

**Minutes of Bures Hamlet Parish Council Meeting**  
**Monday, 17<sup>th</sup> July 2023**  
**held at Bures Community Centre at 7.30pm**

**Present:** Cllrs M Baker, S Keeble-Fox, S Manning, K McAndrew, R Shackell, M Welch, J McCrory (BSMPC), J Aries (Parish ROW Officer),  
**In the Chair:** Cllr R Shackell  
**Also Present:** J Wright (Clerk) and one member of the public

**01/07/23 APOLOGIES FOR ABSENCE**

Apologies received from Cllr P Schwier (ECC) and Cllr D Holland (BDC).

**02/07/23 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
Cllr Baker declared an interest in Agenda Item 8c (2) sale of land at Colchester Road.

**03/07/23 MINUTES**

Minutes of the Annual Parish Council Meeting of 23<sup>rd</sup> May 2023 (previously circulated) were duly approved and signed as a correct record.

**04/07/23 CO-OPTION OF NEW MEMBERS**

The Chair welcomed Cllr Keeble-Fox and Cllr Manning who had both been co-opted on to the parish council at the May meeting. One vacancy still remained. Clerk to advertise.

**05/07/23 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There was 1 member of the public in attendance.

Concerns raised on the following matters: Sale of land at Colchester Road, youth issues, police enforcement for speeding traffic and poor vision at the Mount Bures junction..

All items to be discussed further on the agenda and the Chair invited the resident to stay for the remainder of the meeting to observe.

**District Councillor:** Cllr Holland not in attendance but had forwarded an informal briefing of his key issues currently being dealt with. These included National Grid's Bramford to Twinstead project and Ferriers Farm Barns application which is soon to be determined. Cllr Holland also following up with BDC Planning Department on the concerns raised by residents regarding the sale of land at Colchester Road. He has written to the County Councillor asking for his support for an application to the LHP proposing a 40mph speed limit on all parts of the road from Middleton to Bures Hamlet without a current 30mph limit. A meeting for all parishes along the route to be arranged in due course.

**County Councillor:** Cllr Schwier not in attendance to present a report. However, all correspondence between meetings from Cllr Schwier has been circulated.

**Bures St Mary Parish Council:** Cllr McCrory reported the following to the meeting: Next meeting to be held on the 27<sup>th</sup> July. Chambers garage site – Condition 43 (Demolition Strategy) – concerns have been raised by the Heritage Officer about a considerable loss of the historic buildings which contribute to the character of the Conservation Area and recommends that the application requires reassessment.

The replacement Jubilee bench has been installed. Cafe in Bridge Street is still progressing on site and hopefully will open soon.

The Clerk has handed in her resignation and leaves on 31<sup>st</sup> August. Cllr McCrory warmly thanked her for her dedication over the past 12 years.

### **06/07/23 POLICE MATTERS**

**a) Issues raised with Community Policing Teams:** Some youth issues during June resulting in a Dispersal Order being put in place by Suffolk Police prior to the Music Festival weekend. Thankfully issues abated following the implementation of the Order. Local security team monitoring youths on the Gainsborough Rail Line.

**b) Traffic enforcement:** An increase in traffic enforcement has been requested by a concerned resident. At the request of Cllr Aries, Essex Police joined her on a recent Speed Watch session. The Vehicle Activated Sign at Normandie Way is in need of repair. Clerk has reported.

**c) BSM SpeedWatch:** Cllr Aries reported that the team remains short of volunteers but still managing several shifts per week. Data collected is shared with Essex Police. Data does not include the number of cars, only speed and vehicle registration number.

### **07/07/23 HIGHWAY MATTERS**

**a) Working Party:** Notes circulated. The following matters are being followed up:

**1) Traffic calming for Colchester Road:** Clerk to submit a revised LHP request to include a crossing point, signage, painted box indicating a bus stop, incremental speed indicators, Cllr Welch to supply photographic evidence.

**2) Roundel markings:** Chair to submit a LHP request for 30mph roundels along Colchester Road with photographic evidence of need.

**3) 30mph extension for Lamarsh Hill:** Cllr Schwier confirmed that the LHP request has been passed to the Design Engineers for validation.

**4) Traffic calming at Hill Top, Lamarsh Hill:** Chair to submit a LHP request for warning signs and slow markings with photographic evidence of need.

**5) Middleton Road to Lamarsh Hill:** Refer to Agenda Item 5, District Councillor report. Members agreed to support Cllr Holland's proposal and to attend a joint meeting when a date arranged.

**b) Flooding issues:** Flooding issues at Colne Road, Water Lane, Station Hill and Colchester Road. All gullies cleared of debris. Ditches still needed clearing at top of Colne Road. Clerk to liaise with Highways and Flood Management Team to discuss the issues. Matter ongoing.

**c) Parking issues:** Water Lane – notices have been placed on offending vehicles in an attempt to improve the situation for pedestrians. Normandie Way – members to monitor. Colchester Road – proposal for yellow lines to be installed from No. 36 to Hamlet Court to be followed up with Parking Partnership before submitting a request for a TRO.

**d) Pedestrian safety under railway bridge:** Various suggestions mooted by residents e.g. improved signage, short narrow tarmac path from Water Lane up to the white line on road, better private hedge maintenance, priority direction vehicle signage. All suggestions investigated and many have been followed up before. Clerk to inform residents that owing to the cost implications no further action will be taken on this matter for the foreseeable future.

## **08/07/23 PLANNING**

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

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

23/01495/HH Maltwood, Lamarsh Hill – agreed no objections.

23/01644/TPOCON No. 20A The Paddocks – Tree Warden still to visit the site.

23/01737/TPOCON Oak Tree Cottage, Colne Road – Tree Warden still to visit the site.

23/01667/TPOCON No. 1 Maltings Close – Tree Warden still to visit the site.

23/01773/TPOCON 28 Water Lane – Tree Warden still to visit the site.

**c) Jubilee Grove:**

**1) Gifting of land:** James Webber has offered to gift a portion of land to the rear of 10A Cambridge Way adjacent to the railway line to the parish council. This portion would become part of Jubilee Grove. Members had visited the site and presented mixed views to the meeting. Cllr Aries reminded members of the land Management Plan agreement between the parish council and the Transition Group. Members voted and agreed to accept the offer.

**2) Sale of land:** James Webber has sold all his farmland within Bures Hamlet to Strategic Land Sales who is now auctioning the land in 'Lots'. The Clerk agreed to gain clarification on the management of the riverbank area which the parish council currently maintains on behalf of James Webber and also the conifers behind the Clarion Estate which do not appear to be part of a 'Lot' for sale.

**d) Report on other planning matters:**

**1) Ferriers Farm Barns:** Application and Re-consultation 21/01966/FUL still awaiting a decision by BDC. Prior Approval application 23/00834/COUPA – BDC decision – full planning permission is required. These applications to be determined by BDC Planning Committee at a date still to be confirmed.

**2) Garage site:** Savard Properties Ltd, developers for the site had arranged for the land to be fully cleared to ground level. Trees at No. 5 Colchester Road removed as agreed in the planning conditions. The parish council has been informed that both underground tanks have been removed. Clarification to be sought.

**3) Chambers Bus Depot site:** Refer to Agenda Item 5 BSMPC report.

**4) Plots 5 & 6 Apple Tree Mews:** No response has been received from BDC regarding the enquiry referring to the remaining works to complete drainage and surfacing of the access to the Apple Tree Mews site. Plots 5 and 6 both now occupied.

**5) Land south of Penlan:** No further action by ECC since previous meeting. Tree Warden continuing to monitor the situation regarding the telephone mast upgrade and possible removal of trees.

**e) National Grid Bramford to Twinstead:** The Parish Council has received notification that the Application for Development Consent Order (Ref EN020002) has been accepted for examination and now progresses to the Pre-Examination phase. The parish council agreed to submit a response inline with BSMPC.

## **09/07/23 JOINT PARISH PLAN 2023-24**

Cllr Aries presented the first draft of the joint review. Cllr Shackell agreed to put forward his input on this first draft before a final draft is presented to both parish councils.

## **10/07/23 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED**

**a) Shared use of BSM Speed Indicator:** Members agreed to sharing the BSMPC's Speed Indicator Device on a rotating system. Locations to be identified and approved by ECC. Application to be submitted online. Cllr Aries and the Clerk continuing to liaise on the matter.

**b) Station Hill garden:** A further grant received from BDC. A few plants which perished over the winter months have now been replaced. Volunteers maintaining the garden. However Nigel Norton contracted for 1 hour per month to keep the weeds at bay. A water butt and guttering to be installed. Clerk progressing the project.

**c) Essex Knowle:** Requests from 2 retailers to trade from the Essex Knowle were considered. Members agreed for Real Thai Food to trade on a Saturday evening monthly from 5 – 8.30pm. Members also agreed for a fruit and vegetable stall to trade weekly on a day and time to be agreed. Retailers to be asked to clear all waste from site after use. Clerk to request all licences to be forwarded for holding on file. Clerk is in receipt of the BDC Controlled Waste Transfer Note duly signed by both parties. Issues with waste disposal at the Essex Knowle improving.

**d) Station Hill sensor light:** Clerk to arrange for the replacement sensor light to be installed following the theft of the trial lights which had been extremely successful in lighting up the footpath for pedestrians during the darker evenings.

**e) Millennium footpath fence:** The grant application to the National Lottery Community Fund for new fencing has been unsuccessful. As the field and riverbank is now up sale members agreed not to follow up on any further applications for the time being.

**h) Telephone kiosk:** The kiosk has been repainted at a cost of £220.00 including materials.

#### **11/07/23 AUDIT MATTERS**

**a)** Still awaiting the External Auditors report for 2022/23 Accounting Statement – noted.

**b)** Following the resignation of the Internal Auditor at the end of the last financial year, a new Internal Auditor needs to be appointed. One interest received for the role. However the fee quoted is £35 per hour which is considerably higher than the previous years. Clerk agreed to check how many hours will be required to complete the Internal Audit and to obtain further quotes prior to any decision being made.

**c)** Internal Audit Review – date to be arranged following appointment of an Internal Auditor.

**d)** Biodiversity Policy accepted and duly adopted.

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

#### **12/07/23 FINANCE MATTERS**

**Business Access A/C balance: £14,221.74 Community Account balance: £2,731.24**

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

**b)** Bank reconciliation and verifying bank statements dated 7<sup>th</sup> July 2023 noted, circulated and duly signed by the Chairman and non-signatory member.

**c)** Mandate amendment to 4 signatories plus the Clerk being progressed with Lloyds Bank. Online banking facilities and transferring of monies from Barclays to Lloyds to be completed following the approval from Lloyds. Members agreed to proceed with online payments being approved by 2 signatories. This would give a more robust approach to paying invoices online.

**d)** The change from Barclays to Lloyds process will take up to 2 months to finalise.

**e)** Members agreed not to subscribe to the Braintree Association of Local Councils.

**f)** Clerk's Appraisal – item to be removed from the agenda until further notice.

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### **13/07/23 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

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

Matters for noting and action as required:

BDC is participating in a food waste recycling project (led by ECC) aimed at encouraging more households to recycle their food waste. The project is being rolled out across Essex in three phases with Braintree, Colchester and Epping in the first phase.

A trail running event is being organised along the Stour Valley Path on 12<sup>th</sup> August with 250 runners expected to pass through Bures. Marshalls are being provided at busy road crossings.

**14/07/23 REPORTS** - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

**Asset Report:** Cllr Manning had circulated her report prior to the meeting. All assets in a very satisfactory condition. Some tree branches had been trimmed from around the lamp at Woolpit Downs. Members agreed this was sufficient to allow a good light at the location. Some rotten timber on the Millennium footpath fence.

**Cemetery Authority:** Minutes of the previous Cemetery Authority meeting of 13<sup>th</sup> March and the draft minutes of 19<sup>th</sup> June both circulated and published on the parish council website and available to view online.

**Sportsground Committee:** The draft minutes of 13<sup>th</sup> July have been circulated, published on the parish council website and available to view online.

**Community Centre:** The minutes of the Community Centre AGM of 26<sup>th</sup> June and the minutes of the Community Centre Management Committee meeting of 10<sup>th</sup> July had been circulated to all members. Cllr Keeble-Fox had attended the AGM and reported the following – telephone now removed from the Centre, investigating how to manage the Cinema Club so that it becomes a viable event, attempt to improve use of the Garrad Room, new legislation - re anti-terrorism may require the Centre to draw up evacuation procedures.

**Rights of Way:** Cllr Aries will give a full report as and when needed. On this occasion there were only 2 items to note. FP23 from Craigs Lane to Hobbs Well – grass field margin to be restored and a fenced-in corridor alongside 'Hobbs Well' to be cut back hard. FP5 – boggy spring – Cllr Aries is liaising with the ECC Rights of Way Officer to establish a solution to ease the issues. Clerk following up on the ROW Service Level contribution with ECC.

**Joint Neighbourhood Plan:** The minutes of the Steering Group meetings held on 10<sup>th</sup> May, 15<sup>th</sup> May, 30<sup>th</sup> May and 3<sup>rd</sup> July were circulated and accepted by the members. Still waiting to receive confirmation of the next round of DLUHC funding.

**Transport:** Following the recent meeting held at Sudbury Town Hall organised by ECC to share details of the Demand Response Transport service, advertising has been increased via social media and retail outlets. ECC Supported Local Bus Services 2023-2028 consultation commenced early July and ends 5<sup>th</sup> October.

**Station Adopters:** Mary Turner, Lead Station Adopter had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website.

**Tree Warden:** Nothing to report to the meeting. Cllr Baker following up on the current tree applications and will make her report back to the Clerk in due course.

**Primary School:** Cllr Fairbairn, Chair of School Governors circulated the Annual Governance Statement 2022/23 for information.. This has been published on the parish council website for reference.

### **15/07/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

The Clerk advised the members that the Vulnerable Persons Scheme is being transferred to join with the Good Neighbour Scheme. Volunteers from each scheme had been made aware and given the choice to step down or continue volunteering with the Good Neighbour Scheme. Vegetation needed cutting back from 30mph signs at Parsonage Hill. Chair to follow up.  
Next Agenda Item: Essex Highways street lighting upgrade.

### **16/07/23 DATE OF NEXT MEETING**

Monday 18<sup>th</sup> September 2023 to be held at Bures Community Centre at 7.30pm.

Cllr Shackell gave his apologies for this meeting – on holiday.

Future dates booked for 2023: 20<sup>th</sup> November

2024: 15<sup>th</sup> January, 18<sup>th</sup> March, APM 25<sup>th</sup> March, AGM 20<sup>th</sup> May

The meeting closed at 9.45pm

Signed:

Chairman

Date