

Minutes of Bures Hamlet Parish Council Meeting
Monday, 20th November 2023
held at Bures Community Centre at 7.30pm

Present: Cllrs R Shackell, M Baker, S Keeble-Fox, S Manning, K McAndrew, M Welch, E Ellerbeck (BSMPC). J Aries (BSMPC Chair/Transition Group)
In the Chair: Cllr R Shackell
Also present:: J Wright (Clerk), Cllr D Holland (BDC) plus 3 representatives from Boyer Planning Consultants

01/11/23 APOLOGIES FOR ABSENCE

Apologies received from Cllr P Schwier (ECC).

02/11/23 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.

03/11/23 MINUTES

Minutes of the Parish Council Meeting of 18th September 2023 (previously circulated) were duly approved and signed as a correct record.

04/11/23 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

Representatives from Boyer Planning Consultants attended the meeting on behalf of Vaughan & Blyth (Construction) Ltd. to put forward proposals for No. 20 The Paddocks. Proposals include the demolition of the existing bungalow and erection of 1 No..2 bedroom bungalow and 1 No. 3 bedroom bungalow. Drawings circulated to all members. Boyer Consultants agreed to establish the correct boundary line of the site as the parish council regularly pruned trees and hedging which extend onto the adjacent public footpath. Cllr Baker offered to meet the Architect on site. No date set for submitting a planning application. The Chair thanked the consultants for their presentation.

District Councillor: Cllr Holland spoke on the following -The revised National Planning Policy Framework which sets out government's planning policies for England and how these are expected to be applied. Local government policies on climate change, energy and the environment. Designation of areas for nature recovery, windfarms, green areas and solar panels. Cllr Aries noted that she is to attend a webinar on Local Nature Recovery Strategies (LNRS) and would report back to members.

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

Bures St Mary Parish Council: Cllr Ellerbeck reported on the 20's Plenty for us' Campaign for across the County. BSM households to be consulted to ascertain public support for the national campaign. A first draft survey drawn up but required some rewording. BHPC has previously agreed not to support the national campaign, however this may need to be reviewed in light of BSMPC proposed survey.

05/11/23 POLICE MATTERS

a) Issues raised with Community Policing Teams: Essex police representatives had attended the recent visit by the Rural Coffee Caravan at Bures Common. At the request of residents an invitation has been sent to the Chief Inspector to visit the village and observe speeding issues at Colchester Road.

b) BSM SpeedWatch: Cllr Aries reported that the team, although short of volunteers, is managing 3 shifts per week with approximately 10 speeders being recorded each session. Majority of drivers appear to be adjusting speed. Wheelie bin stickers, supplied by the parish council, have been delivered to households in Colchester Road. The parish council agreed to purchase a further supply as the initiative is proving positive.

06/11/23 HIGHWAY MATTERS

Members noted that all LHP applications must be completed via a new online submission scheme.

a) The following LHP requests for reporting and follow up:

1) Colchester Road: A revised LHP request to be submitted – to include a crossing point, signage, painted box indicating a bus stop, incremental speed indicators, Cllr Welch has supplied photographic evidence in preparation. Demonstrable evidence of speeding needed through a speed survey costing in the region of £300. Clerk and Chair to follow up.

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. No further update.

4) Traffic calming at Hill Top, Lamarsh Hill: Members considered that a traffic calming request could be wrapped within the Middleton Road/Lamarsh Hill 40mph proposals. Clerk to investigate whether costs for slow and road narrow warning signs could be provided from the District Councillor's Community Grant Fund.

b) Colchester Road speed calming: Suggestions for speed calming at Colchester Road followed up by the Clerk – 30mph wheelie bin stickers circulated to residents, invitation sent to the Essex Chief Inspector to visit the parish, VAS repaired. A suggestion for a single yellow line to run from No.36 to Hamlet Court discussed by members. Cllrs Shackell and Baker agreed to meet on site and to submit a full proposal to members at the January meeting for a Traffic Restriction Order. Cllr Reece to be asked to contact Cllr Holland regarding any contingencies being set in place for the new road layout at the High Street/Bridge Street when works at the bus depot site commences.

c) Middleton Road to Lamarsh Hill: Members remain in support of Cllr Holland's proposals for a 40mph speed limit along the Henny Road which is predominantly subject to a 60mph limit. Cllr Holland is currently drawing up a Business Case for ratification by all 3 parish councils along the route before submitting to the ECC Highways Panel for consideration.

07/11/23 PLANNING

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

b) Applications requiring consideration at this meeting:

23/02768/TPOCON Secretaries House, No. 2 Water Lane CO8 5DE

23/02685/TPOCON No. 16 Maltings Close CO8 5EJ

23/02716/TPOCON Pen-lan, Lamarsh Hill CO8 5EH

The Tree Warden had visited all 3 sites and confirmed to members that she was happy for the tree works to proceed. No further comments put forward by members. Agreed to approve.

c) Jubilee Grove:

1) Gifting of land: James Webber to gift a portion of land to the rear of 10A Cambridge Way adjacent to the railway line to the parish council. This portion will become part of Jubilee Grove. Confirmation of solicitor costs accepted - £500 plus disbursements for land transfer and £135 plus registration fee for Land Registry. Terms of the Transfer accepted and transfer proceeding with Howes Percival of Norwich.

2) Transition Group update: A grant has been awarded by the Braintree Gardens and Open Spaces Fund to purchase three benches for the site. The Essex Foundation Fund has also agreed a grant to purchase a new self-propelled brush cutter. A very successful working party took place on 15th November with volunteers from the Stour Valley Project to prepare the saplings for the winter and to plant a privacy hedge along the boundary of an adjoining property.

d) Land sales at Colchester Road:

1) Water Meadow: The Webber family has sold its farmland within Bures Hamlet to Strategic Land Sales who is now auctioning the land in 'Lots'. The water meadow is currently divided into 10 individual plots for sale. The field off Cambridge Way/Normandie Way adjacent to the B1508 is also being auctioned as individual plots. The parish council has made a request to Braintree DC to action an Article 4 Direction to remove the potential for undesirable consequences of plot land management. The Bures Common Land Trust (BCLT) has submitted an Expression of Interest (E.O.I.) to the UK Government Community Ownership Fund in a bid to purchase the water meadow. Financial and written support being sought. The parish council wholeheartedly agreed to support the BCLT bid.

2) BCLT representative: Cllr Baker was proposed and unanimously elected to act as the parish council representative at future BCLT AGMs and other relevant BCLT meetings.

3) Riverbank and ROW land sale: It was noted that the riverbank and Millennium footpath is included in the recent land sales and currently owned by Strategic Land Sales. No further information on this at the moment. Clerk to monitor as the parish council currently maintains these areas.

e) Report on other planning matters:

1) Ferriers Farm Barns: Prior Approval application 23/01976/COUPA – BDC decision – full planning permission is required. No full planning application submitted to date.

2) Garage site: Condition 15 - Details of Piling - has been granted. Two further applications are currently pending consideration in relation to Landscaping and to discharge other pre-commencement conditions. Builders are on site and activity has resumed.

3) Chambers Bus Depot site: No further update on the Heritage Officer's concerns about the possible significant loss of the historic buildings, which, although non-designated heritage assets, contribute to the character of the Conservation Area.

4) Land at Penlan: No further action by ECC since previous meeting. Tree Warden continuing to monitor the situation regarding the recent application to reduce the height of the trees to allow a new telephone mast to be installed.

f) Open Spaces Improvement Plan: Plan reviewed with no additions required. Clerk to amend ownership of Jubilee Grove and inform BDC.

g) National Grid Bramford to Twinstead: Notification of issue-specific hearings received. All future open floor hearings cancelled. Within the northern Essex parishes, a key concern is National Grid's approach to consulting and proposing haul road routes across farmland.

08/11/23 JOINT PARISH PLAN 2023-24 AND JOINT NHP

a) Joint Parish Plan for 2023-24: Cllr Shackell had reviewed the plan and it was accepted by members. However it was noted that the plan still needed to be presented and accepted by BSMPC. Further amendments may be required following that meeting.

b) Clarification of Parish Council NHP responsibilities: The Clerk had circulated notes from a virtual meeting held with Jan Stobart (RCCE) and members of the parish council. The meeting had been held to establish the parish council's responsibilities in regard to the NHP process. The CCP adviser is currently looking at the draft plan and this would be made available to members in due course. This will be Draft 8 for members to review. The Parish Councils are required to approve the pre-submission draft prior to it going forward for consultation under Regulation 14. The Key views, Valued Trees, Green Spaces tables will be in appendices with examples in the text and placed on the NHP website when completed.

c) Minutes of the NHP Steering Group: Minutes of the 6th November had been circulated and were accepted by those members present.

09/11/23 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

a) Shared use of BSM Speed Indicator: Waiting on an assessment of the suitability of the highway poles on Colchester Road on which to mount the shared SID. The BSMPC contract has been reactivated with STC and BHPC hope to gain ECC permission to proceed with a similar contract.

b) Station Hill garden: A further grant received from BDC. Volunteers maintaining the garden. A water diverter tank and guttering installed plus a 50 litre trolley mounted waterer purchased. 3 more wooden planters installed. Winter bedding planted and leaf fall to be cleared. Clerk progressing the project. It was noted that the LED wall light has been vandalised again.

c) Christmas lights event: Lights currently being put up all around the village ready for the lighting up event on the 1st December at 6pm. Thanks expressed to Tracy Saer and her band of willing volunteers. Various stalls and attractions to be held in the St Mary's Church from 5.30 to 8pm. The scheme risk assessment has been revised.

d) Village sign: Members agreed the sign should be washed down first and then an assessment made as to whether a repaint is needed. The plaque on the brick surround has been renovated.

e) Normandie Way hedge: The hedge along the play area has been thoroughly pruned and all satisfactory. Members agreed to continue with a twice yearly prune by the contractor.

f) Bridge Street shelter: The Clerk has applied to ECC for a Microgrant of £1,000 towards the upgrade of the bus shelter. Still awaiting outcome.

10/11/23 DRAFT BUDGET

The 3 year draft budget 2024-27 was presented to the members. It was proposed to increase the BDC 2024-25 precept to £32,817, a £1000 increase on the previous financial year. It was also proposed to reduce the Sportsground Committee budget by £321.43 to £8,000 and the Cemetery Authority budget by £500 to £5,500. The 3-year draft budget was provisionally approved dependent on the outcome of the BSMPC budget proposal at its meeting on the 23rd November. The Clerk to revise all figures accordingly and the budget to be represented at the January meeting for final approval.

11/11/23 AUDIT MATTERS

a) The Engagement Letter for internal audit services 2023/2024 Ltd had been duly signed by the Clerk and returned to B B Business Associates.

b) The Internal Audit Review had been held virtually on 30th October 2023 led by the Clerk/RFO. Notes from the meeting circulated to all those in attendance and held on file.

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12/11/23 FINANCE MATTERS

Business Access A/C balance: £15,002.14 Community Account balance: £10,771.76

- a) Finance and Budget monitoring report - noted, circulated and attached.
- b) Bank reconciliation and verifying bank statements dated 8th November 2023 noted, circulated and duly signed by the Chairman and non-signatory member.
- c) The transfer of accounts to Lloyds from Barclays completed with signatories updated. Waiting on final closure of Barclays Business account. Delay owing to interest credited to the account. Bankers Automated Clearing System (BACS) working well.
- d) HMRC payroll and payment of Clerk's tax now outsourced. Arrangements underway for the Tax and N.I. payments to HMRC to be paid by Direct Debit.
- e) NALC Clerk's National Salary Award for 2023/24 accepted. Clerk's salary to be adjusted in line with the Award.

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

13/11/23 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: Parish street clean arranged for Thursday 29th November.

14/11/23 REPORTS - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

Asset Report: Cllr Welch had circulated his report prior to the meeting. All assets in a very satisfactory condition. Landing stage currently underwater with only the deck above water. Steps down muddy and difficult to negotiate. Display board at riverbank becoming faded. One bottom rail along Millennium footpath broken.

Cemetery Authority: Draft minutes of the Cemetery Authority meeting of 11th September circulated, published on the parish council website and available to view online.

Sportsground Committee: The draft minutes of the Sportsground Committee of 9th November circulated, published on the parish council website and available to view online.

Community Centre: The minutes of the Community Centre Management Committee meeting held on 25th September and 13th November both circulated and noted. The Committee is still in need of a Treasurer.

Rights of Way: Cllr Keeble-Fox had circulated her report to members. This has been published on the parish council website and available to view online.

Transport: Cllr Welch had circulated his report. Points for noting – Hedingham & Chambers (part of GoAhead) continues to operate a number of buses throughout the area. Information can be found: <https://www.hedinghamandchambers.co.uk/services> DaRT 3 services also operate. These are flexible and can be booked via bookings@essexandsuffolkdart.co.uk

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 and available to view online.

Tree Warden: Nothing further to report to the meeting. See Item 7(b) Planning.

Primary School: Cllr Fairbairn, Chair of School Governors had circulated the School Leadership Report. This has been published on the parish council website for reference.

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15/11/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Resurfacing of Bridge Street remains outstanding. Clerk to follow up with Cllr Schwier.
The Environment Agency has launched Flood Action Week from 20th - 26th November to increase awareness of flooding risks and preparations to reduce the impact. Prepare for flooding guide: <https://www.gov.uk/prepare-for-flooding> Fencing encroachment at Cambridge Way to be referred to Clarion Housing.

16/11/23 DATE OF NEXT MEETING

Monday 15th January 2024 to be held at Bures Community Centre at 7.30pm.
Future dates booked for 2024: 18th March, APM 25th March, AGM 20th May,
15th July, 16th September

The meeting closed at 9.40pm

Signed:

Chairman

Date