

**Minutes of Bures Hamlet Parish Council Meeting  
Monday 21<sup>st</sup> March 2016 at the Garrad Room,  
Bures Community Centre, Nayland Road  
immediately following the Annual Parish Meeting**

**Present:** Cllrs D Lee, C Barnham, A Crowe, M Welch, J Weavers  
G Jackson (St Mary PC)  
**In the Chair:** Cllr David Lee  
**Clerk:** Mrs Jenny Wright  
**Also Present:** 6 members of the public

**1/03/16 APOLOGIES FOR ABSENCE**

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

**2/03/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests –  
Cllr Crowe declared an interest in Item 11 Planning Application 16/00039/TPOCON.  
Cllr Weavers declared an interest in Item 11 Planning Application 16/00316/FUL.  
Cllr Barnham declared an interest in Item 7 (h) Shrubs at Colchester Road.  
Cllr Lee and Barnham both declared an interest in Item 13 Donations as being members of St Mary PCC.

**3/03/16 MINUTES**

The minutes of the previous Parish Council Meeting of 18<sup>th</sup> January 2016 were approved and signed as a correct record (previously circulated).

**4/03/16 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

No comments or questions raised.

**5/03/16 CO-OPTION OF PARISH COUNCILLOR**

The Casual Vacancy had been duly advertised and the parish council had received confirmation from BDC to proceed to co-opt a councillor to fill the vacancy.  
One letter of interest had been received from Mr Ben Wilson. Members duly agreed to co-opt him on to the parish council and a Declaration of Acceptance of Office was duly signed.

**6/03/16 HIGHWAYS**

**1) Local Highway Panel requests:**

It was noted that the LHP budget for 2016/17 was to be halved and re-profiled schemes for delivery in that financial year had been circulated.

- a) Central refuge at Colchester Road/Bridge Street – a re-profiled scheme with a revised completion delivery date of 15<sup>th</sup> December 2016.
- b) Bollards at Colchester Road – 2 bollards installed.
- c) Removal of dropped kerb at Bridge Street – scheme put forward for validation.
- d) Footpath improvements at Colchester Road – footpath scheme put forward for validating and assessment. No further progress to date.
- e) Bus shelters – under the Passenger Transport Schemes provision of 2 new bus shelters for Colchester Road was currently being assessed.

- 2) **Colchester Road parking:** Comments received from the members had been collated. The majority view was to proceed with a request to the North Essex Parking Partnership for a parking scheme of double yellow lines to be provided for the whole length of the white line on the left hand side of the carriageway near the cottages.
- 3) **Parking issues overall:** Owing to the increased usage of Bures Station carpark, the overflow of cars was now causing parking problems within the centre of the village especially Station Hill and Water Lane. The Clerk would continue to report any inconsiderate or dangerous parking to Essex Police.
- 4) **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. Clerk still following up.
- 5) **Resurfacing at Bridge Street:** Resurfacing request had been resubmitted to ECC Highways with no action to date.
- 6) **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.
- 7) **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. Cllr Scattergood had kindly followed up but reported that this matter would not be re-assessed.
- 8) **Re-painting of lines Station area:** Matter had been referred to Colchester Borough Council Parking section for follow up.

#### **7/03/16 ITEMS FOR UPDATE AND FOLLOW UP**

- a) Vacant garage site – still waiting on an update from the Retail Group who had previously shown an interest in developing the site. The charity advertising hoarding had been removed.
- b) Assets of Community Value – it had been agreed that the list of 36 proposed sites for Bures Hamlet and Bures St Mary needed to be reduced to allow a sensible workload to be actioned. Some suggestions had been made and Cllr Jackson (BSMPC) agreed to follow up and report back her comments.
- c) Local Bus Transport Review – Cllr Welch had attended the Braintree Transport Meeting and circulated his notes from the meeting. The new Demand Response Transport scheme to be phased in from 11<sup>th</sup> April. The current Friday 327 service to continue but would be reviewed during the year following the planned review of the DRT scheme in June.
- d) Joint Emergency Plan – Cllr Lee still progressing. The draft plan required further updates before it could be trialled.
- e) Joint Neighbourhood Plan – it was agreed that more interest from members of both parish councils was required before any decision could be made to proceed with a Joint Parish Plan.
- f) Trees at Cambridge Way – following an inspection of the boundary hedging and tree by Circle Anglia, the Contracts Manager advised that no works were required this season and challenged the responsibility for future maintenance. Cllr Scattergood required proof of original planning approval to enable her to follow up.
- g) Hedge at Lamarsh Hill – the Clerk had received written confirmation from ECC that the hedge at Maltwood was not sited within the highway boundary and therefore all responsibility for maintenance fell to the property owner. Clerk to advise owner.
- h) Level of shrubs at Colchester Road – matter currently being investigated by ECC Highway Inspector. No report received to date. Clerk to follow up.

- i) Lighting at Lamarsh Hill bungalows – Cllr Scattergood advised that an improved style replacement light was currently being sourced.
- j) Colchester Road verge cutting – to be included within BDC Street Clean Agreement 2016/17.
- k) Recycling centre – BDC needed to consider options for a new site for its recycling centre owing to the recent planning approval for the Swan PH site. Clerk to suggest BDC contact the vacant garage site owner.

### **8/03/16 GROUNDS MAINTENANCE CONTRACT**

6 tenders had been received. Members agreed to accept the tender from Nigel Norton. The Clerk had drawn up the new contract initially for 1 year commencing 1<sup>st</sup> April 2016. Appropriate risk assessments and insurance details to be held on file. The Clerk to arrange with BDC for the collection of waste arising from the street cleansing works commencing April. The Grounds Maintenance Agreement with Greenfields Housing had been duly agreed and signed.

### **9/03/16 QUIET LANES**

A letter from Alhamstone and Lamarsh Parish Council requested support for the route between Bures Hamlet and Lamarsh to be promoted as a Quiet Lane. Information received from Neil Winship of Quiet Lanes Suffolk regarding nominations of a Quiet Lane had been circulated. Although members thoroughly supported the Quiet Lane initiative the parish council could not support the proposals put forward for that section of road.

### **10/03/16 CALL FOR SITES AND LOCAL PLAN**

Four sites had been put forward to BDC within Bures Hamlet. BURE165 Land at Colchester Road, BURE166 Land south of Cambridge Way, BURE526 Windyridge, Colne Road and BURE552 Former Ambrose Garage Site. Information had been circulated to all members and a response to each of the sites was agreed. The parish council could not support BURE165 and 166. It had no objections in principle to BURE526 and fully supported BURE552 provided that a convenience store is included as part of the development.

### **11/03/16 PLANNING**

All applications received and comments made – see attached list.

### **12/03/16 FINANCE**

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

Bank reconciliation dated 4<sup>th</sup> March 2016 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

The Sports Ground Committee was keen to proceed with a youth climbing project via the Morpheus Foundation supported by The Princes Trust. A request for the parish council to reserve funds from its 2016/17 budget towards the project was put forward. It was agreed to reserve £2,000.

### **13/03/16 DONATION REQUESTS**

It was agreed to contribute £150 to St Mary PCC towards the parish magazine costs.

A request from Bures Football Club for a contribution towards its defibrillator was considered but it was not agreed as the parish council had previously supported the Church Square defibrillator. No other donations were agreed.

### **14/03/16 AUDIT MATTERS**

At this point the Clerk informed all those present of the sudden death of Mr Angus Goody, Internal Auditor for Bures Hamlet and Bures St Mary Parish Councils and also for the Sports Ground Committee and Cemetery Authority. All members expressed their sadness and it was agreed to acknowledge this to his wife Helen and son Nick.

It was noted that Carolyn Holbrook had agreed to take on the role of Internal Auditor from immediate effect.

Financial Regulations Section 11 Contracts updated and approved as per NALC requirement.

Financial Regulations 1.6 and 6.4 updated and approved as per NALC requirement.

PKF Littlejohn LLP had been appointed External Auditors for 2016/17 – noted.

### **15/03/16 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

EALC Legal Update February & March 2016 – circulated

NALC Pensions Regulator auto-enrolment – circulated

Briefing Paper – Rural Planning Review Call for Evidence – circulated

LTN 16 Control of Litter – circulated

LTN 31 Section 137 of the Local Government Act 1972 - circulated

### **16/03/16 PHYSICAL RISK ASSESSMENT**

Cllr Jeanette Weavers reported the following: Lifebelt at road bridge needed cleaning.

Station carpark had several large pot holes – Clerk to report to Station Adopters.

Several mole hills appearing on the grassed area at the Lamarsh Hill bungalows.

Items raised previously: Bus timetables to be replaced, bus shelter cleaned, landing stage still to be repaired and benches at river still to be stained. No reply from request for flower tub sponsorship.

### **17/03/16 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION**

Circulated and attached.

At the Queen's 90<sup>th</sup> birthday celebrations a list of names would be taken for those wishing to purchase a £2 commemorative medal to mark the occasion. It was noted that no event was planned for the June weekend celebrations at the moment.

Details of UK Power Networks Instinctif Partners community outreach work circulated.

### **16/03/16 REPORTS**

**Bures St Mary PC:** Cllr Jackson reported: £100,000 had been secured by SCC Cllr Finch for improvements to the Croft surfacing. Investigative works in hand. Still progressing parish council's request to revert its waste collection service back to BDC. Sign order for Pikes Marsh had been delayed as position and numbering of signs now to be mapped.

The upgrade of the Pikes Marsh play area also delayed owing to land transfer agreement not finalised. Parish Council had agreed to request BDC to provide a letter of guarantee ahead of finalisation to allow it to proceed with the upgrade in April. B1508 40mph consultation published. PC Gary Austin being re-assigned to Ipswich from April.

**Cemetery:** Cllr Lee reported: St Edmunds Lane path works completed. 'T' section at top of main drive to be resurfaced. Cemetery shed to be repaired. New grounds maintenance contractor agreed.

**Sportsground:** Cllr Jackson reported: It had been agreed for all dogs to be on leads in the play and sports areas. Signage purchased. Installation of fencing of Toddler and Noah's Ark play areas due to be completed by end of the month. Morpheus X project noted.

**Community Centre:** Alan Crowe had circulated the minutes from the last meeting. New caretaker job descriptions produced. Caretaker positions advertised for one Senior Caretaker and one Caretaker.

**NHW:** Newsletters circulated regularly.

**Bures Primary School:** Head Teacher Mr Quayle had returned fulltime. New playing field would soon be in use.

**Community Agent:** Jayne Laken was regularly attending the Wednesday coffee mornings at St Mary's Church.

**Bures Common:** An Easter Market planned for Saturday 26<sup>th</sup> March. The Clerk had forwarded letters of support to Braintree District Council from both parish councils for the recent barn upgrade proposals. To also note that the design was chosen by parishioners via a parish survey.

#### **19/03/16 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

None.

#### **20/03/16 DATE OF NEXT MEETING**

Monday 16<sup>th</sup> May 2016 – Annual Parish Council Meeting to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked: 2016: 18<sup>th</sup> July, 19<sup>th</sup> September, 21<sup>st</sup> November.

Future dates booked: 2017: 16<sup>th</sup> January, 20<sup>th</sup> March, 15<sup>th</sup> May.

The meeting closed at 9.40pm.

