above.

13/11/15 AUDIT MATTERS

Internal Audit Review Checklist completed and all reported satisfactory.

14/11/15 PHYSICAL RISK ASSESSMENT

Cllr Alan Crowe reported the following:

Suggestion that bus shelter area could be enhanced by flower tubs. Local bus company to be approached for sponsorship. Two benches required staining.

Grass around landing stage steps needed cutting back. Wire netting at bottom of Millennium footpath gate in need of repair. Station Hill garden shrubs should be maintained low so as not to obscure motorists view. Display board at riverbank needed cleaning. Clerk to follow up on all items.

Items raised previously: weeds cleared around bus shelter, bus shelter seat painted, Normandie Way bench stained, landing stage board repaired.

15/11/15 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

Items for noting – the Clerk informed the members that she considered that the grounds maintenance contract should be reviewed at the January meeting following problems with the current parish contractors. She also made the members aware that the current gritting regime may also need reviewing.

On a show of hands members agreed to support the proposed marking of the Queen's 90th birthday in 2016. Ian Gibbs following up on a programme of events.

16/11/15 REPORTS

Bures St Mary PC: Cllr Mike Welch to attend the next meeting on Thursday 26th November.

Cemetery: Next meeting scheduled for January therefore nothing further to report.

Sportsground: A meeting had been held with the Babergh District Council to follow up on dog issues on the sports ground. Investigating fencing the main play area. S106 funding being obtained to renew the current toddler play area fencing. The Queen Elizabeth 11 Fields in Trust application had been finalised. Two plaques ordered showing the area to be titled Bures Recreation Ground.

Community Centre: Committee investigating Wi Fi but costs would need to be met by the two parish councils. User groups to be requested to clear up after events owing to the current caretakers no longer being local to the village.

Rights of Way: Hugh Turner investigating guided or led walks to encourage all paths to be accessed. Better route signage being put in place at Staunch Farm.

Tree Warden: John Evans reported on the trees at Normandie Way. Tree adjacent the village sign being pruned. Cost £130 accepted.

Station Adopters: Report circulated. No further vandalism reported. David Taylor had been in contact with MP James Cartlidge to lodge his concern and disappointment at the recent lack of train service and poor bus replacement service which had had a disastrous impact on the rail line. The problems of congested traffic along Station Hill was also noted.

Transport: Local Bus Service Review Consultation noted previously in the meeting.

NHW: Newsletters circulated regularly. Clerk had circulated details regarding a cabinet containing 4 shotguns stolen in the village. Selecta DNA Kits were available to purchase at a cost of £22.

Bures Primary School: Field being prepared for new play/sports area and had been fenced off.

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

Bures Common: Application to the Heritage Lottery Fund to restore the barn progressing. The running of the monthly markets currently run by the Transition Group were to be taken over by the Trustees of Bures Common.

17/11/15 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next agenda items – Call for Sites and Review of Grounds Maintenance contract.

18/11/15 DATE OF NEXT MEETING

Monday 18th January 2016 – to be held at The Garrad Room, Bures Community Centre at 7.30pm.

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

The meeting closed at 9.50pm

