

**Minutes of Bures Hamlet Parish Council Meeting**  
**Monday, 15<sup>th</sup> November 2021**  
**held at Bures Community Centre at 7.30pm**

**Present:** Cllrs M Baker, C. Ellis, K McAndrew, D Monk, R Shackell, M Welch,  
S Pentney (BSMPC), J Aries (Parish ROW Officer),  
Cllr W Scattergood (BDC), Cllr P Schwier (ECC)

**In the Chair:** Cllr R Shackell

**Also Present:** Mrs J Wright (Clerk)

**01/11/21 APOLOGIES FOR ABSENCE**

Apologies received from Cllr B Raymond (unwell). Apologies accepted by those members present. Apologies also received from C Holbrook (Internal Auditor).

**02/11/21 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. J Aries declared an interest in the letter circulated to members from a resident prior to the meeting. Following the recent fatal attack on Sir David Amess MP, the BDC Head of Governance and Monitoring Officer had written to all Clerks on the current practices surrounding the publication of Members addresses on the BDC website. Members advised to make individual requests to her for removal of their address. Members to advise the Clerk if they also wanted their address removed locally.

**03/11/21 MINUTES**

Minutes of the Parish Council Meeting of 13<sup>th</sup> September 2021 (previously circulated) were duly approved and signed as a correct record.

**04/11/21 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There were no members of the public present. The Clerk circulated a letter from a resident outlining their concerns regarding an apparent lack of openness and transparency when determining the proposed use for the open space at Cambridge Way. It was agreed to discuss at Item 6b on the agenda.

**County Councillor:** Cllr Schwier reported on the following: He regularly forwards updates from BDC and ECC via the Clerks for forwarding on to the members and residents.

Clerk acknowledged that on receipt she distributed accordingly via her email contacts and facebook pages. Parishes are able to purchase a vehicle activated sign (VAS) or a speed indicator sign (SID) at an approximate cost of £3,500. This could be a joint purchase with another parish. Cllr Schwier noted on the Essex Bus Consultation (circulated to all members). ECC upgrading all lights to LED. ECC investigating companies which provide good renewable energy. The Public Rights of Way information available online has been improved to show path closures and printable map sections. Safer Essex Road Partnership collating feedback from residents to improve safety for cyclists and drivers throughout the county. Cllr Schwier asked members to forward any maintenance and safety issues to him prior to approaching the LHP

**District Councillor:** Cllr Scattergood reported on the following: She would follow up with BDC Officers regarding the resident's circulated letter to members on the proposals for use of the land at Cambridge Way. She noted that a public consultation has been undertaken and BDC has concluded there are two options a) continue to lease the land to the farmer b) use the land as open space. The latter being the preferred option. Following the transfer of the land to the parish council, Cllr Scattergood offered to ask the AONB what funding may be available for maintenance of the land. She was also in favour of Roses Builders holding a 'Drop-in session' in the parish to establish resident's views on the old Chambers site.

## **05/11/21 HIGHWAY MATTERS**

**a) Review of parking restrictions at Bridge Street:** BDC had forwarded a revised TRO scheme for consideration by the parish council and the Bridge Street residents. This had been circulated to the residents for comment. Only one written response received along with some verbal responses with the majority of residents not in favour of the new proposals. Members agreed to withdraw the original application and not to proceed with the revised proposals. The Clerk to write to BDC accordingly. Repainting of the yellow lines to remain on the NEPP future works list.

### **b) Local Highway Panel (LHP) requests for consideration to submit:**

1) Pedestrian crossing at Colchester Road: Questions remained as to whether there is a feasible point where a crossing may be placed. A recent planning approval for a dropped kerb near suggested locations is a factor to be taken into account. Volunteers needed to collate footfall and traffic data this autumn and next spring to support a LHP application. Chairman and Clerk to follow up.

2) Safety improvements at Mount Bures junction: Residents have once again asked the parish council to revisit the previously refused LPH request to improve safety at the junction. The Clerk is following up the matter with both Cllr Schweir and Mount Bures Parish Council. 'Traffic free route' sign to promote a safer walking route still to be installed at the junction down to the Mill. Damaged junction signs repaired. LHP request for a hard standing at the junction still progressing.

**c) 30mph extension for Lamarsh Hill:** Cllr Aries suggested that if the 30mph restriction zone is extended further up the hill then the Speedwatch Team could submit a request to operate near the Lamarsh Hill bungalows. It was agreed to submit Bures Hamlet into the ECC pilot scheme for 20mph in rural villages. Clerk to follow up with Cllr Schweir.

**d) Water Lane parking:** A resident raised concern that commuters preferred to park in Water Lane rather than pay the station carpark charges thus creating parking issues for the local residents. Cllr Baker agreed to monitor and the Clerk agreed to request the resident to demonstrate evidence of the parking issues before the parish council takes any action.

**e) Station Hill pavement:** One tree root successfully covered with tar Macadam. Second root to be treated when funding allows. Damaged pavement surface outside No. 15 marked out for repair. Some concerns raised that sections of the footpath remain poorly lit. Clerk to check with local residents for their views as to whether installing a low level light would be a sensible solution.

**f) Bridge Street resurfacing:** The Clerk has submitted a request for Bridge Street to be resurfaced. Pot holes made good.

**g) ECC Surface Water Assessment Scheme:** The Highways team has followed up on the flooding issues at Bridge Street/Colchester Road. Several pipework repairs completed in Water Lane, Station Hill, Bridge Street and Colchester Road, New large drain installed outside the Eight Bells Public House.

## **06/11/21 PLANNING**

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

**b)** Applications requiring consideration at this meeting:

**Application No. 21/03290/HH** Hamlet House, Hamlet Court CO8 5BD – no objection.

**Application No. 21/03335/LBC** Stour Valley House, Station Hill CO8 5DD – no objection.

**Application No. 21/03270/TPOCON** No. 2 Maltings Close CO8 5BD – Tree Warden raised no objection.

**Application No. 21/03223/HH** No.13 The Paddocks CO8 5DF – some reservations raised regarding the size and front garage. Agreed to raise these concerns as a comment only.

**Appeal Ref APP/Z1510/W/221/3283082** Butlers Farm, Colne Road CO8 5DN – agreed to object as previously – refers to application No. 20/02131/FUL for retention of 2 dwellings.

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

**Vacant garage site:** The garage site remains unsold. The parish council has written to BDC and to the developer's agent regarding safety at the site. Cllr Scattergood advised that an Enforcement Officer visited the site, however did not deem it unsafe. It was noted that the developer has a timescale of up to 3 years to erect the hoarding.

**Land to rear of Cambridge Way:** Reported under Public Forum District Councillor earlier on agenda. The Chairman advised members that any residents unhappy with the survey conclusion should write directly to the Clerk with their concerns. Cllr Scattergood also noted the following: the field gate had been installed for any future access needs, the existing S106 agreement did not allow building on the land, suggests following up for the removal of the parking bay installed at the gate entrance. The parish council is waiting on the land transfer agreement from BDC. Woodland Trust currently has no trees available for planting. Whips have been requested via the BDC Community Tree Planting scheme.

**Old Bus Depot site:** No application submitted by Roses Builders to date. Both parish councils to respond formally when received. A pre-app meeting has been held on site with the developer and members of BSMPC. Circulated paper plans outlined 6 houses, ground floor retail with flats above proposed for the site. BSMPC working with the developer to canvass resident's opinion on the proposals via Drop-in session and leaflet drop. BHPC to be included in future engagement with the developer. It was noted that pre-app meetings are encouraged between developers and parish councils by the District Council Planning Departments.

**Cuckoo Hill site:** The application to reduce the height of Plots 5 & 6 has been agreed by Babergh DC with stringent conditions attached.. A reduced bond fee of £130,000 has been paid by the developer to allow BDC to take over if the developer fails to complete. A delay on the final legal agreement between the developer and BDC has resulted in a delay to the work on the two properties.

**d) Bures Joint NHP:** A Joint Bures NHP is now registered with both Braintree and Babergh District Councils, An inaugural meeting for interested volunteers to join a Steering Group to progress the plan has been held. A Steering Group and Working Parties now set up. A Bures Vision Statement being created showing residents views on 'what's best about living in Bures today and how we hope Bures will be in 2035'.

**e) Open Spaces Action Plan 2022:** The Clerk drew attention to the annual update of the plan. Suggestions for changes to existing items or new items for inclusion to be agreed at the next parish council meeting.

### **07/11/21 Joint Parish Plan 2021-22:**

- a)** The suggestion for Bures in Bloom with planters installed at strategic points around the village being moved forward jointly with BSMPC. Cllr Jackson investigating planter costs and available grants.
- b)** The Climate Action Support initiative is being moved forward via BSMPC jointly for the village. At no cost to the community, Green Champions conducted 5-minute doorstep surveys with 25 households responding to the survey. Green Champions also attended the local Saturday Market to promote the initiative. Cllr Fairbairn suggested 'Climate Change' to be included in the Annual Parish Meeting agenda. He is also investigating sites suitable for an electric charging point along with availability of grants.
- c)** BSMPC has received a £1500 grant from Suffolk Community Foundation to supply hardcopies of Welcome Packs providing information to the local community about services available in the village and to progress a Good Neighbour Scheme for the village. A 'parent' group needed to run the GNS as the parish council cannot under the requirements of the grant.
- d)** A Joint Heath & Wellbeing plan being followed up by BSMPC. Draft plan in progress. Suggestions for Dementia and Health & Wellbeing events being investigated. Grants for cycle racks and leaflets for cycle routes also being investigated.

### **08/11/21 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED**

- a) P3 Scheme:** Parish Council to enter a Service Level Agreement with ECC in the summer of 2022. Application to be progressed by the end of 2021 with the ECC PROW Officer.
- b) FP5:** The reinstatement of the Definitive FP5 now resolved. A volunteer group, Friends of Flitch Way have cleared the route through the woodland and waymarkers erected.
- c) BH Speed Watch:** Cllr Aries reported that the Speed Watch team is currently running smoothly but more volunteers always welcomed. She suggests the VAS at Colchester Road would be better upgraded to a SID. Clerk to follow up. Cllr Aries had attended a Safer Essex Roads Partnership virtual workshop in October. CWS volunteers recognised and greatly appreciated.
- d) Ground maintenance volunteering initiatives:** It was agreed that cleaning of signs should not be done by volunteers but via the parish contractor. The overhanging vegetation at Lamarsh Hill has been cut back. Agreed to look at further initiatives in the spring.
- e) Station Hill garden:** The Clerk to obtain a quotation from the parish contractor to revamp the garden. Local residents to be approached for sponsorship. No. 5 has kindly offered to tend the section opposite their property. Clerk following up.
- f) Millennium footpath fence:** The fence is deteriorating. The parish contractor regularly repairing damaged rails and it is agreed there is a need to investigate renewing the complete fenceline. Clerk to investigate available grants and discuss with the owner of the field.
- g) Grit bin:** A new grit bin purchased and installed at the entrance into Parsonage Grove. Parish contractor will monitor and replenish the grit as required.
- h) Christmas light up and Fayre:** Replacement lights installed on both village pubs. Light up event scheduled for Saturday 27<sup>th</sup> November at 6pm. Fayre to run from 4pm to 8pm. BCLT are supporting the Christmas Lights event by taking the insurance and risk for the event on the common. To note that the Christmas Lights Fund runs via the BSMPC financial accounts.
- i) Bramford to Twinstead Electricity Network Reinforcement:** National Grid maintaining regular consultation with the parish council. Archaeological and engineering surveys taking place in the local area. A further round of public consultation planned for early 2022.
- j) Light provision for Parsonage Hill:** A suitable site for a light has been agreed. A LHP request to be submitted to ECC. If unsuccessful then parish council will consider meeting the costs involved.

**k) E54 Pedestrian crossing:** The parish council is still waiting on the Public Inquiry outcome as to whether the crossing will be closed to pedestrians. No decision currently made for any Essex crossings.

### **09/11/21 DRAFT BUDGET**

The Clerk presented the 3 year draft budget for 2022 – 2025. The budget showed balances to be low. It was agreed to reduce both the training and Christmas light budgets to Nil for the coming financial year only. It was also agreed to increase the BDC 2022/23 precept to £30,817.00, a £1,000 increase on the previous financial year. The budget subsequently agreed by all members.

### **10/11/21 AUDIT AND FINANCE MATTERS**

**Business Premium A/C balance: £10,445.72**

**Community A/C balance: £6,627.71 (when all cheques paid)**

- a)** The External Auditor's report for 2020/21 Accounting Statement has been received with no matters arising.
- b)** Internal Audit Review meeting held on 4<sup>th</sup> October 2021 – Cllr McAndrew, Cllr Monk, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members and held on file. Carolyn Holbrook, Internal Auditor advised that she would attempt to attend regular meetings of the parish council and to keep updated of legal briefings.
- c)** Finance & Budget Monitoring Report – circulated, noted and attached.
- d)** Bank reconciliation report dated 5<sup>th</sup> November 2021 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- e)** Policy for recording and social media at meetings being followed up jointly with BSMPC.
- f)** The LGA Model Code of Conduct to be reviewed and adopted May 2022. EALC to advise Clerks with draft revisions prior to adopting at the May AGM.

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

### **11/11/21 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

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

The 5 year Street Lighting Maintenance agreement with A & J Lighting has expired. The Clerk waiting on a revised agreement. Members agreed to remain with A & J Lighting for a further 5 years. 400 bulbs have been ordered via the BDC Community Tree and Bulb Planting Scheme. It was agreed not to order a tree under the 'Plant a tree for the Jubilee as no suitable site could be established. BCLT to order the tree whips package for the land at Cambridge Way. It was decided not to follow up on the suggestion for a further dog waste bin at the top of Ferriers Lane. Members agreed for Pizza on the Green to trade on a Sunday morning once a month at the Essex Knowle on the condition that all waste is removed from site. A resident has requested reflector warning signs to be installed on the grass verge at top of Lamarsh Hill. Clerk following up.

### **12/11/21 PHYSICAL RISK ASSESSMENT**

Cllr Welch had circulated his report prior to the meeting. All assets appeared in good order. Some waste and dog waste bins needed emptying. Fencing around Millennium footpath in poor condition with 4 posts loose. Station Hill garden leafall to be cleared. Lamp along Normandie Way footpath not working. Clerk to report to A & J Lighting.

### 13/11/21 REPORTS

All reports had been circulated prior to the meeting.

**Bures St Mary PC:** Cllr Pentney reported on the AONB Seasonal Ranger trial which included visits by the Ranger to the parish and in particular the recreation ground. A grant has also been submitted to meet costs for a part time Youth Worker to visit the area during the peak summer season in an attempt to combat ASB issues. Next meeting to be held on 18<sup>th</sup> November 2021.

**Cemetery:** Cllr Aries had circulated her report prior to the meeting. Cemetery all in good order. The 3 year Picus tests have been carried out on the Cedar and Sequoia. A further climb of the Redwood recommended. Survey of all trees to be arranged. The Authority is to respond to the DEFRA Consultation on Amendments to the Environmental Permitting Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities. Waiting on the Commonwealth War Graves Commission plaque to be mounted at the front entrance and rear gate. A short re-dedication service was held at the graveside of K P Carr on 18<sup>th</sup> September. A new smaller shed has been installed. Bulb planting underway following a generous donation.

**Sportsground:** Cllr Monk had circulated a report from the Committee meeting held on 11<sup>th</sup> November. Support to be given for continuation of the Seasonal Rangers in 2022. Portaloo hire to continue throughout the winter period. Refreshment wagon has ceased trading until the spring. The internet signal at the Community Centre appears not strong enough to allow effective CCTV monitoring. A CCTV Protocol has been agreed. Funding to be sought for the resurfacing of the tennis courts. The current surfacing is creating issues for Pickleball users. Grant applications in hand for new play equipment. Pikes Marsh playarea to be maintained to the standard of the recreation ground. The outgoing Clerk was presented with a photography framed print and a bouquet of flowers for her valued contribution to the sportsground over the past 10 years. Gareth Hood to take on the Clerk's role from 1<sup>st</sup> January 2022. Mrs Wright to oversee the handover until the end of January.

**Community Centre:** Cllr McCrory had circulated a short report for the meeting. The whole Centre now redecorated. Waiting on electrical jobs to be completed. Main hall curtains retaped. Garrad Room curtains being cleaned and reproofed. New electric cooker installed in Garrad Room kitchen. New Garrad Room clock and sign purchased. Lettings and finances good. New Letting Secretary is Stephanie Atkinson. New Treasurer being sought. Need to encourage a representative from all main hall users to attend meetings.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting and this has been published on the parish council website. Items to note: Parish Council to enter a Service Level Agreement with ECC in the summer of 2022. Application to be progressed by the end of 2021. The reinstatement of the Definitive FP5 now resolved. A volunteer group, Friends of Flitch Way have cleared the route through the woodland and waymarkers erected. Several footpaths still needing new or replacement fingerposts. No Diversion Order has been raised to date for the unauthorised path diversion of FP16. FP21 footbridge being monitored for wear and tear. FP30 has been trimmed back by volunteers. Mount Bures Parish Council maintaining FP33. BHPC has agreed to meet some of the annual costs for this work. Sign to be erected near Brook House Cottage to indicate there is a traffic-free route into BSM and to the school.

**BALC:** Minutes of the meeting held on 7<sup>th</sup> October at Steeple Bumpstead circulated to all members. Guest Speaker Neil Jones, Senior Planner gave a presentation on S106 agreements. Next meeting 27<sup>th</sup> January 2022.

**Transport:** Nothing to report of particular note.

**Station Adopters:** Mary Turner had circulated her report on behalf of Bures Station Adopters. The dragon painted by Ferriers Barn now fixed in place on the noticeboard behind the train timetable. Ferriers Barn has donated a bug hotel and is in situ near the bee friendly planters. The pictures hanging in the station waiting room have been stolen from their frames. Greater Anglia have kindly provided 4 new frames and a decision on which pictures to hang in them is still to be made. Primary School children to paint pictures of nature and climate change. These will be scanned and double bonded and fixed to the fence leading to the station. Full report published on the parish council website.

**Tree Warden:** Cllr Baker had circulated her report prior to the meeting. She had received four applications since the previous meeting for works to trees. Cllr Baker advised that she had no objections to the planned works.

**Bures Primary School:** Cllr Fairbairn, Chair of School Governors has circulated a November update and this has been published on the parish council website. The newly appointed School Council has met and received their School Council badges. The members were full of great ideas. Year 6 enjoyed activities at Manor Adventure Norfolk Lakes. October was Black History month. Children and families attended the Diocesan Service for Schools at Bury St Edmunds Cathedral displaying the Bures School Banner. Behaviour Workshops well attended and based on the 'Five Pillars'. Children invited to design a Christmas Front Cover for the parish magazine.

**Bures Common Land Trust:** Gill Jackson, Secretary had circulated a report on behalf of the Trustees. October market and the Art and Craft Fair both very well supported. BCLT are supporting the Christmas Lights event by taking the insurance and risk for the event on the common. Any profits from the event will go to BSMPC Christmas Lights fund. The Trustees are working towards a premises licence for the common. BCLT are committed to support the Brook Field Grove project.

#### **14/11/21 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

None.

#### **15/11/21 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS**

2022: 20<sup>th</sup> January – Cllr Raymond, 17<sup>th</sup> March – Cllr Welch, APM TBA – All, AGM 19<sup>th</sup> May – Cllr Shackell, 21<sup>st</sup> July – Cllr Baker, 22<sup>nd</sup> September – Cllr Ellis, 17<sup>th</sup> November – Cllr McAndrew

#### **16/11/21 DATE OF NEXT MEETING**

Monday 17<sup>th</sup> January 2022 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked: 2022: 14<sup>th</sup> March, APM TBA, 16<sup>th</sup> May AGM, 18<sup>th</sup> July, 19<sup>th</sup> September, 14<sup>th</sup> November

The meeting closed at 9.55pm

Signed:

Chairman

Date: