

## **Minutes of Bures St Mary Annual Parish Council Meeting held on Thursday 20<sup>th</sup> May 2021 at 7.30pm**

**Present:** Cllrs L Alston, J Aries, T Fairbairn, G Jackson, L Norton, J McCrory,  
T Saer, S Sills, R Shackell (BHPC), Cllr J Finch (SCC)  
**In the Chair:** Cllr G Jackson  
**Also Present:** Mrs J Wright (Clerk), C Holbrook (Internal Auditor)  
plus 6 members of the public

### **01/05/21 ELECTION OF CHAIRMAN**

It was resolved that Cllr Jackson be elected as Chairman.  
The Declaration of Acceptance of Office was duly signed.

### **02/05/21 APOLOGIES FOR ABSENCE**

Apologies received from Cllr S Pentney (unwell). Apology accepted by those present.  
Apologies also received from Cllr M Barrett (BDC).  
Cllr Fairbairn asked to leave the meeting at 8.40pm. Noted and accepted.

### **03/05/21 ELECTION OF OTHER OFFICERS**

Cllr Aries nominated as Vice-chair and she duly accepted.  
Cemetery Authority: Cllrs Alston, Aries and McCrory  
Sportsground Committee: Cllrs Jackson, Norton, Pentney and Saer  
Community Centre: Cllr McCrory  
SALC: Cllr Fairbairn.  
Tree Warden: Mr K Jackson  
Parish Rights of Way: Cllr Aries  
First Aid Officer: Cllr McCrory  
Planning Committee: All members

#### **Appointment of other responsibilities:**

Health: Cllr McCrory and Sills, Legal: Chairman and Clerk, Primary School: Cllr Fairbairn  
Emergency Co-ordinator: Clerk

#### **Joint Working Parties:**

Highways and Parking: Cllrs Jackson, Aries and Fairbairn  
Retail: Cllrs Jackson, Pentney and Saer  
Street Lighting: Cllrs McCrory and Saer

### **04/05/21 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
No Register of Interests declared or Dispensation requests put forward.

### **05/05/21 MINUTES**

Minutes of the Parish Council Meeting of 18<sup>th</sup> March 2021 (previously circulated) were duly approved and signed as a correct record.  
Minutes of the Bures Annual Parish Meeting of 26<sup>th</sup> April 2021 were received and noted (to be duly signed at the next APM 2022).

## 06/05/21 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were 6 members of the public present.

**a)** Matters raised by the public: Cuckoo Hill surface water – the residents asked to see urgent action being taken by the Highways Authority, SCC and the Parish Council to resolve what appears to be the sites ineffective drainage system. Other issues raised – attenuation tank position, inaccurate drainage drawing, query on the soil transfer notes, soil and debris on site. Residents continue to feel let down by the Authorities. Cllr Finch confirmed that any Highway matters have been taken up with his Officers. The Chairman advised that all issues arising from the site build have been raised with BDC however some more information required before a response is made to the 3 pending applications. The Chairman asked Mrs Frewin to forward her concerns so that these could be addressed in the response to BDC. She also agreed to pass on a request for residents and the parish council to meet with BDC Officers.

**b)** County Cllr James Finch had circulated his report prior to the meeting. Items to note: Covid-19 infection rates sadly rising and in particular locally in Colchester and Sudbury. He urged residents to take up the offer of free home testing kits available from libraries and pharmacies. SCC to submit detailed comments on the proposed Bramford to Twinstead pre-application Scoping consultation to the Planning Inspectorate before the deadline of 8<sup>th</sup> June. Virtual fostering and adoption sessions information available via <https://www.fosterandadopt.suffolk.gov.uk/events>

**c)** District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note: Local elections held on 6<sup>th</sup> May plus a by election for a BDC seat. Members will be focussing on recovery from the pandemic and will encompass economy, environment, welfare, community and customers. Local Plan hearing with the Planning Inspector scheduled for 21<sup>st</sup> June. [New Joint Local Plan homepage \(Babergh\)](#) Planning and enforcement officers have resumed site inspections however planning committees will wait further relaxation of social distancing before recommencing. Free fitness sessions are being offered to get us all to be more active via BDC Our Parks website. [Visit the Our Parks website](#)

## 07/05/21 POLICE

**a) Community Policing Teams:** No issues raised with the Community Police Teams since the last parish council meeting.

**b) BSM Speed Watch:** Cllr Aries reported that both BH and BSM Speed Watch teams have been able to recommence. BH operates from Colchester Road and BSM operates from Sudbury Road and Nayland Road. Essex CSW provide sanitiser and Hi-Viz jackets, however the speed gun needs to be replaced. Suffolk CSW have provided a new radar gun, batteries, charger and roadside signs. A new replacement Essex CSW gun would enable Cllr Aries not to be required for all sessions. Both parish councils agreed to discuss at the July meetings and to share costs if needed.

**c)** Information on automatic number plate recognition (ANPR) cameras circulated. SCC in partnership with the Suffolk PCC are piloting 10 cameras to be installed at speeding hot spots in Suffolk.

**d)** All police reports and police meeting dates circulated and available via the Suffolk Police website.

## **08/05/21 HIGHWAY MATTERS**

**a) B1508 drainage/pothole issues:** The drainage issue outside Great Bevills has been resolved. One large pothole repaired but needing a permanent repair. Several highway defects along the Sudbury Road remained. All reported to SCC.

**b) SID traffic calming:** The SID has been received and the parish council is now waiting on installation of the poles by SCC before the scheme can progress. Works order in hand with an installation date set for no later than 26<sup>th</sup> July. STC Warden Team to monitor and rotate the SID when scheme up and running. STC costs to be met by the parish council.

**c) St Edmunds Lane:** Some tarmac patching has been completed, however surface water still remained at the bottom of the lane. Anglian Water confirmed no pipe leak. SCC has inspected and considered the probability of a surfaced spring creating issues. Cllr Finch confirmed the matter was on the Highways drainage team works list.

**d) BT OpenReach Broadband:** Residents have raised several objections to BT Openreach proposals to install poles at various rural locations. Cllr Finch confirmed that this was part of a SCC initiative to bring better broadband to Smallbridge and neighbouring properties. Works at Smallbridge and St Edmunds Lane to be undertaken in 2022.

**e) Quiet Lanes Suffolk:** Cllr Aries updated members on the QLS initiative. An informal virtual public consultation was held on 26<sup>th</sup> April as part of the APM. BSMPC has moved into Phase 3 and the parish council to now vote on which roads it wishes to put forward as a Quiet Lane.

Proposals put forward:

Arger Fen from Nayland Road to Dead Lane (route U8607) – following strong opposition from residents it was agreed to delay a decision until the July parish council meeting.

Dead Lane to Gazeley Gate (route U8607) – as above.

St Edmunds Lane (route U8616) – several residents in support and members agreed to proceed with this proposal.

Hollow Lane (route U8617) – pedestrian safety concerns raised – agreed to delay a decision until the July parish council meeting.

**f) C773 Assington Road speeding traffic:** Residents continued to raise concerns of speeding along the C773. Cllr Aries has looked into whether a permissive path could be installed alongside the section Bures Green to St Edmunds Lane. However she has been unable to gain both landowners' consent. It was agreed that the members should support its residents with this issue and agreed to install two warning 'Wildlife Crossing' signs and costs to be met by the parish council.

**g) Smallbridge Entry potholes:** Majority of potholes now repaired.

**h) Hollow Lane:** SCC works order in hand to clear the debris along the lane. Volunteers to clear if works remain outstanding.

**i) Bures Bridge:** Cllr Finch reported that waterproofing appeared unviable. Further investigative work needed and bridge closure currently scheduled for 26<sup>th</sup> July to 17<sup>th</sup> September. Cllr Finch to give an update for the next parish council meeting.

## **09/05/21 NATIONAL GRID BRAMFORD TO TWINSTEAD CONSULTATION**

Following the paused 2009 project in 2013 National Grid are currently consulting on proposals to build a new 400,000 volt electricity reinforcement between Bramford and Twinstead. BSMPC is one of eleven parishes who signed a Pre-Application Protocol Letter Before claim for Judicial Review providing ground for an extension to the consultation period. However this was refused and the Planning Inspectorate issued notice of a NG Environmental Impact Scoping Report. BSMPC identified an offshore route as desirable and this view to be submitted prior to the deadline of 8<sup>th</sup> June. Cllr Fairbairn asked how the AONB extension could be accelerated. Cllr Finch advised that the AONB continued to press for an extension.

## **10/05/21 MATTERS ARISING FROM PREVIOUS MINUTES**

- a) Tawneys Ride garages:** Cllr Barrett was made aware of ASB issues at the garages. Area being monitored via Suffolk Police patrols. Members keen to make better use of the vacant garages. BDC reluctant to look at individual garage use and therefore will be looking at a district wide review. Cllr Barrett continuing to follow up.
- b) Pikes Marsh:** Newly appointed Corporate Manager in contact with the Clerk. Waiting on a decision making timescale for the transfer of land to the parish council. Matter ongoing.
- c) Off road parking solutions:** Residents have been following up with the district council for options to purchase land in front of their properties at Claypits Avenue for use as off road parking. Cllr Barrett agreed to follow up with Officers as the valuation of the land in question appears excessively high and not in line with costs of previous granting of access rights.
- d) Eves Orchard bollards:** SCC had submitted a report on the 3 bollards. Although still in reasonable condition they are all showing signs of deterioration. Cllr Finch indicated that the parish council should meet the upgrade costs which would enable SCC to take on future maintenance responsibilities. It was agreed to consider this following the final payment of the PWLB Street Lighting loan due 2023.
- e) Community post pandemic events:** A general open event organised by BCLT is to be held on the 27<sup>th</sup> June at Bures Common if the government timetable for easing of restrictions continued as planned. This event could incorporate any other ideas from residents and the parish councils to give support to those who have lost loved ones during the pandemic.
- f) Bures Surgery:** Cllr McCrory regularly attends meetings with the Practice Manager and Cllr Sills sits on the Hardwick House PPG where concerns can be raised on behalf of the public. Cllr Sills noted some difficulties experienced when communicating concerns to Hardwick House Surgery.
- g) Resident Welcome packs:** Cllr Fairbairn keen on the idea of resident welcome packs. St Mary's Church supply copies via a volunteer network. Copies of the parish council annual report and a letter of introduction to members could be included in these packs.
- h) Joint parish council magazine:** Considered a good idea and members agreed this suggestion should be included in the Joint Parish Action Plan 2021/22.
- i) Health & Wellbeing Plan:** Cllr McCrory and Sills drafting a plan. Printing costs and available grants to produce a leaflet advertising local cycle rides being investigated. BCLT are encouraging groups to hold coffee mornings at the Barn as Covid-19 restrictions ease.
- j) Temporary removal of telephone box:** Cllr Norton to assess the concrete at bottom of the telephone box this weekend. If happy then the box will be temporarily moved out to allow the works to the wall of No 2 Church Square to proceed. The defibrillator will be temporarily relocated whilst works are done. Clerk following up with all parties.

**k) Footpath beside 3 Horseshoes PH:** Patch repair completed satisfactorily. One solar light has been installed on the wall along the right of the path by kind permission of the property owner. A second light needed to give sufficient light to those walking down to Nayland Road. Members agreed to proceed with the purchase of a second light.

**l) Parish contractor works:** Works list circulated to members. (Attached). Contractor to offer a quotation to repair the tarmac in front of Garden House and at the private Bures House carpark.

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

### **11/05/21 PLANNING**

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

**b)** Applications requiring consideration at this meeting: **DC/21/02400, DC/21/02401 and DC/21/02402 Cuckoo Hill site:** The Chairman had prepared a draft response which was read out to all those present. Several points raised at the Open Forum were included and the Chairman also asked Mrs Frewin to forward her concerns so that these could be addressed in the response to BDC. The Parish Council agreed to ask BDC that any evidence used to discharge the planning conditions is hard evidence. The draft response was agreed by all members subject to inclusion of any further warranted points forwarded to the Chairman as previously requested.

**c) Other planning matters for reporting on:**

**Chambers old bus depot site:** The site has sold at auction. Public concern raised that any future development should retain the street scene. The Heritage and Design Officer has advised that the depot is within the conservation area and buildings on the site both have some architectural and historic interest although not protected as a listed building. The Officer also suggested the parish council compile a list of listed and unlisted local heritage. Cllr Alston agreed to produce a heritage report on the old bus depot site which could be used to put forward the Parish Council's views on the future of the site to the new owners and developers. This would be submitted to BDC.

**Land to rear of Cambridge Way:** Braintree District Councillor continuing to support the village for an alternative use of the land. Both parish councils remain supportive to proposals for the land to become a community woodland open space managed under Bures Common Land Trust and Bures Transition Group on behalf of the village. Both parish councils to prepare a joint letter of support to encourage BDC to progress the initiative.

**d) The following Enforcement Cases were reported on:**

**Cuckoo Hill site drainage and contamination:** Reported at Open Forum and Agenda Item 11 (b).

**Barns at Over Hall:** The site of the fire damaged barns has been fenced off and a safety notice installed. Some minor clearance work undertaken. Heritage and Design Officer to visit the site.

**e) Bures Joint NHP:** A proposal to commence the process for a Bures Joint NHP has been discussed with RCCE. A Working Party would need to be set up. Members agreed to proceed with an application to designate the NHP area. Area to comprise of both parishes and the lead LPA to be Braintree District Council. Grants to be administered by BDC via BHPC.

**Cllr Jackson congratulated Cllr Finch on his recent election as Suffolk County Councillor for a further 4 year term. Cllr Finch left the meeting at this point.**

## **12/05/21 AUDIT MATTERS**

- a) The findings of the Review of the effectiveness of the system of internal control held on 23<sup>rd</sup> November 2020 were considered and accepted.
- b) The Internal Auditor's Report 2020/21 was noted with matters raised duly followed up.
- c) The Annual Governance Statement 2020/21 was considered, approved by resolution and duly signed.
- d) The Annual Accounting Statement 2020/21 was considered, approved by resolution, duly signed and dated.
- e) The following policies were reviewed and duly adopted:  
Members considered amending the Standing Orders and the Financial Regulations to include reference to environmental impact and sustainability of any proposal members may put forward. However it was agreed to wait on a NALC recommended clause.  
Standing Orders  
Financial Regulations  
Data Protection & Information Management  
Risk Assessments  
Publication Scheme  
Complaints Procedure  
Equality & Diversity  
Privacy Notice  
Co-option  
Social Media  
Training  
Donations & Grants
- f) The following matters were considered and approved;  
Carolyn Holbrook appointed as Internal Auditor for 2021/22 with fees to remain as previous year  
Internal Audit Review Checklist date agreed for October  
Approved accounts to be made available for sale for £5  
Asset Register  
Minor Works Preferred Builders list

## **13/05/21 FINANCE MATTERS**

**Business Access A/C balance: £18,408.55**

**Community Account balance: £6,079.07 (when all cheques paid)**

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation dated 11<sup>th</sup> May 2021 – circulated, noted and attached.  
Corresponding bank statements - circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) Use of CIL – suggestion for a feasibility study into toilet provision linked to the Community Centre was discussed. Cllr McCrory advised that she was unable to trace a plan of the Community Centre external drainage and was not supportive of the suggestion. Members agreed to consider other options at the next meeting.
- d) The Clerk had put forward her resignation as Sportsground Clerk/RFO. A revised BSMPC Clerk/RFO contract was agreed by all members present. Particular note was made to the Appraisal process which would be essential for a new incoming Clerk/RFO.
- e) Insurance premium reviewed to include the purchase of £1,000 Christmas lights.
- f) PWLB loan outstanding balance as at 31<sup>st</sup> March 2021 circulated. Balance £3,422.96.

## 14/05/21 CORRESPONDENCE

All the following correspondence has been circulated for information or follow up:  
A letter from BDC Communities Officer advised the parish council that The Croft Allotments have been removed from the Assets of Community Value successful nomination list on 11<sup>th</sup> July 2021 under the 5 year term regulation.

Babergh & Mid Suffolk Joint Local Plan – Draft Hearings programme

Details of how to claim free trees and hedgerow plants via BDC

Notification of Publication of Little Cornard NHP (Pre-submission Version)

Details of Covid-19 Local Support

## 15/05/21 REPORTS

**Assets Report:** Cllr Pentney had circulated her report prior to the meeting. All assets in a satisfactory condition. Grit bin at Eves Orchard empty and awaiting a refill by BDC.

**Bures Hamlet PC:** Cllr Shackell reported on the following: An application to be submitted to the NEPP for 2 parking bays with a waiting time of 20 minutes plus no return within 40 minutes to be installed at Bridge Street as an indication to ‘Stop, Shop, Go’. Yellow lines to be refreshed. A Surface Water Alleviation Scheme (SWAS) being prioritised by ECC for Colchester Road/Bridge Street. Gullies to be cleared of chippings following the recent resurfacing at Colchester Road. Volunteering initiatives have been undertaken by members and residents. Woodchippings have been laid on muddy footpaths and more recently the Colchester Road pavements swept clear of chippings and Wharf Lane potholes filled.

**Cemetery:** Cllr Aries had circulated her report prior to the meeting. Cemetery all in good order. Overgrowth on and around the UK Power pole scheduled to be cleared shortly by BTS. Fortnightly brown bin collection service now up and running. Memorial inspection report received with quotes for those needing to be secured being obtained. The Commonwealth War Graves Commission Gallipoli marker has been made for the grave of K.P.Carr, however a delivery date is still to be scheduled in. The revised layout works scheduled to commence at the end of the month.

**Sportsground:** Cllr Monk had circulated a report from the Committee meeting held on 6<sup>th</sup> May. Skateboard ramp refurbished. Tennis courts moss treated. Alternative play equipment being sourced to replace the A to B climber. Conditions and Hire Agreement drafted and agreed. Sale of refreshments proving to be successful. Members agreed to install an extra access gate into the main play area. CCTV cameras insured. Clerk’s notice of resignation received. Macmillan Mighty Hike scheduled for 31<sup>st</sup> July.

**Community Centre:** Minutes of the Community Centre Management Committee meeting of 12<sup>th</sup> May circulated to all members. Sadly it was reported that Caretaker Kevin O’Grady had died suddenly. Flowers in his memory have been sent to his family. Jasmine Rogers appointed as Caretaker with Nicky Elliot stepping up as Senior Caretaker. Main hall and Garrad Room to be painted. Hall available for hire from the 17<sup>th</sup> May. Risk assessments being drawn up.

**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 – Quiet Lanes initiative for Bures St Mary has moved into Phase 3. (See agenda item 8 e). The Croft BWY5 hedge has been trimmed and tidied by the parish contractor. FP14 and FP16 scheduled to be strimmed and tidied.

**Transport:** Mary Turner had circulated her report on behalf of Bures Station Adopters. Further development of the wildlife area planned. Bee friendly flowers to be bedded out in two wooden planters alongside the fence. Stour Valley footpath sign installed. Mural initiative ongoing. Quotes being investigated to render and paint the station wall. To be part funded by Anglia Rail. Working party continuing to meet. Planting of troughs in hand.

**Tree Warden:** Ken Jackson had circulated his report prior to the meeting. Thirty Oaks planted on the perimeter of the school playing field with enthusiastic help from parents and children. Ten Silver Birch planted along the field boundary of Claypits Avenue, five new Alder along the riverbank and two disease resistant Elms established at Bures Common. Suffolk Community Woodland and Essex Community Orchard both doing well.

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

**Primary School:** Cllr Fairbairn, Chair of School Governors has circulated his May update and this has been placed on the parish council website. The children had been encouraged to reflect on the death of Prince Philip and what made 'a life well lived'. Easter had been celebrated with a special pilgrimage around fifteen 'Stations of the Cross'. The children joined in the planting of the Oak trees at the playing field for shade for the summer.

**Bures Common Trust:** Gill Jackson, Secretary had circulated a report on behalf of the Trustees. The May market was the first with the full range of stalls following the lifting of restrictions on 12<sup>th</sup> April. Next market 12<sup>th</sup> June. Arts and Crafts Fair scheduled for 6<sup>th</sup> June. A celebration of 10 years since the purchase of Bures Common scheduled for 27<sup>th</sup> June with live music and refreshments.

### **16/05/21 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Item for next agenda:

Recording and use of social media at meetings.

To identify items for inclusion on the next Bures Joint Action Plan 2021-22.

### **17/05/21 DATE OF NEXT MEETING**

Thursday 22<sup>nd</sup> July 2021 to be held at Bures Community Centre, Nayland Road at 7.30pm.  
Future dates booked 2021: 16<sup>th</sup> September, 18<sup>th</sup> November

The meeting closed at 9.30pm

Signed:

Chairman

Date