

# Minutes of Bures St Mary Parish Council Meeting

Thursday 18<sup>th</sup> January 2024 at Bures Community Centre  
Nayland Road at 7.30pm

**Present:** Cllrs J Aries, T Fairbairn, G Jackson, J McCory, G Taylor, S Koeck, E Ellerbeck, Cllr I Reece (BDC), Cllr Manning (Bures Hamlet Parish Council) G Turner (Clerk)

**In the Chair:** Cllr J Aries

## 01.01.24 APOLOGIES FOR ABSENCE

Apologies received from Cllr Norton (unwell), Cllr Finch SCC (received 19/01/24)  
All apologies accepted by those members present.

## 02.01.24 Declarations of Interests & Dispensation Requests

To receive any 'Pecuniary' or 'Non-pecuniary' interests and dispensation requests.  
No Register of interests declared or Dispensation Requests put forward.

## 03.01.24 Minutes

Minutes of the Parish Council Meeting of 24<sup>th</sup> November 2023 were duly approved and signed as a correct record (previously circulated).

## 04.01.24 Co-option of new members

There is one vacancy but no expression of interest has been received. It was agreed that a presence at the Bures Common monthly Market was required to engage with residents to explain what the Parish Council does, items of interest on the agenda, potential participation and to recruit new members. Cllr Aries will send out a rota. The markets start on 09.03.24 and are held on the 2<sup>nd</sup> Saturday in the month.

## 05.01.24 Public Forum

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

No members of the public present.

**County Councillor:** Cllr Finch's report to be circulated to all members next week, published on the parish council website and available to view online.

**District Councillor:** Cllr Reece's January report was circulated to members, published on the parish council website and available to view online. Cllr Reece provided an update on the non-completion of the access drive to the Apple Tree Mews development off Cuckoo Hill. Non-Compliance with Planning Conditions has been issued to the developer (28 days to action). There has been no further contact with the residents.

**Bures Hamlet Parish Council:** Cllr Manning reported on the on-going matter of speeding on the Colchester Road and the possibility of speed calming measures including a pedestrian

crossing. SID will provide data which is needed to take this forward. There was no update on a safety/speed reduction on Lamarsh Hill.

#### **06.01.24 Police**

**a) Matters raised with Suffolk and Essex Community Policing Teams:** No issues to report.

**b) Precept Survey-Police and Crime Commissioner's proposal to increase precept 2024-25.** The Commissioner's survey requests a rise of £13.00 with a closing date of 25<sup>th</sup> January 2024. Bures St Mary have been assigned a new Community Engagement Officer - PC Steve Coughlin. PC Coughlin to be invited to attend the APM in March and the monthly market. 1.6million has been agreed for Safer Streets across Suffolk. This will mainly be concentrated on hot spots in larger towns including Ipswich and Bury St Edmunds. *Action: Chair*

**c) Speed Watch Scheme update** – Nothing to report.

#### **07.01.24 Highway Matters**

**a) '20's Plenty for Us' Campaign** – The Chair reported that this would not be pursued further at this time.

**b) ANPR Scheme request for B1508** – A date has been confirmed for this. The Sudbury Town Council Warden will be asked not to install the SID on the B1508 at the same time as this would adversely affect the data. *Action: Chair*

**c) St Edmund's Lane – surface water outside Pilgrim's Rest** – Awaiting repair.

**d) St Edmunds Lane - blocked drain outside White Lodge** – The matter has been forwarded to Cllr Finch.

**e) B1508 – Sudbury Road standing water near Great Bevills** – SCC Highways have reported that the high bank is causing the problem. Cleaning out the drain has been scheduled for May but this may be dealt with sooner.

**f) B1508 – Road bridge repairs** Rose's Store reported a substantial negative impact on trade from the road works. The temporary surface on the walkway over the bridge is beginning to lift. The permanent repair is planned for later in the year.

**g) Grit bin Eves Orchard** – Babergh's Winter and Cyclic Works have no record of the grit bin being their responsibility. A request has been made to Cllr James Finch to assist with its re-adoption. In the interim, the Parish Council has arranged for it to be filled.

**h) Parking issues - Disabled parking Community Car Park update** – A resident raised concern that there is currently only one disabled parking space in the Community Car Park. The Sportsground Committee concluded that an additional disabled space would result in the loss of two parking spaces. No immediate action to be taken at this time. To be kept under review.

#### **08.01.24 National Grid Bramford to Twinstead – The six Parishes' combined response to Stour Valley East CSEC access**

A new super overground cable may be available that could possibly carry the additional power using the existing pylons. The Six Parishes Group have suggested this to National Grid as a possible option. There was little optimism that this would be successful.

#### **09.01.24 Matters arising which do not appear elsewhere on the agenda**

**a) Overgrown telegraph pole, Nayland Road** – This is awaiting clearance.

**b) Bus shelter repairs** – No further quotations have been received. It was proposed by Cllr Jackson, seconded by Cllr Koeck and agreed by all that this work should be undertaken by Littlethorpe. Their quote of £3331.80 was considered to be reasonable and includes traffic management. CIL monies have been set aside for the work. This would need to take place in Spring when dry and not too cold for the resin to set. *Action: Clerk*

**c) Management of SID- ECC LHP request update** – Bures Hamlet Parish Council has received approval from Essex Highways for the SID to be mounted on a pole on the Colchester Road. Bradley Smith, the Sudbury Town Council Warden, will undertake its installation and management. The SID is to be shared, on a monthly basis, between the Sudbury Road and the Colchester Road sites. A fortnightly turn around may be possible later in the year if finances allow.

The efficacy of continuing with the siting of the SID on the B1508 Sudbury Road was discussed. It was highlighted that residents living along the Sudbury Road within the 30mph limit had raised concerns about speeding, vehicular access to and from their properties and pedestrian safety.

It was agreed that the two other sites, Cuckoo Hill and Nayland Road, would be removed from the rota, but would be kept under review, as the data showed speeding was currently less of a problem at these two locations.

Bures Hamlet Parish Council has explored the possibility of a pedestrian crossing on the Colchester Road at the Millennium Bridge to create a Safer Route to School. Essex Highways has previously not supported this proposal.

It was asked if it would be feasible for the village to raise the funding required for a crossing. It was agreed that this should be investigated further. It would be necessary to liaise with Bures Hamlet Parish Council and their District Councillor.

**d) Christmas lights event update** – This was a success and Cllr Aries thanked the Christmas Light Team. A donation of £370.00 has been received from the Community Pop Up Shop which gives any proceeds it makes back to the community.

**e) Bank House Tea Room** – Bures St Mary's Parish Council sent its best wishes to the proprietors on the opening of their new business.

**f) Community Energy Fund** – This was a Babergh D.C. initiative offering consultancy and guidance rather than funds. It was concluded that there was insufficient support to proceed. It was highlighted that the electric charging points at the station were not operational yet and that further sites should be considered for the future. SCC has some monies set aside for this. It was agreed that an expression of interest should be submitted. The Community Car Park or the area adjacent to the Claypits garages were possible sites although concern was raised about the loss of car parking spaces to accommodate EV charging points in the Community Car Park. The Sportsground Committee will be giving this issue further consideration. *Action: Chair*

**g) Governors' Hub** – The suggestion had been put forward to consider the Governors' Hub as a possible storage facility and communication tool for all members of the Parish Council as an alternative to Dropbox. It is currently used by the governors at Bures Primary School and offers secure storage of documents (backed up on the cloud), noticeboard capabilities, simple fast messaging, support and a helpdesk. It costs approx. £400.00 for a 1-year trial. Dropbox currently costs £144.00 per year. It does not offer many of the functions available on Governor Hub and is only accessible to the Chairman

of the Parish Council and Clerk. It was suggested that further investigations should be made to see if other parish councils are using this and if reviews could be provided by other users. SALC may also be able to advise on this. It was also suggested that Google can offer most of these facilities and is free. This will be investigated further. All agreed the need to move with the times and future proofing. *Action: Clerk/Cllr Taylor/ Cllr Fairbairn*

**h) Annual Parish Meeting Monday 25<sup>th</sup> March** – The format of last year's meeting was discussed with refreshments, stalls around the room, two speakers and a report from the two parish councils. The Bures Primary School's new Headteacher has been invited to speak and it was suggested that Patrick McKenna be approached to share his knowledge on trees and conservation. *Action: Chair*

**i) Parish Contractor works list was circulated (BPAP 2 iv)** – Both Charlie Series (street cleaning) and Gary Vaughan's (grass verges, litter etc.) contracts end on 31<sup>st</sup> March. Despite being extremely satisfied with both, it was agreed that to follow regulations and to ensure transparency, these would be put out for tender. Adverts would be placed on Beautiful Bures and in the village magazine. *Action: Clerk*

No progress has been made on the brick flint wall at Nayland Road. A letter has been sent to the householder.

#### **10.01.24 Joint Parish Plan 2023-24 and Joint NHP**

**a) To approve revised plan for 2023-2024** – Members had not been sent an updated copy for approval. *Action: Chair*

**b) To receive an update on progress of NHP** – The Plan is in the final stages of its Draft. Once finalised and distributed, members of both Parish Councils will have the opportunity to consider the Draft before a Joint meeting with the Chair of the Steering Group, Robin Hamilton, to discuss its contents.

**c) NHP Local Green Space identification letter** – The Chair confirmed a letter of acknowledgement had been sent.

#### **11.01.24 Planning**

**a) To report on applications received and any decisions made since the previous planning committee meeting** – see attached list – Nothing to comment on at present.

**b) To consider a response to any applications received since the previous planning committee meeting** – No applications requiring consideration at the meeting.

**c) Chambers bus depot site update** – Babergh Planning Department still have to approve Conditions 43 and 44 (remediation and demolition strategies). Members questioned when will this be resolved and CIL money be released to finance village projects.

The issue of CIL was raised and how this can be spent. There are different conditions for District or Neighbourhood CIL. It was suggested to use the remaining unspent CIL monies for the like for like replacement of the car park fence, currently being considered by the Sportsground Committee. Advice to be sought from the RFO. *Action: Chair*

**d) Plots 5 & 6 Cuckoo Hill update** – District Cllr Reece gave an update regarding this earlier in the meeting. See above.

**e) To receive any updates on the following:**

**1. Jubilee Grove (BPAP 2 ii)** – Ownership of the residual strip of land in the Grove has now been transferred to Bures Hamlet Parish Council. The Jubilee Grove is now owned in its entirety by the Parish Council.

**2. Progress on gifting of land** – see above.

**3. Former Ambrose Garage site Colchester Road** – The site is now under construction.

**4. Ferriers Farm Barns proposed development** – This must go to Full Planning now.

**5. Land sales at Colchester Road** – Following an Expression of Interest (E.O.I.) submitted last year to the UK Government Community Ownership Fund to enable the purchase of the Water Meadow, an application for funding will be submitted shortly. Financial support to assist with match funding has been offered and letters of support had been received from a number of different individuals/organisations including MP James Cartlidge, MP James Cleverly, the Bures Transition Group, Bures Scouts etc. None of the water meadow plots have been sold yet. The water meadows will be grazed for part of the year as part of their management. The land will be made more accessible to the public, similar to the Sudbury Water Meadows. There is no update regarding the Article 4 Direction relating to the sold plots off Normande/Cambridge Way. Cllr Holland sends his apologies.

#### **12.01.24 Finance Matters**

**a) Finance & Budget monitoring report** – noted, circulated and attached.

**b) Bank reconciliation report and verifying bank statements** – dated 18<sup>th</sup> January 2024, previously circulated, were approved and duly signed by the Chairman and a non-signatory member.

**c) To approve and sign Parish Council precept 2024-25 to BDC** – This was approved. The precept will be increased by £1,000.

**d) To report on completion of change of banks, signatories, and BACS payments** – The process has been started for the new Clerk to have access to the Bures St Mary bank account.

**e) Clerk/RFO appointment follow-up for BSMPC** – Georgie Turner has started as Clerk to Bures St Mary's Parish Council (1<sup>st</sup> January 2024) with Jenny Wright continuing as RFO until the end of March to assist with a handover and the audit.

**f) To approve contract for BSMPC Clerk/RFO** – The contract has not been finalised for approval yet as there are pension arrangements to agree. Cllr Aries will seek further advice from HR support at SALC. *Action: Chair*

**g) PKF Littlejohn LLP to continue as External Auditors 2022-2027** – The Bures Cemetery Authority has decided not to have an external audit this year. Members agreed that an internal audit would be adequate.

#### **13.01.24 Correspondence**

All the following correspondence has been circulated for information or to follow up:

Babergh Town and Parish Briefing December 2023

Dedham Vale National Landscape and Stour Valley Newsletter November/December 2023

Parish Council Funding for Places of Worship Local Government Act 1894

Police Connect- Safer Streets across Suffolk Funding

Babergh District Council Consultations on Draft Scrap Metal and Sexual Entertainment Policies 2024-29

Suffolk's Greenest County Awards- closing date 31<sup>st</sup> January 2024

Babergh District Council Call for Sites 2024 – closing date 2<sup>nd</sup> February 2024

Suffolk Police Constable's County digital newsletter

SALC D-Day 80 6<sup>th</sup> June 2024- Beacon, Lamp light of Peace, Ringing out for Peace – Awaiting further information. The British Legion may lead on this.

#### **14.01.24 Reports**

**a) Asset report** – Not available at the meeting but will be circulated as soon as possible (Dates for 2024 – Cllr Taylor 21<sup>st</sup> March, Cllr McCory 23<sup>rd</sup> May)

**b) Sportsground (BPAP3)** – The minutes of 11<sup>th</sup> January were circulated and noted.

**c) Cemetery** - no minutes available

**d) Tree Warden (BPAP 2 i)** – Planning applications and decisions noted.

e) **Primary School** – Cllr Fairbairn’s, Chair of School Governors, report circulated and noted.

f) **Webinar for the Suffolk Digital Inclusion Fund application** - This was declined without comment which was disappointing as it was an excellent community initiative. Cllr Taylor was thanked for the work put into applying for this.

**15.01.24 Brief information & exchange for next agenda items**

- It was agreed that the meetings may receive a better public response/attendance if the interest of residents could be captured by improving communication, highlighting what would be discussed through social media (Facebook) and the website. It was agreed that efforts should be made to make the meetings more engaging for members of the public.

*Action: Cllr Taylor*

- Governor Hub/Google Facility – Further information to be investigated prior to the next meeting. *Action: Cllr Fairbairn, Cllr Taylor and Clerk*

- Website – To make it more interesting and include photos if the budget allowed.

- Service Contracts – Follow up on tenders received.

- D Day – Investigate if resources are available on SALC

- Cllr Koeck gave his apologies for the 21<sup>st</sup> March meeting

**16.01.24 Representatives at Bures Hamlet Parish Council Meetings:**

Monday 18<sup>th</sup> March: Cllr Taylor

Monday 20<sup>th</sup> May: Cllr Koeck

Monday 15<sup>th</sup> July: Cllr Norton

**17.01.24 Date of next meeting:**

Thursday 21<sup>st</sup> March 2023 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meeting dates arranged and agreed for 2024: Joint APM – Monday 25<sup>th</sup> March, AGM 23<sup>rd</sup> May, 18<sup>th</sup> July, 19<sup>th</sup> September 2024

The meeting closed at 9.45pm

Signed:

Chairman:

Date:

**Mrs Georgie Turner**

**Clerk to the Bures St Mary Parish Council**