

Minutes of Bures Hamlet Parish Council Meeting
Virtual Meeting held on
Monday, 14th September 2020 at 7.30pm

Present: Cllrs M Baker, K McAndrew, D Monk, B Raymond, M Welch,
Cllr G Jackson (BSMPC), Cllr J Aries (Parish ROW Officer)
In the Chair: Cllr M Welch
Also Present: Cllr D Finch (ECC), Cllr W Scattergood (BDC), Mrs J Wright (Clerk)
plus 1 member of the public

01/09/20 APOLOGIES FOR ABSENCE

Apologies received from Cllr C Ellis (hospital appointment), Cllr Shackell (personal commitment). Apologies accepted by those members present.

02/09/20 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
No interests declared and no dispensation requests put forward.

03/09/20 MINUTES

Minutes of the Parish Council Meeting of 20th July 2020 and Joint Planning Meeting of 24th August 2020 (both previously circulated) were approved as correct records. To be duly signed following the virtual meeting.

04/09/20 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There was 1 member of the public present with no matters raised.

District Councillor Report: Cllr Scattergood commented on the following:

a) Local Plan – the target for new homes in the District was based on an annual average of 716 in 2016 however the ONS figure now stands at 307. BDC to agree which target figure to be used.

b) Bus stop hard standing – agreed however gradient still to be determined.

c) Colchester Road bollards – two bollards agreed at a cost of £6,000.

County Councillor Report: Cllr Finch commented on the following:

a) Locality Award – a contribution of £500 to the CCTV annual cost agreed. Clerk to formally thank Cllr Finch for this generous contribution.

b) White Paper planning consultation – details had been circulated to all Parish Clerks. The Clerk confirmed that she had circulated to all members.

c) Art collection – ECC exploring options for use or disposal of the art collection currently held under its custodianship.

d) Pot holes – Cllr Finch raised attention to the Member Led project to prioritise the repair of pot holes. Clerk to forward details of pot holes in urgent need of repair in the parish.

e) ECC Covid 19 budget being drawn up for 2021.

The Chair asked if Cllr Finch considered the predicted shortfall in council tax collection still stood. Cllr Finch had not seen a significant fall in the predicted shortfall.

Both Cllr Finch and Cllr Scattergood left the meeting at this point.

05/09/20 POLICE

a) Design Out Crime Report - Cllr Monk had circulated a report on the actions by the Sportsground Committee in response to the report.

Items being followed up:

- 1) Footbridge structural alterations – SCC confirmed they would not proceed with any works.
- 2) Improved signage – new signs now in place.
- 3) Waste issues – additional waste and recycling bins installed. Much improved.
- 4) Barbecue slabs – in hand.
- 5) Toilets – members continue to investigate.
- 6) CCTV – installed.

b) Parking – parking in the village had become increasingly difficult to manage particularly in Colchester Road when events were held on the sportsground. Both Essex and Suffolk Police aware of the situation and members agreed to continue to monitor and report.

c) Speedwatch – Cllr Aries reported that following relaxation of the Covid-19 restrictions Essex Speedwatch had begun its Pilot 1 round of parishes however Bures Hamlet team had not been invited to join on this occasion. She would be notified when the team would be able to recommence operation.

d) No police representative in attendance as per current force directive. Police information circulated as and when received and newsletters also available online.

06/09/20 HIGHWAY MATTERS

a) Local Highway Panel requests:

- 1) Bus stop at Mount Bures junction –agreed however gradient still to be determined.
- 2) Bollards at Millennium gateway – ECC has agreed to install 2 additional bollards to protect a fire hydrant and awaiting financial authority.

b) 30mph repeater signs: ECC had refused this request for Colchester Road. Members agreed to follow up on installing entrance gateway signs which may have the desired effect of reducing traffic speed.

c) Crossing at Colchester Road: A request had previously been submitted for a pedestrian crossing to be installed at the Millennium Gateway and subsequently refused on the grounds that speed of vehicles entering the village was too high and this would create a danger to those using a crossing. Cllr Aries advised that the results of the recent traffic survey demonstrated that there were no grounds for the installation of a 40mph buffer zone as the traffic was not travelling too fast on entering the village. This being the case, it would therefore be appropriate to resubmit a request for a pedestrian crossing at the gate entrance leading to the Millennium footbridge. Footfall counts needed. Speedwatch Team to assist volunteers to gain data needed to support a LPH request for a crossing point. Members suggested Working Party to follow up next spring.

d) Station Hill footpath: ECC Highways has agreed to ramp the footway over the tree root damage.

e) Water Lane pipe/pothole – ECC considered this as a private issue. Costs for its repair had been sought. The owner of the damaged pipe had offered to make a contribution to the costs and to discuss with the neighbouring property. Clerk to report again on the ECC Highways reporting tool and Cllr Finch to follow up the issue on her behalf.

f) Bridge Street: Potholes to be repaired under the Member Led Pot Hole Scheme. Five potholes currently marked for repair.

g) ECC SWAS: A scheme has been submitted to ECC Surface Water Assessment Schemes (SWAS) for a feasibility study to be undertaken in 2019/20 of the flooding issues at Colchester Road/Bridge Street/Station Hill. Clerk had received an update from the Statutory and Regulated Customer Services advising that investigations were still ongoing with a possible design stage in 2021/22.

h) Anglia Level Crossing Reduction Strategy: Regarding the E54 crossing at Bures the parish council is still waiting on the Inspector's decision following the Public Inquiry held on 8th November 2018 at Chelmsford. Final decision from the Secretary of State for Transport due 2020.

07/09/20 PLANNING

a) All applications received and comments made to date as per attached list.

b) Applications requiring consideration at this meeting:

20/01433/ELD Butlers Farm, Colne Road CO8 5DN – application for a Lawful Development Certificate for an Existing Use – 2 no. dwellings – unanimously agreed existing use is lawful.

c) Other planning matters reported on:

Vacant garage site: A Holding Objection due to insufficient ecological information had been submitted by BDC Ecology – application 20/00324/OUT still pending a decision.

Land to rear of Cambridge Way: BDC Consultation requesting suggestions from the parish for use of the land was due to end on the 25th September. Cllr Jackson noted to the members of the written support from the Woodland Trust, Essex and Suffolk Wildlife Trusts, The Dedham Vale Project and The Colne and Stour Countryside Association for the Brook Field Grove project outlined by the Bures Transition Group and Bures Common Land Trust.

Parsonage Hill site: Following an Open Day all but 2 properties were now sold with a moving in date scheduled for November. Issues of inconsiderate parking by the workforce at the entrance to Parsonage Grove has been satisfactorily addressed.

Cuckoo Hill development: A new Inquiry date set for 6th October 2020. Cllr Jackson advised that the Bures St Mary Parish Council was still waiting to hear from Officers whether the inquiry would be held virtually or in person. Bures St Mary Parish Council plus local residents to form part of the key speakers.

d) BDC Joint Section One Local Plan: A 6 week consultation of 47 proposed main modifications to the Draft Section 1 Plan currently taking place between 27th August and 9th October. Responses to be made online. The Inspector had also written to all consultees to invite comments on the 2018-based household projections.

08/09/20 BURES PARISH ACTION PLAN:

Highways, Street Lighting, Retail Facilities WP reports:

a) Light at Parsonage Hill: The developer of Tenterfield had declined a request from the parish council to meet the costs of an additional light at Parsonage Hill. Therefore costs would need to be borne by the parish. Parish light P3 along the Paddocks footpath needed to be upgraded. Quotations to be sought for consideration.

b) Roses General Store: The alcohol licence application to BDC had been granted. Shop front renovations progressing. Owner suggested an opening date by the end of 2020.

c) Joint Parish Plan: Cllr Jackson had drawn up a draft Action Plan 2020-21. Cllr Fairbairn and Aries had put forward suggestions to be included. Cllr Jackson asked members to submit their contributions to enable the draft Action Plan to be considered at the November parish council meetings.

09/09/20 SPORTSGROUND COMMITTEE

a) Delegated powers: The Clerk had circulated the historical background to the creation of the Bures Joint Sportsground Committee in August 1948 and formally formed at a Joint Parish Council Meeting held on 9th September 1948. The Terms of Reference to reflect the Committee as a delegated Committee of BSMPC and BHPC.

b) Terms of Reference: The Joint Sportsground Committee at its meeting held on the 10th September had approved a redraft TOF for approval by the two parish councils at their respective meetings in September. Cllr Jackson drew particular attention to Point 6 and 7. 4 members proposed to stand on the Committee from each parish council with election of Chairman by the Committee at the July meeting. Cllr Raymond agreed to be the 4th member for BHPC. The Terms of Reference was duly accepted by those members present.

10/09/20 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

a) FP32 Closure: The Clerk had completed the application for the footpath closure to enable the access drop to be repaired. Both Essex and Suffolk County Councils aware. Closure notices to be erected and advertised. Closure dates 16th – 18th October.

b) County Broadband installation: Works in the parish currently ongoing. County Broadband negotiating with residents in Maltings Close for approval to allow works to proceed over privately owned land. A water leak had occurred in Station Hill adjacent to County Broadband works. Anglian Water notified and liaising with County Broadband.

c) S106 Contributions: The ground matting at Bures Common had been installed. Clerk following up documentation with BDC to enable a smooth transfer of the S106 contributions to the parish council.

d) Parish Councils Foundation Award: The Clerk had been verbally informed that the parish council had been awarded the Foundation Level. Written confirmation from EALC to follow.

e) Health & Wellbeing Plan: Cllr Fairbairn (BSMPC) had kindly agreed to put forward a joint draft plan for discussion at the next parish council meetings. Cllr Jackson advised that Health & Wellbeing would be included in the 2020/21 Joint Parish Action Plan.

f) Recording and use of Social Media at Council meetings: Agreed to defer until in person meetings are able to take place.

g) One Suffolk website accessibility update: Community Action Suffolk (CAS) had completed the audit and fix at a cost of £120 + VAT. Costs to be shared with BSMPC. CAS considered the site compliant with Local Government guidelines. The Clerk had received a summary of the main fixes applied and some errors for adjusting by herself.

h) Alternatives to Glyphosate: Parish Contractor continuing to investigate for the best alternative. 'Avenger' suggested and the Clerk discussing costs with the contractor.

11/09/20 RIGHTS OF WAY

The Parish ROW Officer's report had been circulated and noted.

Items referenced in particular from the report:

- a)** Footpath 5 – Ferriers Farm to Hornes Green – ECC Officer had waymarked the correct footpath line with marker discs. However these had been removed and the Officer advised he would not pursue the proposed diversion route owing to many resident objections. Cllr Aries to follow up with options to clear the unofficial lower boggy valley section.
- b)** Footpath 30 – Permanent close boarded fencing has been erected along the line of the footpath which has reduced the width of the path. Clerk following up with the Tenterfield developer.
- c)** FP 1, 3 & 4 – Essex County Council remained of the opinion that the re-instatement of FP3 was a viable option combined with the extinguishment of FPs 1 and 4. This matter was still being considered by all parties.
- d)** ECC PP3 Scheme – Shirley Anglin PP3 Co-ordinator was keen to liaise with Cllr Aries on the benefits of the scheme. A meeting to be arranged later in the year.

12/09/20 FINANCE AND AUDIT MATTERS

a) External Auditors approval of the 2019/20 accounting statement received with no matters arising.

b) Internal Audit Review meeting scheduled for 12th October – Cllr McAndrew, Cllr Shackell, Clerk and Internal Auditor to attend.

Business Premium A/C balance: £9,054.73

Community A/C balance: £1,394.46 (when all cheques paid)

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

d) Bank reconciliation report dated 6th September 2020 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. To be duly signed by the Chairman and non-signatory member following the virtual meeting.

e) Standing Orders and Financial Regulations updated as per NALC recommendations.

f) Employment Briefing National Clerk's salary award implemented from 1st April 2020.

The Clerk left the virtual meeting at this point to allow members to discuss her request for a salary review. The Clerk re-joined the meeting following the discussions.

The Chairman advised the Clerk that her request had been successful and additional points awarded. The Clerk thanked members for their kind consideration.

13/09/20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All documentation has been circulated and noted and there were no comments made.

NALC Checklist for holding an in-person council meeting

LO1-20 Local Authorities and Police Crime Panels Regulations 2020

PC12-20 Transparency and Competition: Data and Land Control

PC10-20 Changes to Current Planning System

PC11-20 White Paper Planning for the Future

14/09/20 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated (attached and placed on website). One item for action – mesh on the Millennium footpath entrance gate had been replaced. Members agreed that it was satisfactory and no further mesh to be added.

15/09/20 PHYSICAL RISK ASSESSMENT

Cllr Welch to complete the risk assessment during the week and circulate to members. Clerk agreed to follow up on any items raised requiring action.

16/09/20 REPORTS

Bures St Mary PC: Cllr Jackson reported on the following: Cuckoo Hill Planning Inquiry scheduled for the 6th October. A refuse lorry had damaged the front of Central Stores. Damage reported to the shop owner. Lighting being Investigated for the footpath beside the Three Horseshoes leading to Friends Field. A request had been submitted to SCC to improve the path end section of The Croft and The Cut. SCC had suggested laying road planings. Next meeting to be held on 17th September 2020.

Cemetery: Cllr Aries had circulated her report prior to the virtual meeting. Cemetery all in good order. Contractor investigating alternatives to glyphosate and was currently hand weeding and raking. A substantial wooden boundary fence with Apple Tree Mews has now been erected by the developer. The Cemetery Authority had been awarded a Government grant as part of the support package for small businesses. It continues to waive all interment costs during this difficult time. Plans drafted to improve vehicle provision within the grounds. Wildflower areas to be created. The CWGC to restore a headstone and erect a plaque to indicate that the cemetery contains an official war grave.

Sportsground: Cllr Monk had circulated a report from the Committee meeting held on the 10th September. Landing stage repaired. Some matters raised on the Police Crime Out Report being addressed. Signage upgraded at both the riverbank and Pikes Marsh. Fencing/trampoline project progressing. Both Suffolk and Essex County Councillors had kindly contributed £500 from each of their Locality Award funds towards the CCTV rental costs.

Community Centre: Cllr McCrory had circulated a report from the virtual Committee meeting of 9th September. CCTV installed. Electrical survey completed with matters raised being addressed. Upgrade of heating system being investigated. Guidance on re-opening community centres duly addressed. Re-painting of Garrad Room and main hall in hand. Members to make the public aware of the financial implications for the Management Group on the running of the Community Centre during these difficult times.

Transport: Cllr Welch had circulated a Bus and Train Information Sheet advising on local bus and train services. Details of Chambers bus timetables can be found via <https://www.chambersbus.co.uk>

Station Adopters: Mary Turner had circulated her report on behalf of Bures Station Adopters. Some gardening tasks being done. The platform lights issue remained ongoing. Ideas for a mural on the wall of the car park still being investigated. New noticeboards erected on the waiting room wall. CCTV installed on the platform. Advisory signage still to be installed. Plastic dispenser holding local walks leaflets keeps being removed by persons unknown. Other options for displaying the leaflets being explored.

Tree Warden: Cllr Baker to submit her comments on the tree application for No. 22 Maltings Close. She considered the Hawthorn Tree was within Network Rail land. Continuing to raise concerns with ECC regarding the large oak tree along Colchester Road.

Bures Primary School: The Chair of Governors reported that children had returned to school. Front area re-laid with a surface accessible all year and would support outdoor learning. 196 children on the school role.

Bures Common Land Trust: Gill Jackson, Secretary had circulated a report prior to the virtual meeting. High level of visitors using the Common over the summer. Landing stage beginning to show serious signs of deterioration. Decking to be replaced and structure inspected. An oak noticeboard to give information on the history of the Common currently being made. A calendar of views of Bures taken by local residents available to purchase.

NHW: Clerk circulating NHW newsletters and police information.

17/09/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Cllr Baker reported that she had received several complaints regarding the increase in dog fouling in the village. She suggested an initiative at the October market to highlight the issue. Clerk to obtain a supply of poo bags to hand out free of charge. Members invited to join Cllr Baker, Cllr Aries and the Clerk in promoting awareness of the issues of dog fouling.

18/09/20 DATE OF NEXT MEETING

Monday 16th November 2020 to be held virtually.

Future dates booked: 2021: 18th January, 15th March, APM 22nd March

The meeting closed at 9.15pm

Signed:

Chairman

Date: