

**Minutes of Bures Hamlet Annual Parish Council Meeting
Monday 12th May 2014 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, C Barnham, D Matthews, A Ryman, J Evans,
J O'Sullivan, J Weavers, J McCrory (St Mary PC)
In the Chair: Cllr D Lee
Clerk: Mrs Jenny Wright
Also Present: 2 parishioners

1/05/14 ELECTION OF CHAIRMAN

Cllr David Lee duly elected as Chairman. Proposer Cllr Evans, Seconded Cllr Ryman.
Chairman's Declaration of Acceptance of Office duly signed.

2/05/14 APOLOGIES FOR ABSENCE

Apologies received from Cllr A Shelton (BDC), Cllr D Finch (ECC) and PCSO Warren Brown.

3/05/14 ELECTION OF OTHER OFFICES:

Vice-chairman: Cllr Derek Matthews duly elected. Proposer Cllr Evans, Seconded Cllr Ryman.
Cemetery: Chairman: Cllr Lee. Other members Cllrs O'Sullivan, Matthews and Barnham.
Sports Ground: Cllr Ryman, Matthews and Weavers.
Community Centre: Cllr Evans.
EALC & BALC: Cllr Lee and Clerk.
Traffic Management: Cllr Ryman. Transport: Cllr Ryman + Clerk.
Tree Warden: Cllr Evans.
Rights of Way: Mr Hugh Turner + Clerk.
Planning: All members.
NHW Co-ordinator: Clerk.

4/05/14 DECLARATION OF INTERESTS

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

Register of Interests Book duly updated.

The Clerk advised that a link had been added to the Bures Website which gave access to all Member's Register of Interests on the Braintree District Council website. This being a legal requirement.

5/05/14 MINUTES

The minutes of the previous Annual Parish Meeting and Parish Council Meeting of 24th March 2014 were both approved and signed as a correct record (previously circulated).
It was agreed to move the Village Sign repairs from Item 15 to Item 9 on the Agenda.

6/05/14 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

7/05/14 POLICE

Sgt David Wright confirmed that a police representative would no longer attend parish council meetings unless there was a specific police matter for discussion. PCSO Warren Brown would continue to maintain contact with the Clerk and agreed to submit a report to each parish council meeting. Neighbourhood Police Team mobile number 07890601682 to be advertised. Clerk to write to Sgt Wright to request a higher police presence during the summer and especially on the last day of the summer term when teenagers from the village and surrounding areas have previously caused disturbance and damage.

Bures Speed Watch Team had joined in with the County wide project during May. The Chairman expressed his thanks to George Barnham for his role in this and for submitting the data back to the Police Co-ordinator. Cllr Evans voiced his concerns that too much data had been required. He was advised to relay his concerns to the Police Co-ordinator. Cllr Barnham suggested the parish council should investigate purchasing a laser gun, approximate cost £1000. This matter to be an agenda item for next meeting. Clerk to advertise the Speed Watch Scheme to raise its profile and gain more volunteers.

8/05/14 COUNTY/DISTRICT COUNCILLOR REPORTS

The parish council had submitted its views to the Local Government Boundary Commission on its recommendations for re-organising the BDC wards – circulated and noted. Information on the Review of the Care Bill – circulated and noted.

9/05/14 HIGHWAYS

1) Village sign/The Knowle:

The village sign had been removed for safety reasons. Wood found to be rotten on main post. Cllr Matthews still held the original sign designs and he would follow up on new designs to be drawn up. It was agreed to proceed with the purchase of an old lamp post £100 which could be sandblasted and painted. Clerk confirmed the sign was insured but would check on conditions of insurance.

The Clerk had reported to the W. I. that their Jubilee sign on the Knowle was also unstable. Mr and Mrs Ward of 1 Colchester Road had raised concern that the roots of the maple tree on the Knowle were beginning to extend under their driveway. Parish Tree Warden, Cllr Evans had investigated and met with them to confirm that the tree was not a problem but that it would be monitored. Mr and Mrs Ward were also concerned with the recent flooding outside their property. ECC had agreed to do CCTV investigation as collapsed pipework may be causing the problem. Clerk to follow up on their behalf.

They also asked if the access to the Common could be lowered which may alleviate the flooding but the parish council did not feel this was viable.

2) LHP Panel requests :

- a) Permanent VAS sign at Colchester Road – now in place.
- 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) Colchester Road gateway signs – Clerk still to submit.
- e) Crossing at Colchester Road – ECC confirmed that as this was now an historic scheme 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.

- g) Bus shelter at Normandie Way - ECC Passenger Transport Officer arranging a meeting with the Clerk to look at site before finalising a request to the LHP panel. Cllr Evans asked to also attend this meeting.

3) Ranger requests:

- a) Excess soil at Colne Road bank - Clerk to report again and to look into whether the bank could be netted to prevent further damage. Colne Road to be resurfaced and Clerk to check whether this improves the problem.
 - b) Damaged kerbs – the Clerk had previously reported damaged kerbs at Normandie Way and The Paddocks. Cllr Evans to forward photos of the damage for the Clerk to follow up on again.
 - c) Blocked drain at Water Lane - the Clerk had requested the built up soil to be cleared to allow the surface water to drain away freely.
- 4) Colchester Road surface stones:** following numerous discussions with Highways on this matter the stones still had not been cleared. Clerk to follow up with Cllr Finch.
- 5) Clearance of highway verges** – the Clerk was still waiting on a quotation from Chris Mortimer to clear the Colchester Road verge. It was agreed that further quotations should be obtained. Clerk to follow up.
- 6) Part night lighting request:** still waiting on a decision from ECC for Column 1 Bridge Street to be exempt from the part night lighting scheme. Columns 2 and 3 did not meet the criteria but the Clerk would press again. She would also discuss the issue with PCSO Warren Brown to gain his assistance in progressing the matter.
- 7) Flooding & sandbags** – David Chapman, Colchester Highways Land Drainage Officer confirmed that the regular flooding problem at Mount Bures turning and at Cambridge Brook were both under investigation and would be referred to the Environment Agency and landowners if necessary. The Clerk was liaising with Chris Mortimer to fill and hold a stock of sandbags for the parish.
The Clerk had circulated information from the Government on the Repair and Renew Grant available to residents to fund additional flood resilience measures for their homes. Forms available via the Health, Safety and Emergency Manager at BDC.
- 8) Lamarsh Hill gateway sign** – Ken Brightwell had confirmed that the work would be completed during May.
- 9) Street light repairs:** Column No. 1 Colchester Road and Column No. 1 The Paddocks had both been reported.

10/05/14 JOINT EMERGENCY PLAN

Chairman Cllr Lee still progressing.

Cllr Barnham updated members on the progression of the Vulnerable Persons List and assured members that she and the Clerk would be meeting with all volunteers of the scheme to ensure a positive way forward. Clerk to contact all volunteers to set a date to meet.

11/05/14 NEIGHBOURHOOD PLAN

A next meeting still to be arranged. An event to be held to allow parishioners an insight in to what a Neighbourhood Plan is and to establish support for the progression of a Bures Joint Neighbourhood Plan. It was agreed not to join the RCCE Community Led Planning Network at a cost of £40 until the progression of a NHP had definitely been established.

12/05/14 AUDIT MATTERS

2013/14 year end accounts approved and signed.

2013/14 Annual Return and Annual Governance Statement approved and signed.

Updated Asset Register approved.

2014/15 Insurance renewal approved.

2013/14 year end accounts to be made available for sale for £5 - agreed.
Internal Audit Review Checklist – Clerk to arrange a date for September/October – Cllr Evans, Cllr Weavers, Clerk and Internal Auditor to attend.
It was agreed that Mr Angus Goody should continue as Internal Auditor for 2014/15 and noted his fees would be £60 as previous year.
Internal Auditor's Report circulated and any matters for follow up noted.
Updated Financial Regulations following Repeal of s.150 (5) were approved. It was agreed to continue with payments by two signature cheque rule.
Standing Orders were approved with no further amendments.
Risk Assessments approved.
Model Publication Scheme approved.
Complaints Procedure approved.

13/05/14 FINANCE

Finance & Budget Monitoring Report – circulated, noted and attached.
Bank reconciliation dated 3rd May 2014 – circulated, noted and attached.
Bank balances as at 3rd May 2014 (when all accounts met):
Business Saver Account: £8,720.17
Community Account: £5,810.04
It was noted that £2,000 allocated under the budget heading for lighting could be used for the costs of the upgrade of the village sign if required.
Clerk's salary and tax details for year end 2013/14 had been forwarded to HMRC.
2013/14 VAT claim duly completed and sent to HMRC.
Details of HMRC Employment Allowance – circulated and noted.

14/05/14 DONATION REQUESTS

It was agreed to make a donation of £50 to Ferriers Barn.
It was agreed to make a donation of £50 to Essex Air Ambulance.
It was agreed to make a donation to the costs of the St Mary magazine. Parish Council to wait on receipt of a letter of request before agreeing a donation sum.
Scout Troop still to do the Millennium Bridge clean. Donation to be agreed when completed.

15/05/14 PHYSICAL RISK ASSESSMENT

Cllr O'Sullivan reported the following:
Flower tub at Normandie Way needed summer bedding. Landing stage slightly soiled with surrounding grass needing to be cut back. Wooden display board at riverbank rotting at top and side. Dog waste bins to be emptied and cleaned.
Essex Knoll now untidy and needed grasscutting. Clerk to follow up on all items.

16/05/14 ITEMS FOR UPDATE AND FOLLOW UP .

- a) Fusion Activity Days – details of the summer activity days to be run by Fusion Leisure had been circulated to all members. It was agreed that the costs proposed were not viable. Clerk to advise Jan Cole, BDC Community Engagement Officer.
- b) Vacant garage site – under enforcement order – vehicles still being sold from the site. Water laying on the site frontage. Clerk to contact BDC Enforcement Officer.
- c) Station Hill telephone box upgrade – kiosk had been cleaned and tidied by Payphones and was in their system for painting in 2014.
- d) Dog waste bags and dispensers – the Clerk thanked Ruth Lorking for kindly putting up the notices on the dog waste dispensers advising that they would no longer be filled. It was agreed to remove and store the dispensers. Clerk to contact Chris Mortimer.

She would also contact the Dog Warden to request extra dog fouling warning notices especially for the Millennium footbridge gate and at corner of Bridge Street.

- e) Assets of Community Value - Cllr Tim Underwood, Bures St Mary was compiling a list of the whole village for both parish councils to agree on.
- f) Street Clean – the Clerk was asked if there could be a rota for regular sweeping and general tidying of the parish with work being completed by Chris Mortimer. It was agreed that the Clerk could request sweeping to be done as and when essential for main centre of parish. Agreed to be an agenda item for next meeting.

17/05/14 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

Brooks Newmark MP was keen to be involved in parish events. Clerk to forward him a list of dates.

BDC Further changes to the Pre-Submission Site Allocation – circulated and noted.

It was noted that Greenfields next estate visit was scheduled for 15th July and Cllr Barnham and the Clerk would attend. Clerk to follow up on improving the lighting at the Lamarsh Hill bungalows.

Following requests from parishioners it was agreed the Clerk should write to the owners of No. 3 Station Hill asking them to trim back their hedge which was extending out over the footpath. It was also noted that the overhanging tree at No. 7 was in need of cutting back. Clerk to follow up.

18/05/14 PLANNING

The Chairman reported on an article in the Halstead Gazette headed The Great Traveller Debate which mentioned traveller sites at Earls Colne and Ferriers Lane in Bures. The Parish Council were unaware that the Ferriers Lane site was seen as an official Travellers Site and asked the Clerk to write to Braintree District Council for its assessment of the report.

Application No. 14/00106/TPO: The Boat House – tree works

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

Granted: No. 14/00012/TPCOON: 14 Colchester Road – tree works

19/05/14 REPORTS

Bures St Mary PC: Cllr McCrory reported that their next meeting was due on Thursday 22nd May. Cllr Lee to attend.

Cemetery: No meeting held since last report.

Sportsground: No meeting held since last report.

Community Centre: Film Society going well. Solar panels generating approximate £1000 income per annum for the Centre. Quotes obtained to re-sand and treat the main hall floor. It was noted that not all groups were being represented on the Committee. Chairman Derek Davies to retire following the AGM after 10 years of service. Bures Hamlet Parish Council to write a letter of appreciation of his service to the Centre. A parishioner asked why groups were being asked to clear all tables and chairs away after their events. Cllr Evans noted that this was not a stipulation but as a gesture to help the following group hiring the room. He agreed to raise this at the next Community Centre Committee meeting.

Rights of Way: Hugh Turner following up on provision of additional waymarks for ROW No. 14.

Station Adopters: Report circulated. A garden sleeper bed with a 'signal' feature had been completed. David and Anne Taylor asked whether the parish council would consider a

donation towards the Bures Totem. A donation was provisionally agreed but would be formally agreed when Totem work being finalised.

Transport: Nothing to report.

NHW: Newsletters circulated regularly.

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. Clerk to ask the Head Teacher for a report of the Governors meetings for presenting at the parish council meetings.

Community Agent: Peter Darlington the current Village Agent whose role would now be as a Community Agent advised that he would work within the Colchester District from June 2014. He had applied to continue his role at Bures and Earls Colne.

Bures Common: Trenches for the supply of electricity to the Common due to be dug within a couple of weeks. Survey on the barn showed it to be structurally sound. Grants being applied to renovate the barn.

Transition Group: Regular markets held on a Saturday morning. Next market arranged for the Open Gardens weekend. All events well supported.

20/05/14 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

For next agenda: To set up a parish street clean programme for Chris Mortimer.

To consider purchasing a laser gun for Bures Speed Watch Scheme.

The condition of the windows of No. 5 Colchester Road was noted. Clerk to check if a listed building.

21/05/14 DATE OF NEXT MEETING

Monday 14th July 2014 at The Garrad Room, Bures Community Centre at 7.30pm.

Future meeting dates booked: 22nd September and 17th November.

The meeting closed at 9.30pm.

Signed:

Parish Council Chair:

Date: