

Minutes of Bures Hamlet Annual Parish Council Meeting
Monday, 23rd May 2022
held at Bures Community Centre at 7.30pm

Present: Cllrs M Baker, C Ellis, K McAndrew, D Monk, B Raymond, R Shackell,
M Welch, J Aries (BSMPC and Parish ROW Officer)
In the Chair: Cllr R Shackell
Also Present: Mrs J Wright (Clerk)

01/05/22 ELECTION OF CHAIR

Cllr Shackell duly elected as Chair.

The Declaration of Acceptance of Office was duly signed.

02/05/22 APOLOGIES FOR ABSENCE

Apologies received from Cllr Schwier (ECC) and Cllr Scattergood (BDC).

03/05/22 ELECTION OF OTHER OFFICERS

Cllr Baker nominated as Vice-Chair and duly accepted.

Cemetery Authority: Cllrs Baker, Ellis and McAndrew.

Sportsground Committee: Cllrs Monk, Raymond, Shackell and Welch.

Community Centre: Cllrs Baker and Monk to attend along with the Clerk on rotation of meetings during the year.

Tree Warden: Cllr Baker.

Parish Rights of Way: Mrs Jan Aries.

Planning: All members.

EALC & BALC: Chairman and Clerk.

Appointment of other responsibilities:

Transport: Cllr Welch, First Aid: Cllr Welch, Emergency Plan Co-ordinator: Clerk.

Cllr Welch noted that his First Aid Certificate is due to lapse on 6th August and therefore needed to be booked on a further course.

Joint Working Parties:

Highways, Parking and Street Lighting: Cllr Baker and Cllr Shackell

04/05/22 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.

05/05/22 MINUTES

Minutes of the Parish Council Meeting of 14th March 2022 and Extraordinary Meeting of 7th April 2022 (previously circulated) were both duly approved and signed as correct records.

The Joint Annual Parish Meeting draft minutes of 31st March 2022 were received and noted (to be duly signed at the next APM 2023).

06/05/22 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

No members of the public present.

District and County Councillors:

Both District and County Councillors not in attendance to present a report.

07/05/22 POLICE MATTERS

a) Issues raised with Community Policing Teams: Youngsters continuing to arrive by train from both Sudbury and Marks Tey directions to use the recreation ground facilities during good weather. However over the last couple of weekends vandalism at the recreation ground, Bures Station and private properties along route has required a greater need for police presence in the village. Rail Transport Police along with Essex and Suffolk Police working together to resolve the youth problems. Residents encouraged to report incidents preferably online unless urgent assistance required then ring 999 emergency services.

b) Speedwatch: Cllr Aries gave the following report – 2 to 3 sessions operating each week. it has been evidenced that when Speedwatch in action then drivers do reduce their speed. More team members always needed. Advertising in the parish magazine and on facebook in hand.

c) Newsletters: All police newsletters and information circulated as received and are available via the Suffolk and Essex Police websites and the parish council website.

08/05/22 HIGHWAY MATTERS

a) Local Highway Panel (LHP) requests:

1) Pedestrian crossing at Colchester Road: Questions remained as to whether there is a feasible point where a crossing may be placed. A third party has recently undertaken a traffic survey for the village however members once again agreed to continue with its proposed follow up traffic count to support a LHP application to ECC. Date and time to be confirmed.

2) Safety improvements at Mount Bures junction: Residents remain keen for the parish council to revisit the previously refused LHP request to improve safety at the junction. Clerk following up with Cllr Schwier and Mount Bures Parish Council. 'Traffic free route' sign to promote a safer walking route still to be installed at the junction down to the Mill. Clerk to ask Cllr Schwier for a traffic survey to be repeated to provide up to date data along with a 40mph buffer zone from the junction into Bures Hamlet. Cllr Aries suggested the parish council could ask for incremental 30mph signs at 300m, 200m, and 100m on the approach to the 30mph entry in to the village as an alternative to the 40mph buffer zone.

3) Bus stop hardstanding at Mount Bures junction: Recommended for approval at an estimated cost of £6,000.

4) Reflective bollards: A resident has requested reflective bollards to be installed on the right hand verge at the top of Lamarsh Hill to prevent further verge damage from vehicles travelling at speed. The resident agreed to gain evidence for an application to be submitted to the LHP.

5) 30mph extension for Lamarsh Hill: The draft application with the gained evidence has been submitted to the ECC Local Highway Panel following Cllr Schwier's approval. Clerk to check if the application has progressed to the initial stage of the process.

6) Upgrade of VAS: As this would need to be a further LHP request it was agreed not to proceed until parish council finances allow members to consider purchasing a Speed Indicator Device costing in the region of £3,500.

b) Parking matters:

1) Use of station carpark: The Chair presented the following update – all Network Rail carparks are standardised and managed with no concessions. The parish council can request a one off use for a special event but this may not be granted. Network Rail do install electric charging points in some carparks.

2) Extended bus parking issues: The developer of the former Chambers bus depot has suggested relocating both existing bus stops on Bridge Street to accommodate changes to the Highway. Currently bus drivers often extend bus parking time to include refreshment breaks and change overs. SCC Passenger Transport and Go-East Anglia are exploring a

suggestion to relocate the extended bus stop times to the Essex side of the village. BHPC agreed that this may ease congestion at Bridge Street.

c) Bridge Street flooding/potholes: Pot hole at roadbridge repaired. ECC monitoring pothole in centre of road. ECC confirmed it has identified a potential broken pipe and repairs in hand along with further minor works to alleviate flooding at Bridge Street.

d) Low level light at Station Hill: Agreed to leave this matter on hold until the garden revamp has been completed.

e) Station Hill tree root: Still waiting on second tree root to be treated when funding allows. Clerk to follow up.

f) Bridge Street: Repainting of the yellow lines remains on the NEPP future works list.

g) Network Rail E54 crossing: The Secretary of State has agreed with the Inspector's conclusions that E54 should not be included in the proposed Network Rail Order Crossing Closures.

09/05/22 PLANNING

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

b) Applications requiring consideration at this meeting: None.

It was noted that Application No. 22/00188/FUL The Small Holding, Ferriers Lane has been refused. Clerk to contact Enforcement as work continued on site and the two hardstandings previously refused remain on site. Sewerage run off issue has been rectified.

c) Progress on transfer of Jubilee Grove:

1) Land searches: 5 land searches undertaken by Hewitsons on behalf of the parish council with all found satisfactory. Access to the site agreed with Clarion Housing.

2) Maintenance Agreement: The redrafted maintenance agreement has been accepted by the two parties BHPC (owner) and BSMPC whose residents will share enjoyment of the land as well. Volunteers from Bures Transition Group will help to maintain the land. In December BHPC and BSMPC will meet to discuss a work plan and costs budget for the following season. When land transfer finalised, Jubilee Grove will become a BHPC asset and BHIB Insurers to be duly notified and volunteer cover arranged.

3) Maintenance matters: Tree whips planted and mulched by BTG volunteers. Path design in hand and access for motorised scooters being followed up. BCLT to supply a new entrance gate. Dog waste bin purchased.

d) Other planning matters for discussion:

1) Land south of Penlan: A new entrance on to the site has been created. Following a site visit by Enforcement Officers work appears to have ceased. Clerk agreed to request an update on the matter. Cllr Baker reported on the recent tree application at Pine View/Penlan. This has been part refused and part granted. All trees are under a Tree Preservation Order and concerns have been raised that further trees may be removed. Cllr Baker monitoring the situation.

2) Vacant garage site: The garage site remains unsold. The parish council wrote to BDC and to the developer's agent regarding safety at the site. The Enforcement Officer visited the site, however did not deem it unsafe. It is noted that the developer has a timescale of up to 3 years to erect the hoarding. Youths are accessing the site. Clerk to contact the Agent again.

3) Chambers Bus Depot site: BSMPC has strongly objected to Application No. DC/22/00754 on highway safety grounds and loss of parking. BHPC has given its support to these objections. The developer is currently considering all comments raised and liaising with BDC for a more acceptable highway design. BSMPC has submitted a Freedom of Information request asking for sight of the pre-application advice given to the developer, specifically regarding Highway proposals and parking.

4) Cuckoo Hill site: The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached. An Application for Discharge of Conditions for DC/21/00745 Condition 9 (Monitoring Inspection Protocol) approved by BDC. Flooding issues continue to be reported to Officers by neighbouring properties. Work progressing ahead of schedule.

5) Ferriers Farm Barns: A letter addressed to the Chair raised questions as to why the parish council has not objected to Application 21/01966/FUL. The Chair agreed to respond. BHPC maintained its reasons for not objecting to the application.

10/05/22 JOINT BURES NEIGHBOURHOOD PLAN

a) NHP update:

1) Advertising: Two Community engagement events held on the 9th and 10th April. Further engagement events scheduled to be held over Bures Music Festival week.

2) Website: A NHP website now up and running. Need to encourage residents to use the site.

3) Parish Online/ Dropbox: Parish Online package available FOC via BHIB Insurers. All groups can have access to it and create layers to the map relating to their individual work. Dropbox has been set up for the parish councils, committees and NHP Group. Admin access to be restricted. 4 licences applied for at a cost of £120 each.

4) Housing Needs Survey: RCCE assessing HNS results. Final report to be circulated when received.

5) Steering Group: Steering Group minutes dated 12th April and 10th May accepted by the parish council. Wider Group minutes of the 22nd March also accepted. Next Wider Steering Group meeting scheduled for 24th May.

6) Spending Plan: The NHP accounts running via BHPC accounts. An Expression of Interest for a 2nd grant submitted. If accepted then grant application to be completed online.

11/05/22 Joint Parish Plan 2021-22:

a) Bures in Bloom: Planters in place and filled with soil and compost ready for planting. Planters positioned at Claypits corner, Doctors surgery, Bridge Street bus stop, Friends Field corner, Sudbury Road Threeways corner, Millennium bridge footpath, Colchester Road and Normandie Way junction. The bed around the Hamlet village sign and around the tree at the Community Centre to also be included in the scheme. Thanks to all volunteers. £90.50 remains in the kitty from Cllr Scattergood's Councillor grant.

b) Bures Climate Change: Initial Expression of Interest submitted to the Plug in Suffolk Community Grant Scheme. First round heavily oversubscribed and the application delayed to second round of bids. LTN89 Sustainable Energy and Electric Vehicle Charging information circulated. Webinar hosted by South East New Energy scheduled for 16th June for groups that want to address the climate emergency.

c) Suffolk Community Foundation Grant: 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 Bures GNS now set up and grant fund to be transferred from BSMPC.

d) Joint Heath & Wellbeing plan: Plan being followed up jointly with BSMPC. Suggestions for Dementia and Health & Wellbeing events being investigated. Grants for cycle racks also being investigated. Virtual meeting with interested parties in hand. A Loneliness Roadshow scheduled for June 16th at Bures Common.

12/05/22 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

- a) Queen's Platinum Jubilee:** An event at the community centre and on the recreation ground planned for Thursday 2nd June. Activities to include refreshment stalls, fire display, firework display and children's workshops and games. Glassware and commemorative mugs will be on sale. Street parties encouraged for the following Sunday. Costs and risk management plan drawn up with receipts/expenditure via BSMPC. Thanks to Ian Gibbs and this team for progressing this event.
- b) Tree to mark the Jubilee:** Members looked at possible sites to plant a commemorative tree. Normandie Way playarea suggested but tree roots may become an issue. It is noted that the Station Adopters are to plant a tree at the station. Members agreed to plant a Silver Birch or Beech at Jubilee Grove with a marked plaque.
- c) National Grid consultation:** Members had given support to Route 5 with preference for undergrounding and had linked with the Stour Valley Group of parishes.
- d) P3 Scheme:** Parish Council scheduled to enter into a Service Level Agreement with ECC in the summer of 2022. Map showing sections of the agreed paths for including in the SLA submitted. Clerk and Cllr Aries are both struggling to maintain consistent contact with the PRoW Officer and therefore no further update. Clerk to continue to pursue the P3 Scheme.SLA.
- e) The Paddocks footpath:** A quotation to cut back overhanging branches, remove barbed wire and remove overgrowth - £450 + VAT accepted. Works in hand.
- f) Station Hill garden:** Waiting on date from JPB Landscapes for work to commence - removal of planting approximately 54m2, removal of soil 200mm and install new mix of topsoil and soil improver, all waste to be removed off site. Planting of new shrubs by volunteers to follow in the autumn.
- g) Millennium footpath fence:** The fence is deteriorating. The parish contractor regularly repairing damaged rails and it is agreed there is a need to investigate renewing the complete fence. Clerk has sought grants from AONB but none available to meet the criteria. She agreed to gain a quotation for 186 metres of rustic fencing.
- h) Essex Knowle:** Clerk proceeding with upgrading the Possessory Title of Essex Knowle to Freehold Title as the requisite 12 year period ended in November 2021. Wayman & Long proceeding on behalf of the parish council. Clerk has signed the Terms of Business and submitted the fee of £403.

13/05/22 AUDIT MATTERS

- a)** The findings of the Review of the effectiveness of the system of internal control held on 4th October 2021 were considered and accepted.
- b)** The Internal Auditor's Report 2021/22 was noted with matters raised duly followed up.
- c)** The Annual Governance Statement 2021/22 was considered, approved by resolution and duly signed.
- d)** The Annual Accounting Statement 2021/22 was considered, approved by resolution, duly signed and dated.
- e)** The LGA Model Councillor Code of Conduct 2021 duly adopted
- f)** The following policies were reviewed and duly adopted:
 - Standing Orders updated to reflect LTN 87 Procurement
 - Financial Regulations
 - Data Protection & Information Management
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity

Privacy Notice
Co-option
Social Media
Social Media and Recording at meetings – draft in hand
Training
Donations & Grants

- g) The following matters were considered and approved;
Carolyn Holbrook appointed as Internal Auditor for 2022/23 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
Insurance Renewal Premium
Minor Works Preferred Builders list

14/05/22 FINANCE MATTERS

Business Premium A/C balance: £8,855.32

Community A/C balance: £5,927.17 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
b) Bank reconciliation report dated 15th May 2022 – circulated, noted and attached.
Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
c) Policy for recording and social media at meetings being followed up jointly with BSMPC.

15/05/22 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

Items noted for action: Lower suckers to be removed from Ash tree at Essex Knowle. Hedge to the right to be trimmed when Wysteria dies off. Working Party in hand to clear weeds ready for Open Gardens weekend. Contractor also asked to urgently follow up. An agreement between No. 2 Colchester Road and the parish council has been signed by both parties for the parish noticeboard to remain at its current location with no liability falling to No. 2.

The two parish councils have responded to a request from NALC Smaller Local Councils Committee for specific issues which may need addressing.

The Chair offered to revarnish the benches listed on the asset list along with the two bus shelters at Colchester Road. Nigel Norton to wash down prior to the revarnishing.

16/05/22 PHYSICAL RISK ASSESSMENT

Cllr McAndrew had circulated his report prior to the meeting. All assets appeared in good order. Both bus shelters in need of wiping down and revarnishing as reported at Agenda Item 15.

Benches needed revarnishing as reported at Agenda Item 15.

Dog waste bag dispensers needed refilling – Cllr Baker to follow up.

Next Inspector – Cllr Monk.

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

17/05/22 REPORTS

All reports had been circulated prior to the meeting.

Bures St Mary PC: Cllr Aries noted that Cllr Jackson has resigned as Chair and she had taken on the role of Acting Chair until the May elections. Cllr Fairbairn has taken on the role of Vice-Chair. Cllr Alston has resigned from the parish council but offered to continue to assist with any Heritage matters.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Still waiting on Suffolk Tree Services to carry out further tests and visual inspections at height on the Sequoia and Cedar. Releveling and returfing of some of the more recent burial plots has been put back due to the very dry spring. The approach drive in the new section has been widened. Wooden posts with a chain link installed to protect the more vulnerable graves. No further work scheduled as it is very unlikely that the funeral vehicles will be able to access the area due to insufficient space to manoeuvre a long-wheel based vehicle. Leylandii hedge to be cleared from the boundary with the wood yard later in the year. The Woodland Trust has agreed to supply native hedging free of charge in the autumn. Rear gate being considered to improve access to the new extension for the service vehicles.

Sportsground: Minutes of the Committee Meeting held on 12th May has been circulated to all members and placed on the parish council website. Use of grant for youth workers still being investigated. Issues with youth still raising concerns. All incidents to be reported to the police. Several events scheduled over the summer period – Bures Music Festival, Queens Platinum Jubilee, Macmillan Mighty Hike and RST Sudbury to the Sea. New Clerk/RFO in post – Sue Pownall.

Community Centre: Minutes of the Management Committee meeting held on the 11th May circulated to all members and held on file. AGM scheduled for 21st June.

Rights of Way: Cllr Aries had circulated her report prior to the meeting and this has been published on the parish council website. Items to note: Parish Council to enter into a Service Level Agreement with ECC in the summer of 2022. Application progressing. Sign still to be erected near Brook House Cottage to indicate there is a traffic-free route into BSM and to the school. Various damaged, missing or obscured fingerposts reported but logged as items to be assessed during future scheduled inspections. BWY25 surface issues have not been resolved and the original report appears have been removed from the system. Some footpath strimming in hand.

BALC: Meetings bi-monthly, virtual and in-person. Parish council representative to attend meetings agreed as the Chair. Minutes to be circulated for information.

Transport: Cllr Welch had circulated his report prior to the meeting. He attended an online presentation by ECC on 19th May which was specifically to explain the benefits and features of a new 'App' designed to allow passengers to plan their travel. Further information via www.travelessex.co.uk Summer train timetable operating.

Station Adopters: Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website.

Some working parties at the station garden weeding, deadheading, cutting back, and more recently, lifting the bulbs to make space for planting flowers to prepare for Open Gardens on 28th and 29th May. Work is currently in progress planting out the beds and tubs and aim is to increase the number of bee friendly plants.

The Bee Friendly Trust in Soho has invited Bures to become a bee friendly village.

The Headteacher at Bures Primary School is very keen for the children to embark on a project to paint pictures of flowers, wildlife and climate change. These will be scanned on to dibond

then fixed to the fence alongside the path leading up to the ticket machine from the car park. The picture frames in the station waiting room which had the pictures stolen have been replaced with photographs of trains on the Gainsborough Line which were taken and donated by a local photographer Eve Scott in support of Essex Air Ambulance. There is a need to replace the wire fence along the platform and path leading to the car park.

Tree Warden: Cllr Baker noted on the trees at Penlan/Pine View as reported at Agenda Item 9 (e).

Bures Primary School: Cllr Fairbairn, Chair of School Governors circulated a May update and this has been published on the parish council website. Class newsletters are available via the school website under Curriculum – <http://www.bures.suffolk.sch.uk/classes/> Thanks to all the parents and children who planted several hundred trees at Jubilee Grove, Cambridge Way. The school celebrated World Earth Day. Comic Relief Day raised £350.

Bures Common Land Trust: Gill Jackson, Secretary had circulated a report on behalf of the Trustees. Daffodils planted around the fence line as part of the Marie Curie appeal. Monthly markets resumed in March. Decorated May pole was set up for the May market with music and dancing. The Spring Art and Craft Fair very well attended. Lunches and programmes for the Open Gardens will be available on the Common.

18/05/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Sections of hedge along the footpath leading from Colne Road to the railway crossing need cutting back.

The banks along Colne Road opposite the turning into Ferriers Barn needed strimming to allow better visibility for motorists.

The Station Adopters are looking to replace the old chain link fence running from the waiting room along the platform to the steps and down the slope with a wooden picket fence.

Members raised concerns that a picket fence may be susceptible to vandalism.

Cllr Aries offered to speak to the Station Adopters regarding the replacement fence.

19/05/22 DATE OF NEXT MEETING

Monday, 18th July 2022 to be held at Bures Community Centre at 7.30pm.

Cllr Baker offered her apologies for the next meeting owing to a holiday commitment.

Future dates booked: 2022: 19th September, 14th November.

Future dates booked: 2023: 16th January, 20th March, Joint APM – TBA, AGM 15th May, 17th July, 18th September

The meeting closed at 9.40pm

Signed:

Chairman

Date: