

**Minutes of Bures Hamlet Parish Council Meeting  
Monday 29<sup>th</sup> September 2014 at the Garrad Room,  
Bures Community Centre, Nayland Road at 7.30pm**

**Present:** Cllrs D Lee, C Barnham, D Matthews, A Ryman, J Evans,  
J Weavers, J O'Sullivan, R Butcher (St Mary PC),  
Cllr A Shelton (BDC rep)

**In the Chair:** Cllr D Lee

**Clerk:** Mrs Jenny Wright

**Also Present:** 5 parishioners

**1/09/14 APOLOGIES FOR ABSENCE**

Apologies received from Cllr D Finch (ECC). Absent: Cllr L Alston (St Mary PC).  
The Chairman welcomed Cllr Shelton to the meeting who noted that this was his first  
parish council attendance since his personal accident.

**2/09/14 DECLARATION OF INTERESTS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
Cllr O'Sullivan declared a non-pecuniary interest in Item 7 (10) Traffic Calming and duly  
signed the Register. She also updated her personal information as recorded in the  
Register of Members Interests.

**3/09/14 MINUTES**

The minutes of the previous Parish Council Meeting of 14<sup>th</sup> July 2014 were approved and  
signed as a correct record (previously circulated).

**4/09/14 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

**5/09/14 POLICE**

No police representative in attendance as previously advised. To only attend by request of  
parish council for specific matters. Reports received from PCSO Warren Brown for months of  
July to September: 3 thefts: plants and wheelbarrow at Ferriers Lane, heating oil at Colne  
Road, two historic framed railway posters at the station.

Information from the Chief Constable circulated advising on important changes to Essex  
Police engagement with local communities. From October 1<sup>st</sup> PCSO's to hold weekly 'street'  
meet' on their patch. Bures Street Meet scheduled for Tuesday 14<sup>th</sup> October between  
12noon and 1pm at Bures Station car park. Clerk to request advertising for this. Members felt  
that Essex Police could have advertised the important changes better within the villages.  
Chairman to raise at the next Parish Cluster meeting.

One more volunteer had been recruited for the Bures Speed Watch Scheme. Following the  
retirement of PCSO Brian Edwards the results of the scheme were currently being forwarded  
to PCSO Warren Brown.

Information on Essex Police Community Messaging Service – circulated and noted.

## **6/09/14 COUNTY/DISTRICT COUNCILLOR REPORTS**

Cllr Shelton gave a short report highlighting on the following:

BDC had agreed not to submit the Site Allocations and Development Management Plan to the Planning Inspectorate but to begin immediately on a new Local Plan.

Details circulated to all members for information.

Active Braintree Network – looking to engage more people in taking up sport in the district.

40 affordable homes completed within the district.

Xmas refuse collection changes to be advertised across the district.

New planning guidelines in progress.

Electoral Review of Braintree – Final Recommendation summary – circulated and noted.

Stour Valley South extended to include Gestingthorpe and Wickham St Paul.

BDC Polling District and Polling Place Review – circulated and noted.

No change for Bures Hamlet.

## **7/09/14 HIGHWAYS**

### **1) Local Highway Panel requests :**

- a) Permanent VAS sign at Colchester Road – programmed for installation by 1<sup>st</sup> October 2014. Current VAS sign would continue in the programme of circulating round the parishes in the district.
- b) Central refuge at Colchester Road/Bridge Street – scheme approved for funding and installation within the 2014/15 financial year.
- c) Re-alignment of Bridge Street footpath – a pedestrian and junction count had been undertaken and the scheme was now recommended for a feasibility report.
- d) Crossing at Colchester Road – ECC confirmed that this was now an historic scheme. Clerk had completed the necessary paperwork to submit the scheme for re-assessment. The Millennium footpath had been put in under the Suffolk Safety to School criteria and members agreed that this scheme was now important owing to children crossing the road independently due to changes in the primary school age. Cllr Evans to meet with the Head Teacher to hopefully gain evidence to progress the scheme.
- e) Footpath improvement at Colchester Road – also an historic scheme. Clerk had completed the necessary paperwork to bring the scheme forward for re-assessment. Agreed that this should be a scheme worthy of consideration by ECC. Clerk to pursue.

### **At the request of Cllr Shelton it was agreed to move forward Planning Item – The Smallholding, Ferriers Lane**

Application No. 14/01199/FUL Erection of 2 metre high boundary walling and new entrance gates – the Chairman outlined the details and the parish council's wish to oppose the application. He advised of 2 clauses within the 2 previous appeals on the site which stipulated that hedges should be preserved. BDC advised that the site was noted in the Planning Statement as a Travellers Site. The Chairman to circulate a draft reply to all members first for comment.

### **Cllr Shelton left the meeting at this point and it was agreed to continue with Item 7 Highway Matters:**

- 2) Damaged kerb at Normandie Way:** The Clerk had reported again but still not repaired.
- 3) Drain clearance at Water Lane:** This had been inspected and assessed and marked for action by Highways.
- 4) Colchester Road surface stones:** Following numerous discussions with Highways on this matter the stones still had not been cleared. Clerk had received notification that BDC

was willing to clear but only if costs recharged to ECC Highways. Still waiting on a response from ECC Highways.

- 5) **Cutting & clearance of highway verges:** Adam Norton had kindly cleared the debris along the righthand side verge of Colchester Road – cost £75. John Doe to flail the hedge along the lefthand side as soon as possible. Members agreed the parish council should look to taking on the costs of maintaining the verge within its 2015/16 budget. Clerk to discuss with ECC Highways.
- 6) **Flooding:** The drains at No. 1 Colchester Road had been jetted and camera investigation had shown pipe blockage. Waiting on report from Highways. Chris Mortimer had cleared vegetation blockage from the drains at Cambridge Brook. Flooding at Mount Bures turning still being investigated by Colchester Highways Land Drainage Team. Flooding at No. 13 The Paddocks currently being assessed by Highways with a view to putting in extra drains to alleviate the problem.
- 7) **Street light repairs:** Column No. 1 Colchester Road reported but work still outstanding.
- 8) **2014/15 Winter Salt Bag Scheme:** ECC had supplied one tonne of brown rock salt under the scheme. This to be held at Chris Mortimer Ground Maintenance for distribution to the parish as required. All grit bins to be filled. The parish council had approximately 35 sandbags remaining for the coming winter. Following BDC decision not to supply sandbags to the parishes the Chairman proposed that the parish council should budget £400 for 2015/16 towards sandbag provision in the parish. A decision to be made at the November budget setting meeting.
- 9) **Footpath repairs:** Parsonage Grove footpath repaired. Station Hill and Bridge Street repairs had been inspected and assessed.
- 10) **Traffic calming 10 Colchester Road:** Concerns had been raised regarding the parked cars outside Nos. 25 – 29 Colchester Road which cause traffic to manoeuvre into the righthand carriage lane. It was agreed the Clerk would discuss the matter with PCSO Brown.
- 11) **No parking sign:** Cllr Barnham raised her concerns regarding the parking of cars on the grass verge at the entrance to the Millennium footpath. The cars created poor visibility for persons attempting to cross the road at that point. The Clerk agreed to discuss the matter with PCSO Brown.
- 12) **Damaged signs at Mount Bures:** The Clerk had reported the signs damaged by a traffic accident to ECC.

**At the request of Cllr Butcher it was agreed to move Item 15 Xmas Lighting to this point in the meeting.**

#### **15/09/14 XMAS LIGHTING**

Cllr Butcher outlined the extended scheme for this year. St. Mary Parish Council had agreed to adopt the scheme to cover Nayland Road, High Street and Church Square. The Xmas tree would be under the St Mary Church remit. Bures Common Trust would cover those lights around Bures Common. The scheme to be risk assessed. Cllr Butcher was discussing the possibility of lights at Bures Station with the Station Adopters. She hoped to erect further lights along Station Hill for 2015. Clerk to follow up with Cllr Butcher.

**Cllr Butcher left the meeting at this point and it was agreed to continue with Item 8.**

#### **8/09/14 JOINT EMERGENCY PLAN**

Chairman Cllr Lee to meet with Cllr Holbrook to examine the plan before issuing notification of the Bures Emergency Plan to all village organisations and residents as previously agreed.

Cllr Barnham reported on the meeting held on the 24<sup>th</sup> September with all volunteers of the Neighbourly Persons Scheme. It had been agreed that the volunteers would only instigate the scheme when an emergency arose such as flooding, severe winter conditions or lack of electricity.

#### **9/09/14 NEIGHBOURHOOD PLAN**

Cllr Holbrook to arrange a next meeting. An event to be held to allow parishioners an insight of what a Neighbourhood Plan is and to establish support for the progression of a Bures Joint Neighbourhood Plan.

#### **10/09/14 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

LTN 9E Revised Complaints Procedure – circulated for approval. It was agreed to adopt subject to the following revisions – to take into account redress, confidentiality, verbal and written and legal advice. Clerk to revise and circulate for next meeting.

Openness of Local Government Bodies Regulations 2014 – circulated and waiting on national guidance.

LTN 1 Councils Powers to Discharge their Functions – circulated and to note planning applications and Chairman consultation.

LTN 5 Parish and Community Council Meetings – circulated and Standing Orders revised in accordance with the guidelines of LTN5. The Standing Orders included the revision of dispensation delegation. Revised Standing Orders duly adopted. Delegated decision procedure was duly noted.

#### **11/09/14 REVIEW OF RESPONSIBILITIES**

It was agreed that all council member's opinions should be equal and all correspondence would be circulated by the Clerk appropriately. The Chairman would have full sight of all correspondence prior to circulation.

#### **12/09/14 FINANCE**

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

Bank reconciliation dated 13<sup>th</sup> September 2014 – circulated, noted and attached.

Bank balances as at 29<sup>th</sup> September 2014 (when all accounts met):

Business Saver Account: £15,672.20

Community Account: £2,215.05

Mount Bures Parish Council requested £60 contribution towards the costs of maintenance of the permissive path running down from Mount Bures railway crossing to Colchester Road. This would be for 2014/15 only. The Clerk had met with representatives of Mount Bures Parish Council and Essex Rights of Way to discuss the proposal for ECC to adopt the path as a Public Right of Way. As the footpath was within the boundary of Bures Hamlet agreement was required from Bures Hamlet Parish Council. All in agreement and the adoption to be processed. Members agreed to pay a one off contribution of £60.

#### **13/09/14 AUDIT MATTERS**

External Auditor's report for 2013/14 year end accounts received with no matters arising.

Internal Audit Review: Cllr Evans and Weavers agreed to meet with the Clerk and Internal Auditor on October 7<sup>th</sup> at 6.30pm.

#### **14/09/14 PHYSICAL RISK ASSESSMENT**

Cllr Weavers reported the following:

Weeds around the bus shelter in need of clearing. Waste bins at Station Hill and the Station needed emptying. Nettles along Millennium footpath needed cutting back. Update on items from previous Risk Assessment: display board repaired, bench cleaned. The Scout Troop had cleaned the Millennium footbridge. It was agreed to donate £60 for the work. Clerk to check with Bures St Mary Parish Council if they were willing to meet 50% of the donation.

#### **16/09/14 ITEMS FOR UPDATE AND FOLLOW UP**

- a) Village sign – the metal section of the sign had been cleaned. The Victorian lamppost had been sandblasted and painted Bottle Green. The sign surround was now completed and the village sign now ready for erecting. It was agreed to put the original plaque onto the brickwork.
- b) Vacant garage site – under enforcement order – BDC Enforcement Officer had carried out a number of inspections at the site and written to the owner regarding banning the sale of vehicles on site. Clerk reported that items were being stored at the rear of the site. She would contact the Enforcement Officer again.
- c) Station Hill telephone box upgrade – kiosk had been painted and all in order.
- d) Assets of Community Value – Cllr Seymour (BSMPC) and Cllr Evans (BHPC) had agreed to follow up. Cllr Seymour had compiled a list of sites which he considered worthy of further consideration for inclusion.
- e) The Swan PH – the Clerk had written to BDC to request an update on the property. Senior Planner, Ian Harrison confirmed that there had been no pre-application requests made with respect of the site. Still waiting on advice from the Waste/Recycling Team regarding the recycling facilities on the site.
- f) Bus shelter – the Clerk advised that the ECC Local Highway Panels no longer fund bus shelters. It was agreed to discuss again at the next parish council meeting.
- g) Station Hill hedge: the hedge had now been cut back.
- h) Lighting at Lamarsh Hill bungalows – Mark Garnham of Greenfields Housing had not attended at the Estate meeting. Waiting on the Project Managers feedback on the lamp's light readings. Clerk to follow up.
- i) Chris Mortimer Grounds Maintenance – the Clerk had finalised the Grasscutting & Street Clean Programme with Chris Mortimer – circulated to all members and agreed.
- j) Parish Cluster Meeting – the next meeting to be held in the spring. Henny's, Middleton and Twinstead Parish Council to host the meeting.

#### **17/09/14 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION**

Circulated and attached.

Additional items to note: Chris Mortimer to cut back nettles at railway embankment. Concerns had been raised over the no pre-warning of the cycle event hosted by Age UK.

#### **18/09/14 PLANNING**

Letter sent to Mr Rooney, The Smallholding, Ferriers Lane circulated and noted.

**Application: No. 14/00183/TPOCON** 6 Woolpit Downs – tree works

**Application: No. 14/00215/TPOCON** Victoria Cottage, New Cut – tree works

**Granted: No. 14/01061/LBC** Stable House, Water Lane – proposed conversion of existing integral garage to provide a utility and study/home office

**Application for information only: 14/01037/AGR** Brook House Farm, Colchester Road – application for prior notification for an agricultural building – erection of grain store

## **19/09/14 REPORTS**

**Bures St Mary PC:** Cllr O'Sullivan had attended the last meeting. The resurfacing of the Croft still ongoing. The deterioration of Bank House still an issue.

**Cemetery:** Survey on the two trees at the top of the main drive had highlighted work required. Scouts projects in hand to clean gates and to make bird and bat boxes.

**Sportsground:** A new contractor, JPB Landscapes had been hired on a one year contract. Cllr Evans advised that the youth shelter was not waterproof. It had been suggested at the last sportsground meeting that Bures Hamlet Parish Council may wish to purchase a carrier bag dispenser to replace the dog waste bag dispenser recently removed from the Millennium footpath. This was declined.

**Community Centre:** Alan Ryman had been elected as Chairman and John Evans elected as Vice Chairman. The Committee were considering an increase in the hall hire charges. Main hall floor to be refurbished next month. Noah's Ark had put an advertising board across the storage room window. There appeared to have been minor pilfering and the Committee asked all users to ensure that doors were secure when leaving the building.

**Rights of Way:** ECC to progress adoption of the permissive path from Mount Bures level crossing down to Colchester Road. Hugh Turner had kindly drafted a letter to ECC to progress the proposal to extinguish ROW Nos. 1 & 4 and reinstate one through route on FP3. Clerk to progress the letter via Bures Hamlet Parish Council.

ROW Officer Rick Hambling was currently monitoring FP12 as it had been reported as obstructed. He was also investigating the complaint of motorcycle riders using the footpath beside the Hairdressers at Bridge Street.

**Tree Warden:** Nothing to report.

**Station Adopters:** Report circulated and held on file.

**Transport:** No issues to report.

**NHW:** Newsletters circulated regularly. Essex Police Messaging System to be up and running shortly. Clerk to register to receive messages.

**Bures Primary School:** Still waiting on agreement to amend the route of the footpath. School now recognised as a 'Forest School'.

**Community Agent:** Nothing to report.

**Bures Common:** The Trust looking for skilled people willing to undertake the renovation of the barn before grants can be applied for. Michaelmas Fayre a success.

**Transition Group:** Regular markets held on a Saturday morning.

## **20/09/14 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Members noted the possible loss of the newsagents. It was agreed to send a letter of support to Ms Fyzool from the parish council.

## **21/09/14 DATE OF NEXT MEETING**

Monday 17<sup>th</sup> November 2014 at The Garrad Room, Bures Community Centre at 7.30pm.  
Future dates booked for 2015: 19<sup>th</sup> January, 23<sup>rd</sup> March, 18<sup>th</sup> May, 20<sup>th</sup> July,  
21<sup>st</sup> September, 23<sup>rd</sup> November

Members had agreed to proceed with agenda items after the Standing Order agreed time of 9.30pm. The meeting closed at 10.00pm.

Signed:

Parish Council Chair:

Date:

