

# Minutes of Bures St Mary Parish Council Meeting

## Thursday 21<sup>st</sup> March 2024

### at Bures Community Centre Nayland Road at 7.30pm

**Present:** Cllr J Aries, T Fairbairn, G Jackson, J McCrory, L Norton, S Koeck, G Taylor, J Finch (BCC), K McAndrew (BHPC), G Turner (Clerk)

**In the Chair:** Cllr J Aries

**01.03.24 Apologies for Absence** Cllr E Ellerbeck (exam revision) and Cllr I Reece (previous engagement). All apologies were accepted by those members present.

**02.03.24 Declarations of Interests & Dispensation Requests** No Register of Interests declared or Dispensation Requests put forward.

**03.03.24 Minutes** Minutes of the Parish Council Meeting of 18.01.24 were duly approved and signed as a correct record (previously circulated).

**04.03.24 Co-option of new members** Some members attended the Bures Market on 09.03.24 to raise the BSMPC's profile and generate interest. BHPC have filled one of their two vacancies. Another push will be made to recruit new members at the APM and a continued presence will hopefully raise BSMPC's profile and assist with recruiting.  
(Future dates: Cllr Ellerbeck/Koeck – 13.04.24, Cllr Fairbairn/Taylor – 11.05.24)

#### **05.03.24 Public Forum**

15 minutes maximum public participation – No member of the public present  
3 minutes for individual contributions unless agreed by the Chair – It had been agreed that Will Rose (Rose Builders) would present the revised planning application for the former Chamber Bus Depot (Knowle House DC/24/01103). The council's request to extend the consultation period has been granted (10.04.24) and the members planned to note opinion/gauge whether an Extraordinary Meeting was required. The updated designs were presented with 14 dwellings ranging in size (1 bed to 3 beds) and a smaller retail/commercial unit than previously planned due to a wane in interest from national supermarket chains. No affordable housing would be included (despite being more than 10 homes) due to economic factors and the cost of decontamination of the site. Parking provided would be for residents and visitors of residents only with 1 space for the commercial unit and 1 disabled space. Electric charging points provided would be for resident use only. Small changes have been made to the junction resulting in the loss of 3 parking spaces on Bridge Street/Church Square. Swift bricks and bat boxes would be included. The frontage of the bus depot and Knowle House would be largely retained. The timescales estimated: Application Decision – Early Summer, Discharge of Planning Conditions – Summer, Demolition – Autumn, Construction – Winter (18 months).

**Will Rose left the meeting at this point – 8.10pm.**

**Bures Hamlet Parish Council representative** Cllr McAndrew reported that they would not be supporting the revised Chambers Bus Depot planning application, objecting due to the major changes to the original application, namely the loss of the retail unit which many considered an important asset. Despite the increase in residential units, there would also be no provision for affordable housing. Jane Chamber had agreed to join as a counsellor, leaving only one vacancy to fill. A quote for £1,200 had been received for clearing the stream in Water Lane and residents will be asked to contribute. BHPC intended to contact Greater Anglia/NCP regarding the train car park and the possibility of free parking on Saturdays, releasing approx. 15 parking spaces for village events throughout the year. Members agreed that the draft NHP should be issued to Babergh and Braintree District Councils for comment.

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

#### **06.03.24 Police**

##### **a) To report on matters raised with Suffolk and Essex Community Policing Teams**

Our new Rural and Wildlife Officer - Sgt Chris Green - replaces Sgt Brian Calver. PC Coughlin is also new on the Suffolk side of Bures.

Antisocial behaviour has already begun this year with problems occurring over the last 2 weeks. The importance of reporting incidents on 101 and using the online reporting tool was reiterated. It was agreed that this would be posted on the Facebook page and laminated action cards would be produced by the clerk for residents to have on hand, mainly on the Essex side due to the train station. Preventative measures and strategies would be looked at early including a police presence, contact with schools and the use of social media. Action: Clerk

**b) Speed Watch Scheme update** – Two speeds guns now in use to record on both sides of the village at the same time.

#### **07.02.24 Highway Matters**

**a) St Edmund's Lane** Surface water outside Pilgrim's Rest – Ongoing issue – No update

**b) B1508** Sudbury Road standing water near Great Bevills – Ongoing issue – No update

**c) B1508** Road bridge repairs – To take place in the holidays. Pedestrian surface temporary.

**d) B1508** Pothole near High Pale Farm – This has been filled for a second time and currently holding up.

**e) Parking issues – Community Centre Car Park** Several requests have been received for CCTV following accidents however this has been unable to assist.

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

**08.03.24 National Grid Bramford to Twinstead** - Suffolk County Council has always accepted the principle of the project but has formally objected to the making of a Development Consent Order as SCC is very concerned about the shortcomings in the Applicant's proposals.

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

**a) Overgrown telegraph pole, Nayland Road** To be cut at the bottom for the overgrowth to die back. Action: Cllr Norton.

**b) Bus shelter repairs** Following a recent Littlethorpe site visit, a revised quote to repair was received for £11,229.60 due to further rot progression at the footings. The shelter will need to be cut off at the ground level, taken to their factory (Leicester) to disassemble and rebuild including new tropical hardwood posts. This far exceeds the original repair quote within the £3,000 budgeted (CIL money). New similar bus shelters from Littlethorpe (Cropston or Eaton) start at £12,940.80 with the addition of licenses and underground searches etc. All agreed the difference between new and old so minimal, it would be more cost effective to purchase a new shelter with longevity and a guarantee. Various options were discussed. 1. Leaving the scaffolding in place indefinitely until further CIL money was received (if the Chambers development is approved) 2. Raising money through Crowdfunding. 3. Removing the entire structure, asking Cuckoo Hill Wood Yard to make a simple seat and a notice board at the back with no overhead canopy. The possibility of a grant was also discussed. It was agreed further investigations were required. Action: Chair/Clerk

**c) Management of SID - ECC LHP update** This was until recently being shared with BHPC, however was taken down on 29.02.24 due to an Essex Highways mix-up. None of the currently poles in place can be used and BHPC are to consider the implications of a new pole. The SID is currently sited on Sudbury Road. Whilst this issue is being resolved, it was agreed it would be rotated between Sudbury Road and Nayland Road with BSMPC paying the full cost. The SID data recorded an average speed of 34mph and a top speed of 55mpn (at night). Action: Chair/Clerk

**d) Governors' Hub** This will be looked at further in particular whether links can be made to NALC/SALC before agreeing whether to proceed with a month's trial. A greater understanding of what Google can provide for free is required. Action: Cllr Taylor/Clerk

**e) Annual Parish Meeting Monday 25<sup>th</sup> March** Councillors' presence and support would be appreciated. The chair and financial reports will be sent out in advance for members perusal. There will be stalls of interest around the edge of the hall. The revised Chambers plans will be displayed to gauge public opinion and the requirement of an Extraordinary Meeting.

**f) Parish Contractor works list** - Circulated (BPAP 2 iv)

The tenders received were reviewed. Gary Vaughan (grounds maintenance) and Charlie Series (cleansing) both had their contracts renewed as cost effective and members were very satisfied with their previous work.

**g) Briefing on council emails addresses – gov.uk domain** More council business is being conducted online and best practice email use, management and security was discussed with the importance of using official, council email accounts and password security. The use of official gov.uk email is being strongly advocated by NALC, SLCC, the Cabinet Office and ICO to reflect professionalism, credibility, legitimacy and maintain confidentiality. A grant of £100 is currently being offered to assist with changing domains. Further information is required regarding the overall costs and benefits for the next meeting. (Action: Cllr Taylor/Clerk)

**h) The Great British Spring Clean** Bures litter pick is scheduled for 23.03.24 at 10am, meeting at the War Memorial. Spring Clean bags and equipment will be provided.

**i) EV Plug-in application** This has been submitted and a site visit is pending.

**j) EV charging provision for Tawneys Ride and Claypits** No charging access is available as required to park a distance from their properties. If purchasing an electric vehicle, charging will involve driving up the pathway to the grass area in front of resident's home. It was agreed BDC would be consulted for guidance to follow up on a resident's enquiry. (Action: Clerk)

**k) Joint Parish Council Magazine** Currently the Bures village magazine is paper based, monthly and cost £7.00 per year. The Parish Plan identified the need for a more readily available hard copy publication across the whole community that was free. Members visited Spingold Printing Company, who print a number of different magazines locally. Some villages link up with surrounding areas to increase the coverage and reduce the cost such as the LSPN (Leavenheath, Stoke by Nayland, Polstead and Nayland). Different options were discussed with regards to editing, coverage, cost and advertising. A possible link up with Little Cornard and Assington was suggested, extending to Mount Bures and Lamarsh. Distribution could be facilitated through a contact in the village who distributes 750 copies of Look. It was agreed further investigations were required and discussions with Reverend Daniel. (Action: Chair/Cllr Fairbairn)

**l) Sewer – Nayland Road** Ongoing issues are being experienced with sewage being ejected via the man hole. The recently this was dealt with promptly however this continues to be a problem.

**m) Facebook Page/Website** No update (Action: Cllr Taylor)

**The Chair advised it was 9.30pm and sought permission to continue.**

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

**a) Revised plan for 2023-2024** This was approved.

**b) The progress of NHP** This update was presented and a summary provided. Clarification was made that development was no longer limited to 5 dwellings (BP18). Members expressed disappointment with the number of spelling mistakes on the document however no other points/concerns were raised and all agreed once these had been rectified, this would be forwarded as a draft.

### **11.03.24 Planning**

**a) The updated planning appendix** was circulated prior to the meeting detailing any decisions made since the last BSMPC meeting.

**b) To consider a response to any applications received since the previous planning committee meeting** Comment was made on the need to improve the screening from the access road for Corn Hall (DC/24/01019) and about the number of solar panel applications that may be received in light of Sawyers Farm (DC/24/00504). The major planning application to consider was Chambers/Knowle House – see below.

**c) Chambers bus depot site/Knowle House** Members were asked for their opinions and those of the residents they had spoken to. Concerns that were raised:

1. Lack of social housing despite over 10 dwellings 2. Lack of retail/convenience store although still a smaller commercial space 3. Lack of parking and the possibility of losing 3 parking spaces on Bridge Street/Church Square. 4. No electric charging points other than for residents and their visitors. 5. The crossing point. 6. Tandem parking spaces and spill out. Most agreed that the revised plans were well thought through and attractive however a split vote was recorded and the members decided the community should be further consulted therefore an Extraordinary Meeting would be required. It was agreed that this would take place on 06.04.24 at 11am. The location would be confirmed. (Action: Chair/Clerk)

**d) Plots 5 & 6 Cuckoo Hill** There is still no resolution and no update.

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

**Ferriers Farm Barns** – Currently a “To Let” sign displayed and no further update.

**Land sales at Colchester Road**

1. Water meadow – This has now been listed as a Community Asset. The Community Fund Application has not come through.

2. Sale of Plots - It would appear some plots may have completed before being listed. (Plot 3 completed on 12.02.24 and has been in contact.) Jenny Wright has sought further information without success.

3. Article 4 update – BCC do not know what to do as they have never done this before.

### **12.03.24 Finance Matters**

**a) Finance & Budget monitoring report** was noted, circulated and agreed. All noted that finances were tight.

**b) Bank reconciliation report and verifying bank statements** previously circulated, were approved and duly signed by the Chair and non-signatory member.

**c) The contract for the new BSMPC Clerk/RFO** was approved.

**d) Disciplinary & Grievance Policies** It was agreed that these would be adopted as a necessary requirement.

**e) Donation requests** These had been received from Citizens Advice Bureau, Kernos Centre, National Landscapes and The Family & Community Network, Number 72. Despite all being worthy causes, it was agreed that the Council’s finances were tight and no donations could be given.

### **13.03.24 Correspondence**

The following correspondence had been circulated prior to the meeting and was acknowledged:  
Suffolk County Council News Release – Suffolk’s Wettest Ever Winter breaks highways response records

Joint Local Validation List Consultation

Employment/Careers Fair Sudbury

Community Wildlife Courses for 2024

Babergh Town and Parish Briefing/Update February/March 2024

Invitation to participate in Travel Essex Bus Service Survey

Local Councillor Magazine (SALC) – February 2024

News for National Landscapes – February 2024

Call for Land for Nature Recovery

Designation of Gt Cornard N'hood Plan Area by Babergh DC

Local Green Events 2024

DHSC Defibrillator Scheme

Sizewell C Community Fund

Babergh Parking Charge Proposals

SALC D-Day 80 06.06.24 - Beacon, Lamp light of Peace, Ringing out for Peace

### **14.04.24 Reports:**

a) Asset report – Cllr Taylor reported all assets in a satisfactory condition. (Future dates - Cllr McCrory 23.05.24, Cllr Jackson 18.07.24)

b) Sportsground (BPAP3) – The minutes of 14.03.24 were circulated and noted.

c) Cemetery - The minutes of 08.03.24 were circulated and noted.

- d) Tree Warden (BPAP 2 i) – Planning applications and decisions noted.
- e) Primary School – A report was not available as will be presented by Mrs Harris, the newly appointed Headteacher at the Annual Parish Meeting.
- f) Community Centre – No minutes available
- g) Transition Group/Jubilee Grove report – A report was circulated in advance of the meeting.
- h) Bures Common Land Trust Report – A report was circulated in advance of the meeting.

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

- a) May Re-election of Councillors – The Chair advised that she was happy to step aside if someone would like to put themselves forward.

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

Monday 20<sup>th</sup> May: Cllr Koeck, Monday 16<sup>th</sup> July: Cllr Taylor – Please note that this has been updated due to availability.

**17.03.24 Date of next meeting:** Thursday 23<sup>rd</sup> May 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meetings 2024: Joint APM – Monday 25<sup>th</sup> March, Extraordinary Meeting 6<sup>th</sup> April at 11am, AGM 23<sup>rd</sup> May, 18<sup>th</sup> July, 19<sup>th</sup> September, 20<sup>th</sup> November 2024

**The meeting closed at 10.04pm**

Signed:

Date: