

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 29<sup>th</sup> September 2022 at Bures Community Centre,  
Nayland Road at 7.30pm**

**Present:** Cllrs J Aries, T Fairbairn, G Jackson, J McCrory, L Norton,  
S Pentney, Cllr J Finch (SCC), Cllr M Barrett (BDC)  
**In the Chair:** Cllr J Aries  
**Also Present:** Mrs J Wright (Clerk)

**01/09/22 APOLOGIES FOR ABSENCE**

Apologies received from Cllr S Koeck (holiday), Cllr S Sills (holiday), Cllr T Saer (unwell).  
Apologies accepted by all those members present.

**02/09/22 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.

**03/09/22 MINUTES**

Minutes of the Parish Council Meeting of 28<sup>th</sup> July 2022 were duly approved and signed as correct records (previously circulated).

**04/09/22 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

No members of the public present.

**a)** County Cllr James Finch had circulated his report prior to the meeting. Items to note: Cost of Living support for households in Suffolk. Residents in need may be referred to Cllr Finch for his follow up on their situation. Ukraine update – more than 1,050 guests have arrived in Suffolk via the Homes for Ukraine scheme. NG update – see Agenda item 7. Virtual fostering and adoption sessions for the Stour Valley held the 1<sup>st</sup> Wednesday of every month and an adoption event on the 1<sup>st</sup> Thursday. Mail [Claire.Gwatin@suffolk.gov.uk](mailto:Claire.Gwatin@suffolk.gov.uk) to book a place..

**b)** District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note:: Katie Jarrett, the new Community Engagement Police Officer to meet with Cllr Barrett in the next few weeks. A Community Locality Officer appointed. Consultation on the Claypits Avenue garages has begun. Letters forwarded to tenants of the garages. BDC looking to remove the garages and make the land available to the parish. Primary school keen to make use of the land preferably as a multi use games area. BDC considering Tawneys Ride garages for housing land. Off road parking along Claypits Avenue being considered as part of a wider parking review for the district. To be considered for approval at Cabinet meeting on 3<sup>rd</sup> October.

**05/09/22 POLICE**

**a) Matters raised with Community Policing Teams:** Members considered the authorisation of a Section 35 Dispersal Order by Suffolk Police covering the whole of Bures to have been extremely successful this year in combatting ASB. The Chair expressed appreciation to the Suffolk PCC for the work undertaken by PC1979 Stebbings within the village over the past few difficult summers. Cllr Finch suggested Bures should be a Case Study for other parishes. Babergh Community Safety Officer in communication with the Sportsground Committee to consider options for the coming year. It is noted that the grant received from the Suffolk Police and Crime Commissioner's Fund currently held in the Sportsground Committee accounts will be returned.

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**b) Security Patrol Service:** An offer received from a local security service is being followed up by the Sportsground Committee. The Committee to obtain costs and response times and to look at whether the CCTV is of use when incidents occur on the recreation ground.

**c) BSM Speed Watch:** Cllr Aries advised that SpeedWatch has recommenced. Team remains short of volunteers. Advertising in hand. Automatic Number Plate Recognition (ANPR) which collects data on speeding vehicles currently piloted at 10 rotating locations across Suffolk with the B1508 in Great Cornard being one of those sites.

#### **06/09/22 HIGHWAY MATTERS**

**a) St Edmunds Lane:** No visible water leakage at the moment but continuing to monitor. A spring identified as the probable cause. New local Highway Officer now in place. Quarterly area site visits scheduled.

**b) Suffolk Lorry Route Map review:** The parish council has been informed of the outcome of the review. SCC considered there is insufficient evidence to support any changes in Bures St Mary. Members refuted this statement and Cllr Finch forwarded their disappointment to the Cabinet but no further action will be taken by SCC. The roadbridge is currently part way through a structural assessment to confirm load carrying capacity. Painting to the metal elements of the bridge to be hopefully scheduled for summer 2023.

**c) Review of parish footpath cutting schedule:** Cllr Aries has forwarded suggestions of the footpaths regularly cut by the parish contractor for inclusion in the SCC Cutting Schedule 2023.

**d) Quiet Lanes Suffolk:** Cllr Aries gave the following report: The legal designation for Wave 3 lanes (Hollow Lane, St Edmunds Lane) has been signed off. SCC Highways are preparing the signage works packs and parishes will be able to collect the signs shortly. The legal designation process for the Wave 4 lanes (Smallbridge Entry, Mill Hill) is underway. The QLS team has been awarded the Colonel Probert Award for volunteering.

**e) 30mph Nayland Road:** Cllr Finch following up on the request to extend the 30mph limit past Mill Cottages. A Traffic Road Order will be required. Cllr Finch to request a review of the Chambers Bus Depot development highway package with a view to including the TRO along with a speed limit of 20mph for the centre of the village.

**f) Smallbridge broadband coverage:** Cllr Finch confirmed that works to improve the broadband connection at Smallbridge is scheduled for completion by the end of December for 8 properties. Some poles installed with some underground connections.

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

**g) Dropped kerb at Scout Hut:** Cllr Finch confirmed that the proud kerb would now be repaired via an external contractor. Costs to be met from his Councillor Locality Budget.

**h) Pavement repair:** The damaged pavement at Bridge Street has been completed. To be monitored.

**i) Extended bus parking issues:** The proposal to relocate 'layover' of buses currently at Bridge Street onto the stops by Normandie Way still being pursued with SCC Passenger Transport Manager. Cllr Finch to contact the Transport Manager as a matter of urgency now the bus depot site development has been approved.

#### **7/09/22 NATIONAL GRID BRAMFORD TO TWINSTEAD**

A further targeted consultation period runs from 8<sup>th</sup> September to 19<sup>th</sup> October. This consultation relates to changes made to the proposals following the earlier consultation. The most significant changes proposed are to the alignment in Essex to the north of Alphamstone and a new haul route to the A131. A joint parish draft response to be circulated to members for approval as per the earlier consultation.

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**Cllr Finch and Cllr Barrett both left the meeting at this point.**

#### **8/09/22 MATTERS ARISING FROM PREVIOUS MINUTES**

- a) Garages and off road parking solutions:** See District Councillors report – Agenda Item 4 .
- b) Seasonal Rangers:** Luke Riggey has met with Cllr Jackson, Chair of Bures Sportsground Committee. She reported that Luke will be regularly visiting the area. He will not be forwarding written reports to the parish council but will act as an information officer when out on site. It is suggested that he could be invited to attend the Joint APM next March.
- c) BDC Trees, Hedgerows and Wildflowers Scheme:** Cllr Aries met with the BDC Biodiversity Officer and looked at all sites previously suggested by members. Nayland Road - any trees lost to the extreme summer heat to be replaced. Cemetery – wildflower area to be trialled. Cllr Aries to liaise with the parish contractor with a view to creating wildflower verges where he currently cuts.
- d) Telephone kiosk upgrade:** Repainting of the kiosk complete. Labour and materials £400. To be met by CIL monies.
- e) Bus shelter repairs:** The support posts have rotted and the bus shelter needed to be urgently secured. Cape Scaffolding agreed to temporarily secure free of charge. St Mary's PCC agreed for the scaffolding to be fixed from the churchyard side. Quotations being sought for repair of the bus shelter. Cllr Finch kindly offered to contribute towards the costs from his locality budget.
- f) Weed clearance:** A one off weed clearance throughout the main areas of the village completed by the parish contractor. All satisfactory. JPB Landscapes trialling NewWay weed spray. Weed clearance and costs to be reviewed In 2023.
- g) Parish Contractor works:** Works list circulated to members. Pikes Marsh walkboard area revamped. Brambles along path beside Beaumont Close to be cut back. BDC to collect the seasonal trade waste bin. At the request of a member of the public a dog waste bin is to be installed at the steps leading to the cemetery from Cuckoo Hill.

#### **9/09/22 BURES JOINT NEIGHBOURHOOD PLAN**

- a) NHP update:** The Steering Group has set a timetable to achieve a draft NHP by the end of the year. Housing and Business Surveys completed. Call for Sites being followed up. Task groups set up to complete Visions and Objectives for each of 6 headngs. Robin Hamilton and Richard Adams have joined the group.
- b) Grants:** Application for a second grant from Groundwork UK approved. £3,695 received. All NHP finances being managed via BHPC financial accounts.
- c) Steering Group:** Steering Group minutes dated 18<sup>th</sup> August and 5<sup>th</sup> September and Wider Team meeting minutes of 26<sup>th</sup> July accepted by the parish council.

#### **10/09/22 Joint Parish Plan 2022-23:**

- a) Parish Plan Review:** The revised Joint Parish Plan accepted by all members present with the plan to be matched against budget. Highway items removed to allow the plan to be more manageable. Larger highway items i..e. dropped kerbs could be for a working party to follow up.
- b) Follow up on Review items:** Members agreed in principle to offer financial support to the 'Warm Spaces' initiative. This would be dependant on a contribution request and the amount needed. First Aid refresher course for members and residents being followed up. Cllr McCrory and Kyshia Fuller liaising.on date options.
- c) Working Parties:** These to be reviewed at the next meeting when more members may be present.

- d) Cycle racks initiative:** BHPC did not consider its parish needed further cycle racks. Cllr Jackson has discussed cycle rack provision with residents in the village and confirmed that there was a perceived need. A grant application submitted for costs towards purchasing a supply of cycle racks for the Common and the Nayland Road carpark. It is noted that cycle rack provision is included within the Roses development for the Chambers Bus depot site.
- e) Joint parish magazine:** Initiative options to be discussed at a time convenient with Rev'd Whiffen.

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

### **11/09/22 PLANNING**

- a)** Applications received and comments made to date as per attached list.
- b)** Applications requiring consideration at the meeting: None.
- c) Former Chambers bus depot site:** Planning application DC/22/00754 approved at the BDC Planning Committee meeting held on 24<sup>th</sup> August with a number of conditions attached. S106 legal agreement for the highway works currently being finalised, The S106 requires payment of £11,500 plus the delivery of the works to address minor amendments to existing parking restrictions on the High Street.
- d) Plots 5 & 6 Cuckoo Hill:** Reduction of roof heights complete. Obscure glazing in hand. Still to address residents drainage concerns. A meeting has been held on site with BDC Officers and Jeremy Oxford to discuss the access surfacing and drainage. Proposed works accepted. Plots 5 and 6 to be auctioned on 12<sup>th</sup> October. Residents concerned that Stemar will leave site and the drainage issues will not be resolved. Drainage issues continuing to be followed up.
- e) Other planning matters for reporting on:**
- Jubilee Grove:** Land transfer progressing. Agreement to be signed shortly. Approximately 50% of the trees may have been lost to the extreme dry weather, although quite a few appear to be fighting back and the losses may not be so great. Field being cleared of wild oats. Members have agreed to install an information board on the site when the land is better established. Clerk to call a meeting of the two parish councils and the Transition Group in December to agree works and costs for 2023.
- Vacant garage site:** BHPC has not been informed who the new site owner is. Safety fencing erected at the request of Braintree DC Enforcement Team. Some tree work undertaken on the site. Clerk has written to BDC for an update on the situation.
- Barns at Over Hall:** Barns are currently on the Buildings at Risk Register. Referred back to Heritage Officer Natalie Drewitt for follow up. Cllr Jackson reported that the site is currently being cleared.

### **12/09/22 AUDIT AND FINANCE MATTERS**

- a)** The External Auditors report for 2021/22 Accounting Statement received with no matters arising.
- b)** Internal audit review provisionally booked for 10<sup>th</sup> October – noted.  
Business Access A/C balance: £10,470.27  
Community Account balance: £14,921.62 (when all cheques paid)
- c)** Finance and Budget monitoring report - noted, circulated and attached.
- d)** Bank reconciliation and verifying bank statements dated 22<sup>nd</sup> September 2022 – noted, circulated and duly signed by the Chairman and non-signatory member.
- e)** Insurance renewal premium adjustments agreed and assets register updated.

- f) £1,846.93 CIL retained at year end 31<sup>st</sup> March 2022 for allocation this financial year. Unspent balance to date - £946.93 plus £500 allocated to QLS but remains unspent to date. It is agreed to allocate £500 plus administration expenses for costs of Pikes Marsh land registration from the remaining CIL balance. BDC CIL Funding Bid Window runs from 1<sup>st</sup> October to the 31<sup>st</sup> October. Sportsground Committee submitting a Funding Enquiry for the tennis courts upgrade.
- g) Queen's Jubilee event finance report presented. Ian Gibbs still to arrange a presentation evening to present monies to various village organisations. Clerk currently holding monies in the parish council reserves.
- h) Mid year VAT claim submitted to HMRC – noted.
- i) Cllr Fairbairn, Koeck and Sills booked on Councillor training sessions – noted.

### 13/09/22 POLICIES AND LEGAL TOPIC NOTES

- a) The parish council agreed to sign up to the SLCC Civility & Respect Pledge. Cllr Aries to attend the online course on 19<sup>th</sup> October.
- b) Policy for Recording and Social Media at meetings still to be followed up.
- c) Policy for Health and Safety agreed.
- d) Policy for Environment agreed.
- e) LTN23 Health and Safety circulated and noted.
- f) PC6-22 Short Term Lets circulated and noted.

### 14/09/22 CORRESPONDENCE

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

Chambers revised timetables – [www.hedinghamandchambers.co.uk](http://www.hedinghamandchambers.co.uk)

Babergh DC Town and Planning Newsletters – August & September

Chief Constable and PCC Public Meeting 3<sup>rd</sup> October – Cllr Aries attending

Dedham Vale (AONB) photography project

Babergh DC Food Savvy Campaign

Information on Solar Together Suffolk registration

Babergh & Mid Suffolk Joint Local Plan Inspectors letter outlining current position Details of Babergh DC Tree Canopy Survey – It is noted that BSM and Nayland have a higher density tree cover with Assington and Great Cornard showing lower cover.

### 15/09/22 REPORTS

**Assets Report:** Cllr Aries had circulated her report prior to the meeting. All assets in a satisfactory condition. Garden bed at Community Centre very dry with some plants struggling. Scaffolding remains in place around the bus shelter. Telephone kiosk clean and smart. One bollard at Pikes Marsh leaning.

**Bures Hamlet PC:** No representative in attendance. However draft minutes from the meeting are available on the parish council website.

**Cemetery:** Cllr Aries had circulated her report prior to the meeting. Work is now underway to remove the vulnerable limbs and to reduce the crowns of the Cedar and Sequioa trees, which dominate the main drive to the cemetery, following professional advice that the trees should be condemned. It is hoped to extend the life of the trees by another possible twenty years although they will look significantly diminished. They will, however, continue to provide important habitat for wildlife. A full tree survey has recently been carried out and the Authority has been advised that there are several other trees which will require careful monitoring over the coming year.

Members agreed to hold an annual inspection of all trees with a 3 year rolling programme to be set in place. The removal of the Leylandii trees on the western boundary overlooking the Cuckoo Hill woodyard has been delayed until October.

The Woodland Trust are providing some native hedging to line the boundary. Some of the boundary fencing is deteriorating and will soon require replacing. The condition of the boundary walls is also causing concern as there is a need for widespread re-pointing. Following a meeting with the Babergh Biodiversity Officer, it has been decided to trial a wildflower area on the large open lawn in the old section. The area contains many graves but without memorials so this is an ideal area for wildflowers with a mown margin surrounding it. Signage may be required to inform visitors of the trial and to explain that the area has not been abandoned.

**Sportsground:** Draft minutes of a meeting held on 22<sup>nd</sup> September are published on the parish councils website. Items to note: Members following up with Babergh Community Safety Officer on options available to help with ASB on the recreation ground for next summer. The Dispersal Order has been successful in relieving issues for Bures this summer. Grant application submitted to Babergh Community Development Fund to meet part re-surfacing costs of the tennis courts. A Crowdfunder campaign launched. Car park fencing needs upgrading. Crash barrier and hedging being investigated. Adult exercise cross trainer repaired. Scouts to clean the bridge/railings. Millennium Oaks lower branches to be trimmed.

**Community Centre:** Hall floor has been relacquered and please could all hirers take extra care not to mark the floor and to mop up all spillages quickly. Waiting on a quotation to repair the roof following water leaks during the heavy rains. The Letting Secretary and Treasurer has resigned. Alan Ryman has kindly stepped up as Letting Secretary for the time being. Next meeting 3<sup>rd</sup> October.

**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:

FP9 - finger post at Over Hall Cottages still to be repaired. FP14, 17 & 18 – the section beyond the sewerage works completely taken over by grass and nettles. To be monitored and contractor to clear as required. FP16 - a 'camber' has developed which renders it difficult for walkers. If possible a 'shelf' will be dug in along the sloping section to level it. Loose fence panel partly secured by landowner. Vegetation cut back along the path. Byway 5, FP14, FP16 and FP21 to be put forward for including in the SCC Cutting Schedule 2023.

**Transport:** Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website. Items to note: Greater Anglia planted a crab apple tree at the station on 7th June in commemoration of the platinum jubilee with a printed plaque which has been mounted on a piece of oak. The very hot and dry spell took its toll on a number of plants in the flower beds but the self watering tubs continued to produce some very colourful displays of plants and we received some very positive comments from passengers. Our station adopters have been invited by Greater Anglia to attend a thank you event at the Railway Museum at Chappel on Wed 21st September. There will also be a Station Adopters Awards Ceremony at Portman Road on Fri 14th October.

**Tree Warden:** Ken Jackson had circulated the following report prior to the meeting. He hopes that at least one of either the Cedar or Sequoia grow back a little following the extensive cemetery tree work. The Millennium Oaks at the recreation ground are scheduled to have tree branches cut back in the autumn. Tree saplings at Jubilee Grove to be assessed to determine how many will need replacing following the extreme dry weather.

**SALC:** Cllr Fairbairn attends the online area forums and minutes available on the SALC website and are circulated to all members for information.

**Primary School:** : Cllr Fairbairn, Chair of School Governors circulated a September update to the parish councils. This has been published on the parish council website for reference. Items to note: Class newsletters available via the school website. Doors and windows replaced. Children and staff reflected on the sad death of Queen Elizabeth II during assembly. The children were encouraged to think about who the Queen was to them. PSA AGM is on 5<sup>th</sup> October. All children are working with Suffolk Mind professionals to develop their resilience and learn more about how to keep themselves mentally healthy.

**Bures in Bloom:** It has proved a very difficult year to launch BIB. Despite having large reservoirs, the planters have needed a lot of watering. We have agreed a planting scheme for the Autumn. The new plants are due to go in at the end of October. Once again BCLT are paying for the plants.

**Good Neighbour Scheme:** Approximately 30 packs have been offered to residents since the scheme began earlier in the year. Packs given to new residents and those who have recently moved in the village over the past year or so.

#### **16/09/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

None.

#### **17/09/22 DATE OF NEXT MEETING**

Parish Council Meeting: Thursday 24<sup>th</sup> November 2022 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2023: 26<sup>th</sup> January, 23<sup>rd</sup> March, Joint APM – TBA, AGM 18<sup>th</sup> May, 27<sup>th</sup> July, 28<sup>th</sup> September

The meeting closed at 10.10pm

Signed:

Chairman

Date