

**Minutes of Bures St Mary Parish Council Meeting
Thursday 20th January 2022 at Bures Community Centre,
Nayland Road at 7.30pm**

Present: Cllrs J Aries, T Fairbairn, J McCrory, L Norton,
S Pentney, T Saer, S Sills, B Raymond (BHPC), M Barrett (BDC)
In the Chair: Cllr J Aries
Also Present: Mrs J Wright (Clerk) and one member of the public

01/01/22 APOLOGIES FOR ABSENCE

Apologies received from Cllr G Jackson (family illness), Cllr L Alston (unwell).
Apologies accepted by those members present.
Cllr Fairbairn asked to leave the meeting at 8.45pm. Noted and accepted.
Apologies also received from Cllr J Finch (SCC).

02/01/22 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
Cllr T Saer declared an interest in 11 (b) Planning, Application No. 21/02585/HH and
Cllr L Norton declared an interest in 8 (g) Matters Arising, Street Cleansing contract.

03/01/22 MINUTES

Minutes of the Parish Council Meeting of 18th November 2021 (previously circulated)
were duly approved and signed as a correct record.

04/01/22 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

- a)** One member of the public present.. Full support given to the SCC Quiet Lanes initiative on behalf of all residents at Smallbridge. Thanks expressed to the parish council for putting forward Smallbridge Entry. The matter to be discussed at Agenda Item 6.
- b)** County Cllr James Finch had circulated his report prior to the meeting: Items for noting – Bramford to Twinstead reinforcement statutory consultation 25th January to 21st March. A public meeting planned for 18th February at Stoke by Nayland Hotel with local MPs and SCC Cabinet members. SCC budget plans for 2022/23 – more money to support children with special needs, extra resources for adults in need of care, additional funding to prevent flooding and fix footpaths, extra funding for drainage schemes, road signs and verge cutting. Virtual fostering and adoption sessions held on the 1st Wednesday of the month. To book a place please email Claire.Gwatkin@suffolk.gov.uk Cllr Finch encouraged members to complete the PCCC Precept Survey which proposes precept investment to improve 101 call answering;
- c)** District Cllr Melanie Barrett had circulated her report prior to the meeting: Items for noting - Next full council meeting 25th January. Cllrs will consider whether to continue with a leader and cabinet model of governance or switch to a committee system. Which ever system chosen will remain in place for 5 years from May 2022. BMSDCs are currently installing £2.8m worth of green energy measures at their leisure centres which include solar PV panels and air source heat pumps. Street Cleansing across the district targetting areas needing immediate attention. It has been agreed with the Local Plan Inspector to split the plan into 2 parts. Part 1 to contain all strategic policies and Part 2

to identify residential site allocations, updated settlement boundaries, updated Gypsy and Traveller and Travelling Showpeople policy along with any open space allocations. Cllr Barrett to follow up on whether funding for the AONB Rangers is continuing for 2022.

05/01/22 POLICE

a) PCC Fund: Application submitted to the Suffolk Police Crime Commissioner Fund to support the costs of a part-time youth worker. The Chair is also liaising with Number 72 Family and Community Support for a part-time youth worker to cover Bures over the summer periods.

b) BSM Speed Watch: More volunteers welcomed although the current team is able to work in pairs. Suffolk Police to review all teams and update training. Maximum of 6 team members must sign up by end of January to prevent the team from disbanding. The broken Essex handgun has not been replaced and the team are currently using the Suffolk Police handgun. This may create a problem if the Suffolk team is disbanded.

06/01/22 HIGHWAY MATTERS

a) Drainage/pothole issues: **1)** B1508:- highway works have taken place near Great and Little Bevills in an attempt to rectify the drainage defects. However the flooding issues still remain. Further works in hand. **2)** Blocked drain at Cuckoo Hill repaired. **3)** Smallbridge Entry – some potholes repaired but large tractor vehicles continually create further damage. Patching unable to sufficiently bed-in. Residents encouraged to use the SCC reporting tool site. **4)** Bridge Street pothole reported and agreed to be repaired.

b) SID traffic calming: SID traffic calming captured data circulated to members. This data will allow Suffolk Police to monitor and apprehend regular speeding offenders onsite. However as there is no vehicle plate recognition in the data it was agreed to check with STC the process to trigger the police onsite monitoring. The data indicates that the SID is encouraging drivers to reduce their speed.

c) St Edmunds Lane: The water seepage remains an issue at the bottom of the lane. The area is prone to local springs which could be causing the problem. Some patch repair done to attempt to rectify. SCC continue to monitor.

d) Suffolk Lorry Route Map review: The Chair and Vice-chair liaised with Cllr Finch and subsequently submitted the lorry route survey on behalf of the parish council. 3 locations identified having issues with HGVs – Bridge Street/High Street corner, Nayland Road corner and the High Street.

e) Review of parish footpath cutting schedule for 2022: The Access Team will undertake one cut per year of two short strips of PRowS in the parish but will not undertake any additional routes. It is not known how this minimal allocation was agreed. Cllr Finch following up with Officers.

f) Quiet Lanes Suffolk: As a result of the deadline being extended for Wave 4 submissions, the parish council is able to put forward Smallbridge Entry for consideration. No objections received from members of the public. The parish council happy to support this submission and to fund the designation. It is also agreed to meet the costs of replacing the 2 poles if necessary. It was suggested to contact Nayland with Wissington Parish Council with a view to submit a continuation of Smallbridge Entry, known as Mill Hill, up to the county boundary in Essex. Members agreed to meet any costs. Cllr Aries following up.

g) Dropped kerb at Scout Hut: Concerns raised that the dropped kerb had been reinstated in error when the Croft resurfacing completed. Cllr Norton agreed to take some photographs of the kerb to enable the Clerk to follow up further with Cllr Finch.

h) Suffolk LED upgrade: SCC currently upgrading to more efficient and environmentally-friendly LED lanterns throughout the county. BSM scheduled within the next month. Clerk to discuss with Cllr Finch whether the change from warm lighting to a poor orange lighting at Tawneys Ride and Claypits Avenue was part of this project as residents were not happy with the lighting. Parishes invited to upgrade parish owned lights and gain a quotation for this work from SCC. Clerk to follow up.

07/01/22 NATIONAL GRID BRAMFORD TO TWINSTEAD

National Grid maintaining regular consultation with the parish council. Archaeological and engineering surveys taking place in the local area. Bramford to Twinstead reinforcement statutory consultation 25th January to 21st March. A public meeting planned for 18th February at Stoke by Nayland Hotel with local MPs and SCC Cabinet members. NG increasing the use of webinars, hosting one-to-one telephone/video appointments and making all consultation material available on its website. NG offering to bring display materials to the villages. It was suggested that this offer should be referred to the Community Centre Letting Secretary for follow up.

Cllr Fairbairn left the meeting at this point.

08/01/22 MATTERS ARISING FROM PREVIOUS MINUTES

a) Pikes Marsh: 1) Land transfer approved by both parties. BDC still to finalise documentation. 2) Open space – it was agreed to accept the quotation from G Vaughan, £60 per cut, maximum of 10 cuts per annum. 3) Shrub area – it was agreed not to follow up on maintenance of the tree area to the rear of the Pikes Marsh. Cllr Saer considered the ditch area to the side of the play area needed some clearance. Cllr Norton, Saer and Jackson to meet on site to assess. Clerk to enquire whether any volunteers would be interested in maintaining the garden shrub area to the front of the playarea.

b) Christmas lights update: The Chair thanked Cllr Saer and the team for the splendid Christmas lights display installed over the festive season. Cllr Saer read out her report to those present. As the weather had been extremely poor for the Christmas Light Up event a Just Giving page had been set up to recoup funds for the 2022/23 display. This proved successful and thanks expressed to the village for supporting this initiative. Cllr Saer noted she was keen to extend the lights display to the Community Centre area and along the path leading across the recreation ground.

Cllr Barrett left the meeting at this point.

c) Mill Lane street name application: BDC confirmed to residents of Mill Lane by letter that the new address had been activated. Royal Mail to transfer the properties addresses from Nayland Road to Mill Lane, Bures St Mary CO8 5FE. New street name to be installed. BSMPC to meet cost of the new name plate

d) Jubilee bench: Members agreed to replace the dilapidated bench at Windwhistle Ridge to mark the Queen's Platinum Jubilee. The cost of £500 to be met via the CIL allocation. Clerk to make arrangements for the bench to be installed as soon as possible.

e) Alleyway sensor lights: Two sensor lights had been installed along the path leading from Nayland Road to Pikes Marsh. One resident considered this initiative had been unsuccessful and the lighting remained poor along the alleyway. Members felt that all options had been exhausted and it was agreed not to proceed the matter further.

f) Street Cleansing contract: Three Expressions of Interest received. It was agreed to offer Charlie Series (Grassroots) a provisional one year contract for the period 1st January 2022 to 31st March 2023.

g) Parish Contractor works: Works list circulated to members. BDC has replaced two old dog waste bins along with a supply of litterpicks free of charge to the parish. Two young persons who are currently undertaking their DofE Awards were keen to volunteer to assist with parish initiatives. Clerk to refer them to the Transition Group.

h) Items for comment and future follow up:

1) Garage areas: Cllr Barrett reported that 1200 sites have been assessed across the district. A shortlist of sites identified Tawneys Ride garage site for possible development. Claypits Avenue garage site currently under review for possible primary school use.

2) Off road parking solutions: Suggestions for surfacing any potential parking areas particularly at Claypits Avenue and Tawneys Ride has been put on hold by BDC owing to its current parking strategy consultation for the district.

3) Joint parish council magazine: To follow up on this initiative once the new Parish Incumbent is installed.

4) Upgrade of noticeboard: Cllrs Jackson, Aries and Alston had held a site meeting to consider upgrading the current parish noticeboard. Some concerns raised on costs and risks to the noticeboard. It was suggested that a second noticeboard could be installed at Queens House with agreement of the owner. However plans for the bus depot need to be agreed before following up.

09/01/22 JOINT BURES NEIGHBOURHOOD PLAN

a) NHP update: Two inaugural meetings for interested volunteers to join a Steering Group to progress the plan have been held. Steering Group and Working Parties set up.

Vision Statement, Action Plan and NHP website being progressed. Funding applied for to enable a Housing Needs survey to be completed. Community engagement is crucial for the success of the NHP. Advertising leaflets to be distributed.

b) Steering Group: Members agreed as Gill Jackson (BSMPC), Richard Schackell (BHPC), Carol Ellis (BHPC), Paul Scott, Jenny Wright (Treasurer). BHPC to manage all finances for the NHP. Steering Group meeting minutes to be circulated.

c) TOR and C&E: These were both presented to members and agreed. Clerk to follow up with BHIB regarding insurance cover for volunteers working on the NHP.

10/01/22 Joint Parish Plan 2021-22:

a) Bures in Bloom: Babergh Locality Award grant received for the purchase of 2 self watering planters. Thanks expressed to Cllr Barrett for allocating part of her Locality Award to this project. Sites to be agreed and volunteers being sought to enable the Bures in Bloom initiative to expand. Sponsors also to be sought for purchase of further planters.

b) Bures Climate Change: At no cost to the community, Green Champions conducted 5-minute doorstep surveys with 25 households responding to the survey. Green Champions also attended the local Saturday Market to promote the initiative. 'Climate Change' to be included in the Annual Parish Meeting agenda. Cllr Fairbairn investigating sites suitable for an electric charging point. 2 possible sites being the Nayland Road carpark and Bures Station carpark. Initial Expression of Interest submitted to the Plug in Suffolk Community Grant Scheme.

c) Good Neighbour Scheme: BSMPC has received a £1500 grant from Suffolk Community Foundation to supply hardcopies of Welcome Packs providing information to the local community about services available in the village and to progress a Good Neighbour Scheme for the village. A 'parent' group needed to run the GNS as the parish council cannot under the requirements of the grant.

d) Joint Heath & Wellbeing Plan: Draft plan in progress. Suggestions for Dementia and Health & Wellbeing events being investigated. Grants for cycle racks and leaflets for cycle routes also being investigated. The Clerk has joined Cllr McCorry and Cllr Sills to progress the plan forward and to ensure it is a joint project. Community Information session arranged for Tuesday 22nd March from 10.30am to 12.30pm at Bures Common. All residents welcomed.

11/01/22 PLANNING

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

b) Applications received since the previous planning committee meeting: Members agreed to respond to planning application 21/02585/HH No. 44 Colchester Road, Bures Hamlet CO8 5AE. Although on the Essex side of the village the application was considered worthy of a response as a neighbouring parish to give support to BHPC. A vote taken by members – 1 against, 1 abstention, 4 in favour. Agreed to support BHPC's response.

c) Other planning matters for reporting on:

Chambers Bus Depot: Developers had held a Drop-in session to gain residents views along with traffic surveys taken in Bridge Street. No application submitted by Roses Builders to date. Scheduled for end of January. Both parish councils to respond formally when received.

Plots 5 & 6 Cuckoo Hill: The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached. A reduced bond fee of £130,000 has been paid by the developer to allow BDC to take over if the developer fails to complete. The S106 Agreement completed and ready for signing by both parties. Work scheduled to recommence in February.

Land to rear of Cambridge Way: Hewitsons of Cambridge are acting on behalf of Bures Hamlet Parish Council to secure a land transfer agreement with Braintree DC. Clerk to contact BDC regarding access into the site via the Clarion Housing estate. Grant for 800 tree whips in hand. BHPC to confirm BCLT to take on management of the land on behalf of the parish council.

Bank House: Babergh Heritage Officer has been in contact with the new owner and met on site. No further update.

Barns at Over Hall: No further response received from the Heritage Officer.

d) BMSDC Joint Local Plan: Reported under Cllr Barrett's report Agenda Item 4.

12/01/22 AUDIT AND FINANCE MATTERS

Business Access A/C balance: £13,409.51

Community Account balance: £4,338.28 (when all cheques paid)

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

b) Bank reconciliation and verifying bank statements dated 10th January 2022 – noted, circulated and duly signed by the Chairman and non-signatory member.

c) Parish Council Precept 2022/23 duly approved and signed. Tax Base Band D showed an increase of 1.70%.

d) Clerk/RFO revised contract accepted and duly signed.

e) Clerk/RFO revised contract for Sportsground Committee accepted.

f) The CIL allocation of £7,826.93 was discussed. It was noted that the Sportsground Committee has earmarked funds for the tennis court resurfacing. Members agreed to earmark £2,000 from the CIL allocation for this project. Agreed to re-assess earmarked allocation if and when further CIL funding is gained. CIL allocation to also be used for

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upgrading the Church Square telephone kiosk and the purchase of a bench for the Queen's Platinum Jubilee. The Clerk investigating the British Coating Federation scheme to repaint telephone boxes housing defibrillators to assess funding needed for this initiative.

g) Online bank transfers – members agreed 2 signatories to approve – Clerk to follow up with Internal Auditor.

h) Policy for recording and social media at meetings being followed up jointly with BHPC.

13/01/22 CORRESPONDENCE

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

BSMDC Community Christmas cards – the cards included information particularly for vulnerable people in the village – circulated to village outlets.

Hedgehogs R Us Highway project – circulated and referred to groups who may be interested in taking up the initiative.

Lawyers in Local Government (LLG) launch of a petition calling for legislation in England to allow councils to have the choice to meet remotely.

Information on the Queen's Platinum Jubilee celebrations circulated – members to follow up for the next parish council meeting. Beacon to be registered. Street parties encouraged for Sunday 5th June.

Spring Clean Suffolk 2022 – volunteers to hold a community litter pick – Joint annual parish litterpick scheduled for 19th March.

14/01/22 REPORTS

Assets Report: Cllr Aries had circulated her report prior to the meeting. All assets in a satisfactory condition. Waste bin in Sudbury Road layby has a cracked lid. Eves Orchard grit bin still to be refilled by BDC. Telephone box needs repainting. Bus shelter and noticeboard is a little weathered.

Bures Hamlet PC: Cllr Raymond had left the meeting at this point, however matters to note: Several Local Highway Panel requests to be submitted including upgrading the VAS to a SID, applying for an extension of the 30mph at Lamarsh Hill, a pedestrian crossing at Colchester Road. Grants being investigated to replace the poor fencing along the Millennium footpath.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Cemetery all in good order. UK Power Network utility pole still waiting to be cleared of surrounding overgrowth. Waiting on the Commonwealth War Graves Commission plaque to be mounted at the front entrance and rear gate. The detailed Suffolk Tree Services report highlighted the need for Picus Tests at height to be carried out on the Cedar and the Sequoia. A full tree survey to also be carried out. The Authority responded to the DEFRA Consultation on Amendments to the Environmental Permitting Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities. 6 bird boxes and 6 bat boxes being made ready for installing in the cemetery as part of a Scout Troop project. The turning area at the northern end of the cemetery has not proved to be a sufficiently adequate provision to manoeuvre some of the long-axled funeral vehicles. Some issues have arisen and members agreed action is needed to protect the end graves. Bulb planting underway following a generous donation. Winter maintenance of boundaries and drives completed.

Sportsground: Cllr Monk had circulated a report from the Committee meeting held on 13th January. Gareth Hood took up the role of Clerk/RFO from 1st January. Investigations in hand to establish if a weblink could be set up to allow more effective remote monitoring of the CCTV system. Invites to submit letters of interest/tender for selling refreshments in the carpark to be advertised. Trading period to be increased to cover April to October on a 2 year contract. Quotes being sourced for resurfacing the tennis court and also to clean and patch.

A tree to mark the Queen's Platinum Jubilee to be planted where one of the Millennium Oaks has failed to survive. Scout Troop to be asked if they would clean the footbridge railings and the fencing around the Pikes Marsh playarea. A donation to be offered. Grants secured for new toddler play equipment. Installation work scheduled for the spring.

Community Centre: Cllr McCrory had circulated her report prior to the meeting. Stephanie Atkinson has now taken over as Lettings Secretary and can be contacted via the community centre email address or Stephanie.a.atkinson@live.co.uk Bookings remain steady. Hiring charges to be reviewed. Two new caretakers in place. Main hall curtains are up and Garrad Room curtains are being cleaned. Quotes being sought to repair the kitchen hatch. Film Club hope to resume soon. Treasurer and Letting Secretary roles to hopefully be combined.

Rights of Way: Cllr Aries had circulated her report prior to the meeting and this has been placed on the parish council website. Items to note - As part of the Discovering Suffolk initiative, Cllr Aries has fixed a QR scan code to all fingerposts in Bures St Mary. The app condenses a comprehensive library of tried and tested walking, cycling and riding trails along with high-quality Ordnance Survey mapping into a pocket-sized solution that can be taken anywhere. Finger post at Upper Lane, Little Cornard installed. Several finger posts reported for repair or replacement. Flooding issues on BWY10 reported.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters. Spring bulbs planted along with pansies and primula plants. Some daffodil bulbs donated by Marie Curie planted in the large tub on the platform. Station Adopters to promote Marie Curie Planting Daffodils to mark the National Day of Reflection on 23rd March. Bures Primary School children to paint pictures of wildlife, dragons and climate change for scanning in and hanging on the fence leading to the platform. Fixing of panels on the dragon noticeboard completed. Photos of trains on the Gainsborough Line being donated to the Station Adopters for hanging in frames in the station waiting room. Full report published on the parish council website.

Tree Warden: Ken Jackson had circulated his report prior to the meeting. The lowest branch of the Birch tree at the junction of Friends Field at Cuckoo Hill has been removed. The trimming of the laurel hedge at the Nayland Road carpark in hand. All Fysh House tree trimming completed by contractors.

SALC: Cllr Fairbairn attends the online area forums and minutes available on the SALC website.

Primary School: Cllr Fairbairn, Chair of School Governors circulated an update and this has been published on the parish council website. Art Week celebrated with many excellent pictures and sculptures. The 'Speak Out Stay Safe' assembly and lesson materials provided by the NSPCC were perfectly pitched. The school works hard to ensure that the pupils are aware of keeping themselves safe online and where to turn to when they may feel anxious or worried. 2022 topics for Year Groups range from Winter, Weather and Wonderful Tales for Reception to Deadly 60 for Year 6. Claire Frewin and Claire Lloyd have both recently stepped down as Parent Governors and will be greatly missed. Full report published on the parish council website.

Bures Common Trust: Gill Jackson, Secretary had circulated a report on behalf of the Trustees. The event on 27th November marked the turning on of the Christmas lights. Weather was appalling and since the event the trustees have held a meeting to discuss a Bad Weather Policy. A BWP is deemed necessary to back up the Risk Assessment already set in place. An anemometer to measure wind speed has been purchased and will be used to decide and inform stallholders when they must not erect gazebos, or remove sides and take them down. Markets will recommence in March 2022.

15/01/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Members to note the date of the Annual Parish Meeting is Thursday 31st March at 7.30pm. Cllr Peter Schwier to give a short presentation on his role as Essex Climate Czar. All members and residents of Bures welcomed to attend. Next Agenda Item – to discuss Smallbridge resident’s concern regarding Broadband service and the Nayland Road speed limit.

16/01/22 DATE OF NEXT MEETING

Thursday 17th March 2022 to be held at Bures Community Centre, Nayland Road at 7.30pm.
Future meetings booked 2022: APM Thursday 31st March, AGM 19th May, 21st July,
22nd September, 17th November

The meeting closed at 10.25pm.

Signed:

Chairman

Date