

**Minutes of Bures Hamlet Parish Council Meeting
Monday 24th March 2014 at the Garrad Room,
Bures Community Centre, Nayland Road
Immediately following the Annual Parish Meeting**

Present: Cllrs D Lee, C Barnham, D Matthews, A Ryman,
J O'Sullivan, J Weavers, T Underwood (St Mary PC), D Finch (ECC)
In the Chair: Cllr D Lee
Clerk: Mrs Jenny Wright
Also Present: 4 parishioners

1/03/14 APOLOGIES FOR ABSENCE

Apologies received from Cllr J Evans (personal commitment), Cllr A Shelton (BDC), PCSO Warren Brown. Cllr D Finch (ECC) and Peter Darlington (Village Agent) had both attended the preceding meeting.

2/03/14 DECLARATION OF INTERESTS

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

3/03/14 MINUTES

The minutes of the previous Parish Council meeting of 13th January 2014 were approved and signed as a correct record (previously circulated).

4/03/14 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

5/03/14 POLICE

To note Police & Crime Commissioner's New Initiative Fund – circulated

6/03/14 COUNTY/DISTRICT COUNCILLOR REPORTS

Cllr Finch's Parish Update – circulated and noted.

To note Public Engagement on BDC Pre-Submission Site Allocations and Development Management Plan – circulated – no future sites allocated for Bures Hamlet

To note Electoral Review of Braintree District Draft Recommendation - circulated – this had been discussed at the recent Parish Cluster meeting and concern raised that areas were too large in the rural areas – response to be sent

To note changes to BDC Waste Service – circulated – may be re-routing of services

To note BDC Rural Business Reception 2nd April – circulated & advertised

7/03/14 HIGHWAYS

1) LHP Panel requests :

- a) Permanent VAS sign at Colchester Road – following a speed survey the request for the VAS sign had been approved at LHP meeting in January.
- b) Central refuge at Colchester Road/Bridge Street – scheme approved and design to be taken to next LHP meeting for funding to install.
- c) Re-alignment of Bridge Street footpath – first request refused by engineers. Clerk resubmitted and ECC confirmed scheme is currently with engineers to be validated.

- d) Colchester Road gateway signs – Clerk still to submit.
- e) Crossing at Colchester Road – ECC confirmed that as this was now an historic Scheme and it would be necessary for it to be re-submitted for validation prior to inclusion on the LHP list. Clerk to complete the necessary paperwork.
- f) Footpath improvement at Colchester Road – also an historic scheme therefore Clerk to complete the necessary paperwork.

It was agreed to remove one remaining historic scheme from the list – Station Hill widening of footway/build out along by the Secretaries boundary wall and to press for (b) and (c).

2) Ranger requests:

- a) Damaged Bures Hamlet sign at Colne Road – repaired.
 - b) Excess soil at Colne Road bank – ECC monitoring and clearing as necessary. Clerk to report again and to look into whether the bank could be netted to prevent further damage.
 - c) Potholes at Colne Road – repaired
 - d) Loose kerbs: Clerk had reported damaged kerbs at Normandie Way and The Paddocks. Clerk agreed to follow up again.
 - e) Lamarsh Hill mud/debris – reported and inspected with no further action from ECC
 - f) Colchester Road surface stones – reported again and Cllr D Finch to follow up.
- 3) Clearance of highway verges** – the Clerk had met with BDC Street Clean Team on site to follow up on clearing the road side verges along Colchester Road. They had also noted the stone debris left after the resurfacing of Colchester Road. Clerk had re-reported as no action had been taken. Colchester Highways Team had since taken on the initial investigation. The parish council agreed for the Clerk to obtain a quotation from Chris Mortimer to clear debris from Cambridge Brook to the Mount Bures turning.
- 4) Flooding & sandbags** – flooding at Maltings Close, Water Lane, Bridge Street and Colchester Road had occurred during January and February. The remaining stocks of sandbags had now been exhausted. The Clerk had purchased 20 floodsaxs from BDC. With support from Cllr Shelton she had written to BDC to request this expenditure to be reimbursed but this had been refused. All blocked culverts had been reported and following reports to the parish cluster meeting the drainage teams had been out. Blockages found and these agreed to be cleared. It was agreed the Clerk should request the rivers to be dredged via Environment Agency. It was also agreed that the parish council should maintain a stock of sandbags in the parish and distribute if future need. Clerk to liaise with Chris Mortimer to fill and hold a supply. Clerk had also registered with Floodline Warnings Direct to receive messages on behalf of the parish.
- 5) Winter gritting** – the Clerk had obtained guidance on winter gritting from BDC Health & Safety Manager. Members agreed that the Clerk had a system in place to minimise any risks of neglecting to salt, grit or clear snow.
- 6) Lamarsh Hill gateway sign** – to be painted in the spring.
- 7) Damaged concrete capping on road bridge pillar** – repaired by SCC although not reset in original position.
- 8) Street lights** – Clerk had put forward a request for street light, Columns 1, 2 and 3, Bridge Street to be exempt from the part-night lighting system. Column 1 was still being reviewed but Columns 2 and 3 were refused exemption due to not meeting the criteria under road safety. Clerk agreed to re-submit a request for Column 2. PCSO to be requested to support this request due to previous break-ins at the newsagents.

8/03/14 JOINT EMERGENCY PLAN

Chairman Cllr Lee still progressing. Cllr Lee following up on a Flood Plain map showing the area of the two combined parishes. Chairman and Clerk had attended the emergency planning event on 16th January.

Cllr Barnham updated members on the progression of the Vulnerable Persons List. At the recent parish cluster meeting the Police Inspector suggested that the police could hold the list along with the Village Agent. Concerns had been expressed that the recent missing person incident in the parish had highlighted the need for the police to liaise with local residents when co-ordinating such an operation as some elderly residents had been disturbed and upset by the presence of police officers at their doors late at night. Concerns had also been expressed by some volunteers that this scheme should be un-official and not committed in writing.

Cllr Barnham assured members that she and the Clerk would be meeting with all volunteers of the scheme to ensure a positive way forward.

9/03/14 NEIGHBOURHOOD PLAN

Plan progressing. Mike Welch of the Steering Group had attended a training event at Lavenham. Funding was available and he had observed presentations from other parishes who were currently undertaking a parish plan. He also noted that a consultant could be made available to assist the Steering Group. Next meeting still to be arranged.

10/03/14 ITEMS FOR UPDATE AND FOLLOW UP .

- a) Parish Cluster meeting – a successful meeting had been held at Bures Community Centre on 3rd March. 7 parishes represented with County and District Councillors in attendance plus representatives from Highways and Police. Hall hire to be met by Bures Hamlet Parish Council. Next meeting in September to be hosted by Hennys, Middleton and Twinstead, The Clerk had circulated the minutes.
- b) Bus shelter – Clerk to apply to the LHP for a second bus shelter at Normandie Way.
- c) Vacant garage site – under enforcement order – vehicles for sale to be removed from site and 'A' boards to be taken in each evening.
- d) Station Hill telephone box upgrade – kiosk had been cleaned and tidied by Payphones and was in their system for painting in 2014.
- e) Dog waste bags and dispensers – the Sports Ground Committee were continuing not to supply dog waste bags on the Suffolk side of the village. Bures Hamlet Parish Council maintain 2 dog waste bag dispensers on the Essex side. It was agreed to take a similar stance as per the Sports Ground Committee. Clerk would advertise and monitor the situation.
- f) Xmas tree and lights – the Clerk had circulated the Aon Insurance recommendations. Bures Common Trust were arranging for an electricity supply to be installed on Bures Common to enable lights to be erected again this year.
- g) BDC Street Clean Agreement – the Clerk had received the 2014/15 agreement. It was agreed to proceed with the Agreement as circulated. Clerk to follow up on all the necessary paperwork. Parish Council to receive £778.26 for 2014/15 this being an inflationary increase of 2.8% on previous year. As the parish did not have a Parish Office it was agreed not to hold a stock of recycling sacks as requested by BDC.

11/03/14 PHYSICAL RISK ASSESSMENT

Cllr Lee reported the following: Bus shelter needed cleaning. Consider replacing the perspex if a second bus shelter installed opposite. Landing stage to be cleaned. Flower tub at Normandie Way to be replanted.

Items previously raised – village sign clean: Steven Binks had agreed to clean as soon as possible. Low level lamp at Lamarsh Hill – reported and repaired but still not giving a satisfactory level of light. Items repaired: bus shelter panel and footpath gate guard.

It was agreed for the Scout Troop to clean the Millennium footbridge for a donation.

Clerk to follow up on these items.

12/03/14 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

The Chairman reported on Cllr Matthew's 45 year service to the Parish Council and thanked him for marking this tremendous achievement with a celebration at the Eight Bells Public House.

It was noted that Dale Rout had kindly agreed to co-ordinate a central diary to be held in the Church for village events.

Correspondence had been circulated regarding fishing rights for the parish river banks. The Common Trust were looking at ways to ensure that local fishermen were able to always have access. To gain Charity status the Trust had had to stipulate 'Fishing for All'.

The Chairman expressed his thanks to Hugh Turner for putting his name forward to BDC to assist in the development of a Local Heritage List for the area.

13/03/14 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

Access to Local Council Meetings and Documents – circulated

Financial Briefing Repeal of s.150 Cheques & Proper Practices – circulated – Clerk to follow up on any necessary amendments to the Standing Orders

Consultation on a Draft Transparency Code – circulated

Maintenance of Public Rights of Way feature - circulated

14/03/14 FINANCE

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

Bank reconciliation dated 10th March 2014 - circulated and noted.

Bank balances as at 24th March 2014 (when all accounts met):

Business Saver Account: £3,855.17

Community Account: £1,793.98

Confirmation of precept figure to BDC – circulated and noted

It was agreed to include the request for a donation to the Scout Troop for cleaning the Millennium footbridge at the next meeting

Data Protection Registration 2014 renewed

The Clerk informed members that Angus Goody had agreed to continue as Internal Auditor to the parish council for 2014/15. He had been unwell recently and members expressed their appreciation to him for continuing and sent their best wishes.

15/03/14 PLANNING

Granted: No. 13/01309/LBC The White House, Station Hill – repairs to existing boundary garden wall

Application: No. 14/00012/TCPOON 14 Colchester Road – tree works affected by the Conservation Area – tree warden had no comments against

Application: No. 14/00183/FUL Land at rear of 2,3 & 4 Normandie Way – change of use from agricultural land to garden land – no objections

Application: 14/00058/TPOCON 1 Woolpit Downs – tree works affected by the Conservation Area - tree warden has no comments against

16/03/14 REPORTS

Bures St Mary PC: Cllr Underwood reported that their next meeting was due on Thursday. Cllr O'Sullivan to attend. St Mary PC were not happy with the resurfacing of the Sudbury Road. County Cllr Finch was investigating. Cllr Underwood was compiling a list of Assets of Community Value for St Mary Parish Council. He considered that this should be a joint parish venture. The Chairman thanked him and accepted his kind offer to compile a list for the two parishes.

Cemetery: Tree surgeon to inspect the large tree at the top of the main drive. Water leak had sprung up under the boundary wall. Highway officer investigating. New notice board in hand.

Sportsground: Roundabout repairs in hand. Millennium Beacon also being repaired and will be re-sited away from the Music Festival area. 2 springer rockers installed. Annual maintenance plan being drawn up.

Community Centre: Film Society going well. Monthly film shows with occasional Monday films. Solar panels in place. Centre Manager position had received no interest. Quotes obtained to re-sand and treat the main hall floor. New colour paint for lower half of main hall wall. Playgroup issues being addressed. An increase in letting fees being considered. Chairman Derek Davies to retire following the AGM after 10 years service. Bures Hamlet Parish Council to write a letter of appreciation of his service to the Centre.

Station Adopters: Report circulated. A garden sleeper bed with a 'signal' feature had been completed. The Chairman remarked on the hard work by all volunteers and recommended members to take a look at the completed work at the station.

Transport: Nothing to report.

NHW: Newsletters circulated regularly. Several local oil thefts reported. Also a brass cross stolen from the church. Clerk regularly emailed all reports to those on her emailing list.

Bures Primary School: SCC had submitted a planning application for change of use from grazing land to sports facility for the land in Nayland Road on behalf of the primary school. It was also proposed to amend the route of the footpath across the field to allow this change of use.

Bures Common: AGM held with 5 parishioners in attendance. Quoits team of players being set up. Bures Common Trust were arranging for an electricity supply to be installed on Bures Common. The Chairman had signed approval on behalf of Bures Hamlet Parish Council to UK Power Networks for the installation to proceed across the Essex Knowle. Structural survey for the barn completed. Quotations being obtained for internal works.

Transition Group: Regular markets held. Next market due Easter weekend. Community woodland group very successful.

17/03/14 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

For next agenda: To consider any donation requests received.

18/03/14 DATE OF NEXT MEETING

Monday 12th May at The Garrad Room, Bures Community Centre at 7.30pm. Meeting agreed to be moved from 19th May to 12th May due to Chairman's holiday arrangements. Future meeting dates: 14th July, 22nd September, 17th November. The meeting closed at 10.15pm

Signed:

Parish Council Chair:

Date:

