

## **Minutes of Bures Hamlet Parish Council Meeting held virtually on Monday, 15<sup>th</sup> March 2021 at 7.30pm**

**Present:** Cllrs M Baker, C. Ellis, K McAndrew, D Monk, B Raymond, R Shackell, M Welch, Cllr S Sills (BSMPC), Cllr J Aries (Parish ROW Officer)

**In the Chair:** Cllr R Shackell

**Also Present:** Cllr D Finch (ECC), Mrs J Wright (Clerk) plus 6 members of the public

### **01/03/21 APOLOGIES FOR ABSENCE**

Apologies received from Cllr W Scattergood (BDC), C Holbrook (Internal Auditor).

### **02/03/21 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.

### **03/03/21 MINUTES**

Minutes of the Parish Council Meeting of 18<sup>th</sup> January 2021 and the Extraordinary Meeting of 4<sup>th</sup> March 2021 (previously circulated) were both approved as correct records.  
To be duly signed following the virtual meeting.

### **04/03/21 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There were 6 members of the public present.

Thanks expressed to the Chairman and Clerk for meeting with the residents of Bridge Street to discuss their concerns regarding parking outside their properties. Residents considered it helpful and had offered an amicable way forward. A request was made to temporarily halt parking on the Colchester Road to allow the grass to recover from its current muddy state. Parking considered dangerous at times along Colchester Road. Parish Council asked to address the parking consequences resulting from the NCP £3 charges at the station carpark. All parking issues to be discussed at Item 6 on the agenda.

**District Councillor Report:** Cllr Scattergood had circulated her report. Items for note: The Councillors Community Grant to continue for a further year. BDC to continue with funding support to the Dedham Vale and Stour Valley Project. BDC Climate Change Strategy going out for consultation. BDC has adopted the Shared Strategic Local Plan 1 of the Local Plan. Examination of Section 2 was the next stage. Cllr Scattergood continuing to support the village for an alternative use of the land to the rear of Cambridge Way.

**County Councillor Report:** Cllr Finch commented on the following:

Essex County Tax Levy to remain as per 2019/20 budget however there would be a 1.5% increase in Social Care provision. Members recognised the need to assist all in care and domicile care plus those suffering mental health and mental abuse. ECC Children Services – a high performer plus cost effective. Essex Track and Trace system had been used as a good example. Social Enterprise Service has been a successful project. The Essex Climate Action Commission has been set up as part of Essex County Council's commitment to tackle the climate crisis and become a net zero emissions county. Initiatives included installing solar panels and planting of 275,000 trees.

Cllr Finch noted that he would not be seeking re-election at the May elections. The Chairman thanked him for his helpfulness to the parish over the past 20 years and wished him all the very best for the future.

**Cllr Finch left the meeting at this point.**

## **05/03/21 POLICE**

- a)** Two incidents reported to the Essex and Suffolk police – one involving a group of youngsters creating a disturbance at the recreation ground plus scrambling bikes being ridden on private agricultural land to the rear of Cambridge Way. It was noted that both Community Policing teams were showing good support early on in the season this year.
- b)** Speed Watch – Cllr Aries reported that Speed Watch teams will be able to recommence operating from 29<sup>th</sup> March following the easing of Covid-19 restrictions. Volunteers being contacted and equipment to be ordered as required.

## **06/03/21 HIGHWAY MATTERS**

### **a) Parking issues:**

- 1) Review of parking restrictions at Bridge Street: The Chairman and Clerk have met with residents at Bridge Street in response to the various correspondence indicating that the parish council was considering imposing restrictions. The Chairman clarified the current restriction of a single yellow line, no waiting Monday to Saturday 8am – 6pm with permitted loading and unloading. NEPP had been asked to refresh the faded line. Members to consider safety and traffic calming measures. The Chairman suggested submitting an application to NEPP for a waiting time of 20 minutes with no return within 40 minutes. Application could take up to 18 months to be implemented. Some members raised concern that any parking alongside the narrow pavement is dangerous and creates visual issues. Members agreed that the Chairman should engage with NEPP for advice and all residents to be kept updated.
- 2) Review of parking provision: Although Network Rail had agreed to one adhoc free parking application for visitors attending the Christmas market it would not agree the same for the Saturday monthly markets. Commuters regularly parked in Water Lane, Station Hill and Colchester Road to avoid the NCP charges. It was agreed to continue with placing 'Polite Parking' notices on any vehicle found to be inconsiderately parked. Members accepted that there were very few areas of land in the village to generate its parking needs. It was agreed to collate member's thoughts to progress with NEPP.

**b) Potholes:** Some temporary repairs to the potholes in Bridge Street completed. Water Lane damaged pipe and road surface now repaired by ECC Highways. All other repairs in Station Hill and Bridge Street being monitored.

### **c) Flooding:**

- 1) The Clerk continuing to work with ECC Highways and the Flood Agency to ease the flooding at Colchester Road/Bridge Street. ECC SWAS in system and Clerk pressing for it to be prioritised.
- 2) The Clerk has met with a Watercourse Regulation Officer on site at Water Lane. He considered the brook should be cleared of approximately 18" of built up debris and the edges to be 'sandbagged' to prevent any further deterioration and road break-up. Volunteers to be sought to do the work on behalf of the elderly residents of the lane. Matter to be followed up when Covid-19 restrictions eased.
- 3) Flooding at the junction to Mount Bures has been reported to ECC Ref 2693852.
- 4) Flooding at top of Colne Road reported. Cllr Baker considered that a blocked pipe under the highway may be restricting the water flow. Following the Clerk's site meeting with the Watercourse Regulation Officer no further action to be taken regarding cables in ditches.

### **d) Local Highway Panel (LHP) requests:**

- 1) 40mph buffer at Colchester Road/roundels: This request has been rejected. Cllr Aries attended a virtual presentation by Suffolk PCC Tim Passmore. The presentation highlighted that buffer zones were costly to install and not at all effective. She suggested investigating 'incremental warnings' from the 60mph to the 30mph. Clerk to follow up.

- 2) Bus stop at Mount Bures junction – still waiting on design to determine if the gradient is appropriate for the provision of a hard standing.
- 3) Provision of 2 bollards to protect a fire hydrant at Colchester Road transferred to the 2021/22 programme of works.

### **07/03/21 PLANNING**

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

b) Applications requiring consideration at this meeting:

**Appeal: APP/Z1510/W/21/3268430** Butlers Farm, Colne Road CO8 5DN – appeal submitted following the refusal of application No. 20/02006/COUPA - prior approval for change of use to 2 no. residential dwellings - members unanimously agreed to support BDC in its continuing objection to the various planning applications for Butlers Farm. Clerk to submit comments accordingly to the Planning Inspector.

**Application No. 21/00382/HH** Juniper House, Colne Road CO8 5DH – first floor front and rear extensions – members had no objections to this application.

c) **Other planning matters reported on:**

**Vacant garage site:** Application 20/01933/FUL – to demolish all buildings, remove all hardstandings and erect hoarding to site frontage has been approved. Site now up for sale with a guide price of £550,000. The Clerk agreed to contact BDC to press for the hoarding to be erected for reasons of dangerous structures and contamination on the site.

**Land to rear of Cambridge Way:** Cllr Scattergood continuing to support the village for an alternative use of the land. The parish council remained supportive to proposals for the land to become a community woodland open space. A member visited the Assington Community Farm but considered it an unsuitable proposal for the land.

**Cuckoo Hill site:** BSMPC has strongly objected to Application No. DC/21/00745 and asked for 3 outstanding conditions - contamination, drainage and access to be met prior to approval.

### **08/03/21 GROUNDS MAINTENANCE CONTRACTS**

a) JPB Landscapes Ltd contract due to expire on 31<sup>st</sup> March 2021. It was agreed to renew the contract for a further 3 years on the proviso that current Contract sums remained as set for the first year with a review in March 2022.

b) BDC Street Clean Agreement - members agreed to continue with the agreement for 2021. Clerk to forward the required documentation.

c) Eastlight Community Housing (formerly Greenfields Community Housing) Grounds Maintenance agreement – members agreed to continue with the agreement for 2021. Clerk to forward the required documentation.

### **09/03/21 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED**

a) **Tree planting initiative:** Both parish councils had received offers of free trees for planting. Suggestions had been sought from members for suitable sites. Colchester Road verge was put forward for BH. However deeds presented by residents showed a right held in perpetuity enabling them to object to any development, including the planting of trees which would obstruct their view across. Therefore this suggestion was not followed up. Deeds and map to be held in the parish council files for future reference. The verge could be added to the BDC re-wild trials for grass verges across the district.

b) **Volunteering initiative:** The initiative remains on hold until Covid-19 restrictions lifted. It was noted that the Bures Joint Litterpick organised by the Transition Group and the parish councils was scheduled for 27<sup>th</sup> March.

- c) Dog fouling issues:** Members attempting to raise awareness of dog fouling by offering free dog poo bags and greater advertising. Clerk following up matter with BDC Dog Warden.
- d) Health & Wellbeing:** BSMPC Cllrs Sills and McCrory have agreed to take this forward to produce a Health and Wellbeing Plan for Bures. BHPC members invited to offer support.
- e) Village entrance gates:** Being followed up jointly with BSMPC. Ongoing.
- f) Light provision for Parsonage Hill:** Tenter Field Management Group had declined to provide a light at the entrance into the estate. Following the installation of low level lighting at Tenter Field, the parish council will reconsider the need to supply a light on the hill.
- g) Crossing at Colchester Road:** Speed Watch team to assist volunteers to gain data needed to support a LHP request for a crossing point near the Millennium gate entrance. Working Party to follow up when Covid-19 restrictions lifted.
- h) E54 Pedestrian crossing:** The parish council is still waiting on the Public Inquiry outcome as to whether the crossing would be closed to pedestrians. No decision currently made for any Essex crossings.
- i) Station Hill footpath:** ECC Highways has agreed to ramp the footway over the tree root damage. Waiting for works to be scheduled into system.

### **10/03/21 RIGHTS OF WAY**

- a)** The Parish ROW Officer's report had been circulated and noted and placed on website. Items referenced in particular from the report:
  - 1) Footpath 5 – Ferriers Farm to Hornes Green – ECC had withdrawn the proposed Diversion Order following objections from neighbouring parishes. The current field-edge footpath from Ferriers Lane which then becomes a cross-field path before reaching the wood remains the Definitive route. Volunteer clearance work will now proceed on this route.
  - 2) FP 30 – upgraded with new stile and access paths. All concerns regarding surfacing referred to the developer of Tenter Field.
- b)** ECC PP3 Scheme – Cllr Aries and the Clerk attended a virtual meeting with Shirley Anglin, ProW and Localism Officer for ECC. Parish Council to consider a Service Level Agreement with ECC. It was agreed for Cllr Aries to identify which paths should be cut via the agreement and for costs to be obtained from Shirley Anglin. Ongoing matter.
- c)** FP33 – it was agreed to hold a small funding reserve to support Mount Bures with future maintenance costs of the path.
- d)** Finger post provision – ECC have provided 2 fingerposts for FP33. Requests submitted for fingerposts at Fishpits Lane and Ravensfield Farm.
- e)** Quiet Lanes – Cllr Aries outlined the QL initiative. This was being well supported in Suffolk, however the criteria for Essex was very different and costly for the parishes. Suggested lanes for BH were Ravensfield and Hornes Green. Members agreed not to pursue unless the ECC criteria was amended to offer a better roll-out.

It was agreed to hold a small funding reserve to purchase a supply of woodchippings following the successful initiative to lay this on the various muddy footpath locations over the past winter.

### **11/03/21 FINANCE AND AUDIT MATTERS**

Business Premium A/C balance: £8,212.98

Community A/C balance: £963.97 (when all cheques paid)

- a)** Finance & Budget Monitoring Report – circulated, noted and attached.
- b)** Bank reconciliation report dated 6<sup>th</sup> March 2021 – 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.

c) The donation requests submitted throughout the past year were discussed. As the parish council finances were currently low it was agreed not to approve any requests at this meeting and to consider requests again at the March 2022 meeting.

d) Face to face meetings: All local authorities to return to face to face meetings from 7<sup>th</sup> May. It was proposed to hold the Bures Joint APM virtually on Monday 26<sup>th</sup> April.

### **12/03/21 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

This had been previously circulated (attached and placed on website).

It was noted that Census Day was Sunday 21<sup>st</sup> March.

Members agreed to hold off from a briefing meeting with National Grid until further information was forthcoming on the Bramford to Twinstead network reinforcement.

### **13/03/21 PHYSICAL RISK ASSESSMENT**

Cllr Raymond had circulated his report prior to the meeting. Bus shelters and some benches needed a clean. Some waste bins needed to be emptied.

**At this point the Chairman requested the meeting to continue after the 2 hours as per Parish Council Standing Orders. All members present agreed.**

### **14/03/21 REPORTS**

**Bures St Mary PC:** Cllr Sills reported on the following: Extraordinary meeting held to discuss DC/21/00745 Cuckoo Hill. Parish council has purchased a moveable SID for locating at Cuckoo Hill, Nayland Road and Sudbury Road. A change of use for the Tawneys Ride garages still being investigated. Planings laid at The Croft and Croft End. Quiet Lanes initiative progressing. A village Health & Wellbeing plan being followed up by herself and Cllr McCrory but keen to have input from BHPC. Next meeting to be held on 18<sup>th</sup> March 2021.

**Cemetery:** Cllr Aries had circulated her report prior to the virtual meeting. Cemetery all in good order. Fortnightly brown bin collection arranged to minimise the green waste going in the trades waste. Luxstone Stonemasons has completed a full risk assessment of all memorials. Cemetery fees for burials and ashes interments waived during this difficult time. Laurel hedging along St Edmunds Lane boundary reduced. An Extraordinary meeting has been held to discuss the quotations for improving vehicular access. Members accepted JPB Landscapes quotation.

**Sportsground:** Cllr Monk had circulated a report from the Committee meeting held on 11<sup>th</sup> March. Skateboard ramp refurbishment in hand. Portaloo provision at the recreation ground agreed. Trampoline and fencing installed. Slabs laid at the side entrance. Tender from Tracy Saer to provide refreshments at the Nayland Road carpark accepted. Members investigating ways to generate income. Macmillan Mighty Hike confirmed for 31<sup>st</sup> July. The revised Bures Joint Sportsground Committee Terms of Reference was presented to the parish council and approved.

**BALC:** Cllr Shackell has attended the virtual meetings run by EALC which aimed to reform Braintree Association of Local Councils (BALC). A constitution to be adopted and members to be elected from the various Braintree district parish councils.

**Community Centre:** Cllr McCrory had circulated a report from the Community Centre Management Committee meeting of 10<sup>th</sup> March. Electrical survey completed. Electrical works ready for new electric cooker to be installed. Main hall and Garrad Room to be painted. Fire safety checks being regularly done. Investigating a display cabinet for foyer.

**Transport:** Cllr Welch had circulated a bus and train information sheet for March 2021 noting on Chambers buses temporary timetable, DaRT services and Greater Anglia train services. Information held on file.

**Station Adopters:** Mary Turner had circulated her report on behalf of Bures Station Adopters. Some gardening tasks being done. Ideas for a mural on the wall of the car park still being investigated. Virtual meetings being held with Greater Anglia and other station adopters. Direction sign to Bures Common to be installed.

**Tree Warden:** Cllr Baker had circulated a Joint Parish Council Tree Warden report. 3 sites confirmed for tree planting. 1) The boundary line between the school playing field and the new football club pitch. 2) Bures Common. 3) Along the hedgerow on the right entering into the Claypits Avenue estate.

**Bures Primary School:** The Chair of Governors had circulated his March update and this has been placed on the parish council website. Thanks expressed to all those who donated to the school to raise funds for the laptop appeal. The donations received have enabled the school to purchase 12 laptops to assist children with their home learning. Two important areas of focus for the school are Children's Mental Health Week and Internet Safety Week.

**Bures Common Land Trust:** Gill Jackson, Secretary had circulated a report on behalf of the Trustees. First market of the year held this month although under Covid-19 regulations it could only be an Essential Retail Market. Trustees to meet in March to discuss use of the Common. Village organisations to be invited to hold coffee mornings as part of the parish councils Mental Health and Wellbeing project.

### **17/03/21 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Next agenda items – plant exchange initiative and issues with trinkets and decorations strewn in hedgerows and along Ferriers Lane.

### **16/03/21 DATE OF NEXT MEETING**

Monday 17<sup>th</sup> May 2021 to be held either virtually or at Bures Community Centre.

Future dates booked: Joint APM 26<sup>th</sup> April, 19<sup>th</sup> July, 13<sup>th</sup> September, 15<sup>th</sup> November.

The meeting closed at 9.40pm

Signed:

Chairman

Date: