

**Minutes of Bures Hamlet Parish Council Meeting**  
**held virtually on**  
**Monday, 16<sup>th</sup> November 2020 at 7.30pm**

**Present:** Cllrs K McAndrew, D Monk, B Raymond, R Shackell, M Welch,  
Cllr S Pentney (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),  
Cllr G Jackson (BSMPC) plus 1 member of the public

**01/11/20 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Ellis (hospital appointment), Cllr Baker (hospital admission).  
Apologies accepted by those members present. The Chairman, on behalf of the parish  
council, expressed his best wishes to both for a speedy recovery.

**02/11/20 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.

**03/11/20 MINUTES**

Minutes of the Parish Council Meeting of 14<sup>th</sup> September 2020 (previously circulated)  
were approved as a correct record. To be duly signed following the virtual meeting.

**04/11/20 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)** BDC consultation on use of land at Cambridge Way – there had been 104 responses.  
33 for continued agricultural use, 20 as a community farm, 27 for a community woodland  
and a mix of remaining responses suggesting allotments, recreational park, carpark and  
BMX track. Cllr Scattergood continuing to support the parish council on its recommendation  
for the land to become a community woodland.

**b)** Locality Award – Cllr Scattergood advised that she was happy to accept applications from  
the parish council for funding. Applications should be tailored towards items specifically  
Covid-19 related.

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

**a)** Local Government Reform – progressing slowly owing to more pressing government  
matters taking priority.

**b)** Tier 2 – Essex had been moved in to Tier 2 early. Evidence was showing that this had  
been the correct decision for the County Council to take.

**c)** ECC to review speed limits for towns and parishes with a view to reducing some 60mph  
to 40mph and 40mph to 30mph.

**d)** Cllr Finch kindly offered £300 from his Locality Award funding towards costs of  
purchasing and installing fingerposts in the parish.

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

## **05/11/20 POLICE**

**a) Design Out Crime Report** - items being followed up via the Sportsground Committee:

- 1) Improved signage – all signage updated and installed.
- 2) CCTV – IHT continuing to monitor the effectiveness of the system.
- 3) Barbecue slabs – painted and ready to be installed.
- 4) Toilets – Bevills Estate Trust had emphasised that the rookery was private land and therefore would not be willing to give permission for an environmental friendly toilet. Members continuing to investigate other options.

**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) Speed Watch** – Cllr Aries reported that following the announcement of a second national Covid-19 lockdown restriction all Speed Watch Teams had once again been stepped down. 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.

## **06/11/20 HIGHWAY MATTERS**

**a) Local Highway Panel requests:**

- 1) Bus stop at Mount Bures junction – validation recommends progressing to design only, this will determine if the gradient is appropriate to provide a hard stand.
- 2) Bollards at Millennium gateway – ECC has agreed to install 2 additional bollards to protect a fire hydrant however the scheme had been transferred to the 2021/22 programme of works.

**b) Parking:**

- 1) The suggestion for Greater Anglia to remove the parking charges at Bures station was raised. However Greater Anglia had advised members that this was under a national contract with NCP. Matter to be raised again with Greater Anglia.
- 2) Several members were concerned with the inconsiderate parking in Bridge Street giving rise to difficulties for drivers accessing through the village. However some considered parking slowed the traffic speed. The Clerk was asked to arrange for the yellow line to be repainted and to discuss the parking issues with any known vehicle owners.

**c) Gateway entrance signs:** Clerk following up jointly with BSMPC. It was considered that gateway entrance signs at Colchester Road, Nayland Road, Sudbury Road and Cuckoo Hill may have the desired effect of reducing traffic speed.

**d) 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 in the spring.

**e) Station Hill footpath:** ECC Highways has agreed to ramp the footway over the tree root damage. Waiting for works to be scheduled into system.

**f) Water Lane pipe/pothole:** This had been reported on the ECC Highways reporting tool again. Engineer has agreed to meet with the Clerk onsite to clarify the works and to establish if under ECC responsibility. Site meeting scheduled for early December.

**g) Bridge Street:** Potholes to be repaired under the Member Led Pot Hole Scheme. Five potholes currently marked for repair with one pothole made good.

**h) ECC Surface Water Assessment Scheme for Bridge Street/Colchester Road:**

Clerk had received an update from the Statutory and Regulated Customer Services advising that investigative works were due during 2020/21 to establish if going forward to design stage in 2021/22. Clerk continuing follow up on this matter with Highway Officers.

**i) E54 Pedestrian crossing/gate/stile:** The parish council is still waiting on the Public Inquiry outcome as to whether the crossing would be closed to pedestrians. Final decision from the Secretary of State for Transport due late 2020.

A new galvanised stile had been installed by Network Rail. Following resident concerns to the recent alleged narrowing of FP30, ECC ROW Officer is liaising with Cllr Aries, Parish ROW Officer to establish the correct boundary line. The developer of Tenterfield is providing a pathway around the estate alongside the railway line. The section of path from Colne Road onto the existing FP30 has been shingled and not accessible for wheelchair users. Matter also being followed up by ECC. It was noted that the developer had always worked very co-operatively with the parish council on all raised concerns from the very beginning of the building development.

### **07/11/20 PLANNING**

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

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

**20/00392/TPOCON** 23 Bridge Street CO8 5AD – to reduce crown of Silver Birch tree to 5m – Tree Warden to visit site and forward her comments for submitting online..

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

**Vacant garage site:** Amended application No. 20/00324/OUT with updated Flood Risk Assessment has been granted. Clearance of site to follow.

**Land to rear of Cambridge Way:** Matter reported on at Item 04/11/20 (a) District Councillors report.

**Parsonage Hill site:** Following an Open Day all but 2 properties were now sold with a moving in date scheduled for this month. Issues of inconsiderate parking by the workforce at the entrance to Parsonage Grove had been satisfactorily addressed. Clerk to follow up with developer on future site management.

**Cuckoo Hill development:** The Virtual Inquiry had been held 6<sup>th</sup> to 9<sup>th</sup> October and the 20<sup>th</sup> to 21<sup>st</sup> October. Members of BSMPC had attended along with the Clerk. The s78 appeal and the five LDC appeals were withdrawn on day 5 of the inquiry. Waiting on the Inspectors decision on the enforcement notice appeal referring to Plots 5 and 6.

**d) Extract from Chapter 4 of the National Planning Policy Framework** – extract circulated related to encouragement of pre-application engagement with developers.

### **08/11/20 BURES JOINT PARISH PLAN:**

**a) Light at Parsonage Hill:** Cllr Baker and Shackell investigating style and site options for a light to be installed along the Parsonage Hill footpath. Parish owned light P3 along the Paddocks footpath needed to be upgraded. Quotations to be sought for consideration.

**b) Roses General Store:** Renovations completed and the shop was now open but on limited opening hours and with limited stocks. Owner waiting on fridges and freezers to be installed before opening hours could be extended.

**c) Joint Parish Plan:** Cllr Jackson had re-drawn the draft Joint Parish Plan 2020-21 to include contributions submitted by members. This was put forward for approval and accepted by those members present.

### **9/11/20 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED**

**a) 'Poo Fairies' initiative:** Members were raising awareness of dog fouling by offering free of charge dog poo bags and handing out leaflets on the subject at the Saturday markets. It was hoped a more friendly approach may improve the current dog fouling problems in the village.

**b) Effluent leakage at Ferriers Lane:** This has been referred to the Environment Agency for action.

**c) FP32:** A temporary closure notice had been made effective on 16<sup>th</sup> October for 3 days and work to repair the access drop on the approach to the Millennium footbridge had been successfully completed.

**d) S106 Contributions:** All documentation completed and contributions duly received from BDC in respect of the ground matting project at the Common.

**e) Parish Council Foundation Award:** The parish council has been awarded the Foundation Level accreditation. Owing to Covid-19 restrictions the EALC was unable to hold an Awards Ceremony therefore the certificate would be forwarded to the Clerk for safekeeping.

**f) Health & Wellbeing Plan:** Cllr Jackson advised that Health & Wellbeing is included in the 2020/21 Joint Parish Plan. Clerk to forward her the EALC resource pack with options for producing a specific Health & Wellbeing Plan for the village.

**g) Alternatives to Glyphosate:** Parish contractor continuing to investigate for the best alternative. 'Avenger' had been discounted and 'Foamstream' seemed a promising alternative however the initial set-up cost was in the region of £25,000 and the parish grounds maintenance costs would need to be increased to reflect this investment.

**h) BDC verge cutting trials:** The Chairman reported on the Verge Cutting Trial, a joint initiative between Braintree District Council and Essex County Council to introduce a more sustainable way of managing and maintaining rural verges. All members in favour of once a year verge cutting. The Chairman agreed to complete the short on-line questionnaire on behalf of the parish council.

#### **10/11/20 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 advised that it would not proceed with the proposed diversion route owing to objections from Alphamstone and Lamarsh residents. Cllr Aries reported that walkers continued to use the unauthorised lower woodland walk which becomes increasingly boggy during wet weather. As the parish council has no authority to access this section Cllr Aries would discuss with ECC if volunteers could be used to make good the path through the wood. It was also noted that old footpaths and bridleways that are not recorded on the Definitive Map may cease to carry public rights as of 1<sup>st</sup> January 2026 and this will also apply to well-worn informal direct routes.

**b) 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.

**c) 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 in the New Year. Fingerpost requests being followed up with ECC.

#### **11/11/20 BUDGET**

The Clerk presented the 3 year draft budget for 2021 – 2024. It was agreed to hold the precept for 2021/22 at £29,817.00 as per previous year. The Clerk considered that grounds maintenance costs could be reduced if volunteering was encouraged. Members considered this a good suggestion and the Clerk agreed to follow up on the initiative.

#### **12/11/20 FINANCE AND AUDIT MATTERS**

**a) Internal Audit Review virtual meeting re-scheduled for 23<sup>rd</sup> November –** Cllr McAndrew, Cllr Shackell, Clerk and Internal Auditor to attend.

**Business Premium A/C balance: £8,962.73**

**Community A/C balance: £6,406.30(when all cheques paid)**

- b)** Finance & Budget Monitoring Report – circulated, noted and attached.
- c)** Bank reconciliation report dated 3<sup>rd</sup> November 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.
- d)** A £500 contribution had been made between meetings to the Community Centre under Covid-19 Emerging Needs. All members had sanctioned the contribution.
- e)** It was proposed that the 2020/21 AGM should be held at the January virtual meeting of the parish council. This was unanimously agreed by those members present.

### **13/11/20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

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

### **14/11/20 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

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

### **15/11/20 PHYSICAL RISK ASSESSMENT**

Cllr McAndrew had circulated his report prior to the meeting. Both bus shelters required wiping down. All waste and dog waste bins needed emptying. Clerk advised that BDC was scheduled to empty on Wednesday of each week. Vegetation overgrowth needed clearing at Woolpit Downs and Lamarsh Hill. Flooding at Bridge Street/Colchester Road junction leaving debris on paths and in gutters. Ground matting near the barn entrance working well but vehicular movement causing some muddy areas. Clerk agreed to follow up on any items raised requiring action.

### **16/11/20 REPORTS**

**Bures St Mary PC:** Cllr Pentney reported on the following: Lee Norton had been co-opted on to the parish council. Suffolk Police still to check proposed sites for safety and compliance before the Speed Watch team is able to operate. Joint Parish Plan had been drafted and to be approved at the next meeting. Christmas lights and new style tree being erected by the end of the month. Next meeting to be held on 19<sup>th</sup> November 2020.

**Cemetery:** Cllr Aries had circulated her report prior to the virtual meeting. Cemetery all in good order. Quotations invited from local contractors to carry out some modifications to the layout of the main drive and paths to improve vehicular access. Luxstone Stonemasons to commence a full risk assessment of all memorials. Routine winter maintenance of the cemetery is underway. Cllr Monk remarked on the wildflower banks initiative. She also recognised the Clerk's work on compiling a comprehensive inventory and map of all graves and memorials.

**Sportsground:** Cllr Welch had circulated a report from the Committee meeting held on the 12<sup>th</sup> November. Landing stage repaired and extra posts installed to strengthen existing posts. Grants to be investigated to refurbish the skateboard ramp. Old cricket club nets and concrete to be removed and area made good. Toilet provision still being investigated. Play area fencing and trampoline project progressing. Trampoline due to be installed early December. Maintenance contracts reviewed and members agreed to renew all existing contracts.

**Community Centre:** Cllr McCrory had circulated a short report as next Committee meeting scheduled for this Wednesday 18<sup>th</sup> November. CCTV installed. Electrical survey completed and quotations sought for work needing attention. Old ventilation/heating system reconditioned and new fans fitted with motion sensors. An appeal to the village for financial contributions had been made. The parish councils had responded along with hall users and residents resulting in the urgent roof repairs being able to proceed.

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

**Station Adopters:** Mary Turner had circulated her report on behalf of Bures Station Adopters. Some gardening tasks being done. The platform lights have been dimmed slightly. Ideas for a mural on the wall of the car park still being investigated. CCTV installed on the platform and operational. Plastic dispenser holding local walks leaflets keeps being removed by persons unknown. Copies of the leaflets now put on the noticeboard and are available via the Post Office and the Deli.

**Tree Warden:** Cllr Baker to submit her comments on the tree application for No. 23 Bridge Street. ECC had at last removed deadwood from the large oak tree along Colchester Road.

**Bures Primary School:** The Chair of Governors reported that the school remains open and children maintain their 'bubble groups' throughout the day. Mrs Jan Plumstead welcomed as the new School Business Manager. The school has run events to mark World Mental Health Day, Black History Month and Walk to School Week. Children were involved in the virtual Remembrance Service. Full report to be placed on the parish council website.

**Bures Common Land Trust:** Gill Jackson, Secretary had circulated a report prior to the virtual meeting. Markets continuing during the recent Covid-19 restrictions. Appropriate risk assessments in place. Art and Craft Fair held on the Common in October. The Book and Puzzle Swap Shop running in the barn when government guidelines allowed. An essential items only market held on 14<sup>th</sup> November. Guidance signs were increased with Stewards present. All markets extremely welcomed and well attended.

**NHW:** Clerk circulating NHW newsletters and police information.

### **17/11/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

The Clerk noted that she was following up with the Flood Agency on a complaint received regarding the recent underground cabling by County Broadband at Colne Road.

### **18/11/20 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS**

2021: 21<sup>st</sup> January – Cllr Monk, 18<sup>th</sup> March – Cllr Welch, APM 22<sup>nd</sup> March – All, AGM 20<sup>th</sup> May – Cllr Shackell, 22<sup>nd</sup> July – Cllr Baker, 16<sup>th</sup> September – Cllr Ellis, 18<sup>th</sup> November – Cllr McAndrew

### **19/11/20 DATE OF NEXT MEETING**

Monday 18<sup>th</sup> January 2021 to be held either virtually or at Bures Community Centre.

Future dates booked: 2021: 15<sup>th</sup> March, APM 22<sup>nd</sup> March (Joint meeting)

Future dates agreed for 2021: AGM 17<sup>th</sup> May, 19<sup>th</sup> July, 13<sup>th</sup> September, 15<sup>th</sup> November

The meeting closed at 9.20pm

Signed:

Chairman

Date: