

## **BURES HAMLET PARISH COUNCIL**

*Clerk to the Council – Mrs Jenny Wright  
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### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 23<sup>rd</sup> SEPTEMBER 2013 AT THE GARRAD ROOM, BURES COMMUNITY CENTRE, NAYLAND ROAD AT 7.30PM**

**Present:** Cllrs D Lee, C Barnham, D Matthews, A Ryman  
**In the Chair:** Cllr D Lee  
**Clerk:** Mrs Jenny Wright  
**Also Present:** 4 parishioners, PCSO Warren Brown

**1/09/13 Apologies for Absence**

Apologies received from Cllrs J O'Sullivan (on hols), J Evans (on hols), J Weavers (family bereavement), L Alston (St Mary PC), Cllr A Shelton (BDC). Cllr D Finch (ECC).

**2/09/13 Declaration of Interests**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests - None declared. The Register of Interests Book was updated by those present. Cllrs J O'Sullivan and J Evans still to update.

**3/09/13 Minutes**

The minutes of the previous Parish Council meeting of 15<sup>th</sup> July 2013 were approved and signed as a correct record (previously circulated).

**4/09/13 Public Forum – 15 minutes maximum public participation**

3 minutes for individual contributions unless longer required

There were no matters put forward.

**5/09/13 Police Report – PCSO Warren Brown gave the following report:**

He had followed up on the nuisance alarm and key holder contacted. Affected residents to ring alarm company direct if problem persists.

There had been 1 Nuisance Other, 1 Nuisance Youths, 1 Animal Related Incident, 2 Suspicious Circumstances, 1 Road Traffic Collision 1 Hate Crime,

1 Nuisance Neighbour, 2 Concern for Safety during period 15<sup>th</sup> July to 22<sup>nd</sup> September.

Bures Speed Watch Scheme progressing well. 5 volunteers, rota being set up and Warren to assist. Chairman expressed his thanks to all the volunteers for putting themselves forward. The Clerk noted that Warren would be on leave from 30<sup>th</sup> October to 20<sup>th</sup> November and police matters to be directed to PCSO Belinda Ruffle.

**6/09/13 County/District Councillor Reports**

As both County and District Councillors not in attendance the Clerk gave the following report:

Consultations on bus services run by Essex County Council – circulated and advertised

Consultation on Home to School Transport – circulated and advertised

Consultation on District Boundary Review – response sent stating that the parish council would not welcome any change to its current ward

Clerk had met with District Cllr Shelton to discuss relevant parish matters:

Overnight parking at The Paddocks – Cllr Shelton to liaise directly with residents.

Allotment grants: Cllr Shelton to liaise directly with Mr Snelling, Allotment Manager.  
Site at Parsonage Hill and barbed wire fencing: Cllr Shelton to follow up on both matters on behalf of the Clerk.

**7/09/13 Highways**

- 1) LHP Panel requests :
  - a) permanent VAS sign at Colchester Road – waiting on traffic survey results
  - b) central refuge at Colchester Road/Bridge Street – for consideration at October meeting
  - c) re-alignment of Bridge Street footpath – first request refused by engineers – agreed Clerk to resubmit
  - d) Colchester Road gateway signs – Clerk to submit
  - e) Crossing at Colchester Road – submitted but low priority. Clerk had received correspondence from parents requesting scheme to be pressed for a higher priority
  - f) Footpath improvement at Colchester Road – submitted but low priorityChairman to draft a report on the LHP Panel requests for the parish magazine.
- 2) Parking restrictions at Bridge Street – Clerk had requested ECC to include the painting of the advisory white ‘h’ bar within the budget when repainting following the resurfacing at Colchester Road but this was refused. It was agreed to check whether residents would meet the costs involved before resubmitting request again to ECC.
- 3) Flooding – Chairman expressed his concern at the recent flash flooding which had caused problems for properties at Colchester Road and Station Hill. Although ECC had completed necessary drainage works some years ago, the drains were unable to cope with the recent excessive rains. Clerk had requested gullies at Lamarsh Hill and Station Hill to be cleaned plus debris swept from roads.
- 4) Ranger work requests: damaged Bures Hamlet sign at Colne Road to be repaired, Lamarsh Hill gateway sign to be painted, excess soil at Colne Road ‘badger’ bank, to be cleared, pot hole at Lower Jennies to be repaired, loose kerb at Normandie Way to be repaired.
- 5) Construction of ‘bridge’ to rear of Bridge Street – ECC had instructed the landowner to remove but still in place. Clerk to follow up.
- 6) Colne Road gritting – Cllr Finch reported that his first request for Colne Road to be included in the ECC Winter Gritting Programme had been refused. He agreed to request again on behalf of the parish council.
- 7) Winter Salt Bag Scheme – salt had been delivered. Improvement on quality and packed in smaller bags. Councillors to contact Clerk when gritting required in the parish.

**8/09/13 Joint Emergency Plan**

Chairman Cllr Lee still progressing the plan forward. Amendments and additions requested by Braintree District Council. BDC Bures Community Flood Risk circulated. It was agreed to purchase the mega phone from the Stage society for £25.

**9/09/13 Parish Plan**

First joint sub-committee meeting date still to be agreed.

**10/09/13 Parish Cluster Meetings**

Clerk to arrange a meeting at Bures Community Centre when Cllr Shelton returned from holiday. Agenda items requested. Chairman put forward: ECC Funding Requests.

**11/09/13 Assets of Community Value**

Information circulated. Communities can ask the District Council to list certain assets as being of value to the community and if that asset came up for sale, the new right would give communities 6 months to put together a bid. No nominations put forward.

**12/09/13 Government Consultation Papers/Legal Topic Notes**

LTN 31 Section 137 Act – circulated

LTN 19 Unauthorised parking on private land – circulated

Guidance on CCTV Code of Practice - circulated

**13/09/13 Items for update report to members and follow up**

- 1) Bus shelter – Clerk still to look into costs and grants for a second bus shelter at Normandie Way
- 2) Vacant garage site - the garage flat was occupied again. Car wash facility appeared to be doing well.
- 3) Station Hill telephone box upgrade – Clerk still pursuing.
- 4) Draft Open Spaces Allocation Plan: Clerk was in receipt of BDC Allotments Open Spaces Action Plan. BDC Open Spaces Action Plan 2014 now ready for submission for approval.
- 5) Parish Council website: Clerk had followed up and was now establishing an updated website. Thanks to Alan Beales and James Cartlidge for their inputs.
- 6) Skip for collection of paint tins – Clerk had obtained some regulations for disposal of paint tins for advertising. It was agreed not to follow up on a skip hire.
- 7) Display case for memorabilia – agreed that there was not a suitable location.

**14/09/13 Finance**

Finance & Budget Monitoring Report – circulated, noted and attached

Bank balances as at 23<sup>rd</sup> September 2013 (when all accounts met):

Business Saver Account: £7,206.30

Community Account: £2,048.03 (when all cheques paid)

Donation request received from Essex Air Ambulance – agreed to discuss at March meeting.

A supply of Good Councillor Guides purchased and circulated.

The Clerk had ordered one copy of Local Councils Explained.

**15/09/13 Audit Matters**

Approval of accounts for year ending 2012/13 had been received from External Auditors with no matters arising to report.

Internal Audit Review date agreed – 10<sup>th</sup> October – Clerk, Internal Auditor, Cllrs Evans and O’Sullivan to attend.

**16/09/13 Physical Risk Assessment Report**

Cllr Ryman reported the following: Village sign still to be cleaned. Benches and noticeboards varnished. Noticeboards notices to be revamped. Foliage needed cutting back from around light at Woolpit Downs. Beer Festival signs to be removed from Normandie Way grass verge. Clerk to follow up on all items. It was agreed to obtain a quotation to paint the Lamarsh Hill gateway entrance as a parish project.

**17/09/13 Clerk’s Report and General Correspondence to note**

Circulated and attached. Clerk to ask Neil Haswell to replant the village sign bedding for the winter. Neil to obtain plants from the Horticultural Society when bedding out for the spring. One car for sale near the village sign. Clerk to contact PCSO Warren Brown.

**18/09/13 Planning**

No planning applications received since previous meeting.

Information on Launch of Planning Guidance system – circulated and noted

Summary of Changes to Permitted Development Rights – circulated and noted

**19/09/13 Reports**

**Bures St Mary PC:** Cllr Dennis Ambrose co-opted on to parish council. Parking issues at rear of school. Still issues with speeding along Sudbury Road. Concerns with primary school admissions as school intake at its full capacity. Defibrillator now in telephone box. First Aid training course in hand.

**Cemetery:** BTS work to trees still outstanding. New path completed. Next burial will take place in the new extension area as now full in older sections.

**Sportsground:** New bench to be purchased for toddler play area. Sportsground nomination for Queen Elizabeth 11 Field in Trust still progressing. Agreed to purchase a cradle swing seat and new spring mobiles.

**Community Centre:** Film showing of 'song for Marion' very successful. Investigating a ceiling mounted projector for Garrad Room. Still investigating solar panels and energy savings. Centre Manager position to be advertised. Contract drawn up.

**Rights of Way:** Footpath running from Colne Road to The Paddocks cleared. Still following up with ECC for removal of barbed wire from fencing.

**Tree Warden:** Nothing to report.

**Station Adopters:** Report circulated. Hut due to be painted October. Large conifer removed causing some damage to garden area. It was agreed to a donation towards revamping the large expanse left from the removal of the tree. Clerk to ask Station Adopters for a suggested figure for the donation. Parking issues had been resolved.

**Transport:** Cllr Ryman to attend next Parish Transport meeting in October.

**NHW:** All updates circulated by Clerk to all those on emailing list.

**Bures Primary School:** Sue Ryman to attend the school Governing Body meetings as St Mary Church representative. She would forward information as necessary to the parish council.

**Village Agent:** Peter Darlington was attending the Coffee Morning at church every first Wednesday to provide advice and links to support services.

**Bures Common:** The Trust were putting together a package of information to give support when applying for grants to upgrade the barn. Cllr Jackson requested a letter of support from the parish council for the barn restoration. This was agreed. A request for a bin on Bures Common was not supported. Clerk to ensure that the Essex Knoll waste bin is cleared regularly.

**Transition Group:** Farmers Markets regularly held in the village. Recent Allotment Fest held at the Croft allotments was very successful.

#### 20/09/13 **Information Exchange/Next Agenda Items**

Cllr Ryman gave a brief outline and circulated proposed plans for a new St Mary Parish Church front door. Planning application still to be submitted to Babergh District Council but the PCC hoped the two parish councils would give their support when submitted.

Chairman thanked Cllr Ryman for bringing the proposals to the attention of the members.

Concrete capping on pillar at roadbridge damaged. Clerk to report.

Bures Xmas Street Lighting date scheduled for Friday 29<sup>th</sup> November.

#### 21/09/13 **St Mary Parish Council meeting representatives**

Cllr Evans: 28<sup>th</sup> November 2013, Cllr Barnham: 23<sup>rd</sup> January 2014

Cllr Lee: 24<sup>th</sup> March 2014, Cllr Weavers: 24<sup>th</sup> April 2014,

Cllr Lee: 22<sup>nd</sup> May 2014, Cllr O'Sullivan: 24<sup>th</sup> July 2014

#### 22/09/13 **Date of Next Meeting**

Monday 18<sup>th</sup> November 2013 at The Garrad Room, Bures Community Centre at 7.30pm.

2014 Meeting dates: 13<sup>th</sup> January, 24<sup>th</sup> March, 19<sup>th</sup> May, 14<sup>th</sup> July, 22<sup>nd</sup> September, 17<sup>th</sup> November.

The meeting closed at 10.00pm

Signed:

Parish Council Chair:

Date:

