

Minutes of Bures St Mary Parish Council Meeting

**Thursday 28th September 2023 at Bures Community Centre,
Nayland Road at 7.30pm**

Present: Cllrs J Aries, E Ellerbeck, T Fairbairn, G Jackson, S Koeck,
Cllr J Finch (SCC) Cllr I Reece(BDC)
In the Chair: Cllr J Aries

01/09/23 APOLOGIES FOR ABSENCE

Apologies received from Cllr Norton (personal commitment),
Cllr McCrory(personal commitment) Cllr Welch (Bures Hamlet) (personal
commitment)

All apologies accepted by those members present.

02/09/23 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.

03/09/23 MINUTES

Minutes of the Parish Council Meeting of 27th July 2023 were duly approved
and signed as a correct record (previously circulated).

04/09/23 CO-OPTION OF NEW MEMBERS

Mr Glen Taylor's application to become a member was circulated to all members
prior to the meeting. Mr Taylor expressed a desire to contribute in some way to the
community in which he had grown up. The members had no further questions and
Mr Taylor was duly invited to join the Parish Council. He signed the Declaration of
Office.

05/09/23 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

No members of the public present.

County Councillor: Cllr Finch's report circulated to all members, published on
the parish council website and available to view online. Important item: Parents
are being invited to apply for places for Primary-aged pupils by Monday 15th
January 2024 and for secondary school places by Tuesday 31st October
2023. The issue of the newly constructed concrete track off Corn Hall onto the
B1508 was raised. Concerns were expressed about the lack of drainage to
capture surface water running onto the highway.

Action: Cllr Finch to investigate.

District Councillor: Cllr Reece's September and October reports circulated to
members, published on the parish council website and available to view online.
Cllr Reece had followed up on the non-completion of the access drive to the
Apple Tree Mews development off Cuckoo Hill. The matter is now with Babergh
Enforcement Officer and a resolution will be sought as soon as possible. Cllr
Reece requested a background history of the development. Cllr Reece offered to
investigate funding possibilities to assist with the repair of the Bridge Street bus
shelter.

Action: Chair to compile a brief overview. Cllr Reece to explore funding possibilities.

06/09/23 POLICE

a) Matters raised with Suffolk and Essex Community Policing Teams: The Chair attended the PCC Chief Constable Host Meeting on 21st September. A new county policing model will go live in December 2023. More staff to be allocated to the call control centre to improve response times. The ASB issues in the village over the summer were put to the panel, emphasising the need for a preventative police presence before incidents occurred.

b) BSM SpeedWatch Volunteers carried out a speed check for the Suffolk Action Day 14th September. Volunteer numbers remain very low. Notices are periodically put up on Beautiful Bures FB and in the Parish magazine asking for new members.

07/09/23 HIGHWAY MATTERS

a) '20's Plenty for us' Campaign It was decided that all Bures St Mary households should be consulted to ascertain public support for the national campaign. A draft survey is to be drawn up for members to consider

Action: Chair

b) ANPR A large number of parishes have requested the ANPR. Bures remains on the waiting list. Possibly after November.

c) Request for a dropped kerb at Nayland Road The proposed location for a dropped kerb by the Three Horseshoes Pub has been assessed by SCC Highways and has not been approved as a suitable site. Members asked for the location to be reassessed. **Action: Cllr Finch**

d) Reinstatement of dropped kerb at Scout Hut Cllr Finch met with the Scout Leader and the matter has now been resolved.

e) St Edmunds Lane, Sudbury Road and White Lodge surface water/pothole issue Surface water issue outside Pilgrim's Rest not an issue at this time but underground works to channel the water into the drain are scheduled. Sudbury Road and White Lodge currently not causing a problem due to very dry conditions

f) Surface water issues at Church Square and Nayland Road Church Square drains have been cleared. No further sewage leakage reported in Nayland Road. To be monitored.

g) Brick Flint wall at Nayland Road Letter to be written to the householder

Action: Chair

h) B1508 road bridge repairs The casting has been taken. Awaiting date for scheduled works.

Cllr Finch left the meeting at this point

08/09/23 NATIONAL GRID BRAMFORD TO TWINSTEAD

No update on the NSIP application to extend footpath links with Workhouse Green. A request received from the Parish Council Cluster Group of 6 Parishes to contribute £500-£1000 to fund a Landscape Consultant to challenge the National Grid's Electricity Transmission's application. It was decided to inform the Parish Council Cluster Group that Bures St Mary Parish Council has insufficient funds at this time to make a contribution. Crowdfunding was suggested to raise funds. Support for and attendance at the meetings to continue.

Action: Cllr Fairbairn

09/07/23 MATTERS ARISING FROM PREVIOUS MINUTES

a) Wind Whistle Ridge bench replacement: The bench has been security marked and secured in position. Commemorative plaques on order.

b) Health and Well-being: The Rural Coffee Caravan has run two monthly sessions on the Common, attended by the Police and various community services offering advice and refreshments. Well-attended. Final session to be held on 24th October. Dementia Friends sessions for councillors and members of the public are being investigated, and can be provided both by Babergh and Braintree District Councils.

c) Bus shelter repairs: The EALC Microgrant application for £1000 will be re-submitted at the end of September. It was agreed to seek an updated quote from Littlethorpe for the proposed repair and to request two more like-for-like quotes from other companies.

Action: Chair

d) Management of SID: Cllr Ellerbeck met with the Sudbury Town Council Warden. The insurance requirements and Health and Safety measures involved mean that it is inadvisable for the SID to be managed by a volunteer. Current charges of £23.24 p.h. soon to increase to £25 p.h. plus 65p a mile travelling expenses. Estimated cost £325 a year for monthly changeovers of the unit.

Bures Hamlet Parish Council are awaiting an assessment of the suitability of Highways poles on Colchester Road on which to mount the shared SID. It was agreed to reactivate the contract with the Sudbury Town Council Team.

Action: Chair

e) BDC Trees, Hedgerows and Wildflowers Scheme: Grassy areas have now been cut with the exception of Friend Field bank being left unmown due to parked vehicles. Babergh contractor intends to return to complete the cut.

f) Grit Bin for Tawneys Ride: Babergh DC have given permission for the verge in front of the Tawney Ride garages to be used. Highways will not supply or fill a grit bin in this location as it does not comply with the criteria. It was agreed to purchase a Glasdon 90 litre grit bin and fill it independently.

g) Parish Contractor works list (BPAP2iv) Circulated prior to the meeting and held on file. The Chair thanked Cllr Koeck and his team of volunteers for work carried out in the Cemetery. This was an example of how Councillors are helping to keep maintenance costs down across the Parish. A letter of concern has been circulated to both Parish Councils from a resident who questioned the use of a commercial weed spray in the village. New Way is used occasionally to control weed growth. It is a recommended method, considered to be environmentally-friendly, as it is acetic acid based and leaves no residue in the soil.

10/09/23 PLANNING

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

b) No applications required consideration at the meeting.

c) Former 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.

d) Plots 5 & 6 Cuckoo Hill (Apple Tree Mews): Concerns have been raised by the new residents about the non-completion of the access drive to the estate. This matter has been raised with Babergh Planning in the past but remains unresolved. The issue is now with the Enforcement Department.

e) Other matters for reporting on:

Land sales at Colchester Road: It is understood that some residents in Normandie Way who intended to purchase plots to the rear of their properties have withdrawn their interest. The water meadow, which was being auctioned as two plots, is now being divided into smaller plots. The situation remains very changeable from auction to auction. The Bures St Mary Parish Council submitted an Expression of Interest (E.O.I.) to the UK Government Community Ownership Fund to purchase the water meadow. The feedback was that the application and the future management needed to be undertaken by the same organisation. The Bures Common Land Trust (BCLT), as the organisation which would be responsible for the management of the land, has now taken on the full application.

Ferriers Farm Barns: 23/01976/COUPA – Planning permission required for change of use to 1no. residential building. Date of decision-27th September 2023.

Jubilee Grove(BPAP2ii): No decision has been made yet to accept the offer of the strip of land along the length of the railway embankment due to the significant legal costs involved. The entire area has been mown by a local contractor and is now being accessed by members of the public.

Vacant Garage site, Colchester Road: Condition 15- Details of Pilings - has been granted. Two further applications are currently pending consideration in relation to Landscaping and to discharge other pre-commencement conditions.

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

11/09/23 JOINT PARISH PLAN 2023-24

Members were asked to consider new initiatives for the current Joint Parish Plan which could be aspirational whilst financially viable. The Neighbourhood Plan will be putting forward some Community Actions in due course to be included in the Joint Parish Plan. It was requested that the latest Draft of the Neighbourhood Plan could be shared with members. Clarification was requested as to whether formal Parish Council approval of the draft Neighbourhood Plan was part of the process.

Action: Cllr Jackson

12/09/23 AUDIT MATTERS

- a) External Auditor's report with no matters arising noted
- b) The decision to appoint a new Internal Auditor to be deferred until the need for an Internal Audit can be clarified. It was suggested that the Internal Audits for the Parish Council and the Sportsground Committee could be amalgamated to reduce audit costs. No decision was made at this time whilst awaiting the above clarification.
- c) As a consequence of b) no date for the Autumn Internal Review was agreed. To be arranged by email when the situation has been confirmed. **Action: Chair**
- d) Training, Donations and Grants, Environment, Equality and Diversity, Privacy Notice Policies approved and duly adopted.
- e) Renewal of the AJG Community Scheme Insurance for 3 years noted.

13/09/23 FINANCE MATTERS

- a) Finance and Budget monitoring report – noted, circulated and attached.
- b) Bank reconciliation report and verifying bank statements - dated 21st September 2023 noted, circulated and duly signed by the Chairman and non-signatory member.
- c) The change of Signatories and BACS payments are now working well.

d) The Clerk for the Sportsground Committee was appointed as of 1st September and is now familiarising herself with the role. Training opportunities are being investigated. It is hoped that she will be in a position to take up the Clerk to BSMPC role in the New Year.

Cllr Koeck left the meeting at this point

14/09/23 CORRESPONDENCE

All the following correspondence has been circulated for information or follow up:
Inspector's Report on the Examination of the Babergh and Mid Suffolk Joint Local Plan

James Cartlidge MP Charity Funding Fair with National Lottery 6th October 3.30pm

PCC Chief Constable Host Meeting online Tuesday 7th November 6pm

SALC Conference – one place available (possibly two) 29th November 2023

15/09/23 REPORTS

a) **Asset report:** Circulated prior to the meeting. All assets in a satisfactory condition. (23rd November: Cllr Koeck)

b) **Sportsground** (BPAP3.1) – The minutes of 14th September circulated and noted.

c) **Community Centre-** The minutes of the Community Centre Management Committee meeting held on 25th September not available yet.

d) **Rights of Way** (BPAP2ii) – report circulated, noted, published on the parish council website and available to view online.

e) **Joint Neighbourhood Plan** - The minutes of the Bures Neighbourhood Plan Group meetings held on 2nd August, 5th September and 12th September were circulated and accepted by the members.

f) **Tree Warden** (BPAP 2i) – Planning applications and decisions noted

g) **SALC-** online area forum notes from 7th September, rather than minutes, available on the SALC website and were circulated to all members for information. Cllr Fairbairn attended. All members welcome.

h) **Primary School** - Cllr Fairbairn, Chair of School Governors, welcomed the new Headteacher, Mrs Harris, and all new members of staff to the team this term.

16/09/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS:

None put forward.

17/09/23 DATE OF NEXT MEETING

Thursday 23rd November 2023 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed: 2024: 25th January, 21st March, APM 25th March, AGM 23rd May, 25th July, 26th September.

The meeting closed at 10.10 pm

Signed:

Chairman

Date