

Minutes of Bures St Mary Parish Council Meeting

Thursday 25 July 2013 at 7.30 pm
at the Garrad Room, Bures Community Centre.

Present: Cllrs G Jackson, T Underwood, L Alston, R Butcher, M Seymour, J McCrory, D Lee (BHPC), J Finch (SCC). J Cartlidge (BDC)

In attendance: Jenny Wright (Clerk)

There were two members of the public present:

D Ambrose, M Welch

Public Forum: There were no matters raised.

1/07.13 Apologies

Cllr Jackson welcomed everyone to the meeting and asked all those present to introduce themselves. Apologies were received from Cllr Holbrook (on holiday), Cllr Saer (on sponsored walk). Cllr Finch and Cllr Cartlidge both requested to leave the meeting early and this was noted.

2/07.13 Declarations of Interest & Dispensation Requests

To declare any 'pecuniary' or 'non pecuniary' requests – none declared

3/07.13 Minutes

Minutes of the previous Annual Parish Council Meeting of 23rd May 2013 were approved and signed as a correct record (previously circulated) with one amendment noted – item 8 re local primary school details to be sent to Cllr Finch.

4/07.13 Matters arising which do not appear elsewhere on the agenda

Co-option of Parish Councillor: Two expressions of interest received.

The Chairman expressed her appreciation to both candidates for their interest. It was agreed to co-opt Mr Dennis Ambrose and he was duly welcomed to join members at the table. Acceptance of Office and Register of Interest forms to be duly completed. Mr Mike Welch offered to join the Neighbourhood Plan Sub Committee to continue his interest in parish matters.

Babergh Core Strategy Examination: Cllr Holbrook had submitted further responses to the Schedule of Further Proposed Main Modifications Consultation. Bures St Mary retains its classification as a Core Village in the modified document but with several additions referring to development and infrastructure which was welcomed by members. Inspector's final report still to be published.

Joint Emergency Plan: Cllr Underwood had attended the SCC Emergency Planning Day on 31st May at Lavenham. Bures Emergency Plan was one of 9 parish plans recognised as Best Practice and received a starter pack.

Updates to the plan required and these had been forwarded to Cllr Lee (BHPC) co-ordinator of the joint plan.

Bollards on open space at Tawneys Ride: Cllr Cartlidge had raised the parish council's concerns with Mrs Jo Seymour (BDC Officer) regarding lack of communication to members. She had accepted this concern and would consider painting the bollards a brighter colour. It was agreed the Clerk should write to all affected residents to determine a preference for the bollards to remain or be removed. When a decision is agreed the Clerk should then send a follow up letter stating the members dissatisfaction with Mrs Seymour's communication with the parish council over this matter.

Section 106 Funding: A review of the PPG17 Audit of Open Space, Sport and Recreational Facilities had been received and discussions re-opened with the Public Realm office to obtain some of the allocated S106 funding. Cllr Holbrook had submitted the requested additional information. Clerk and Cllr Saer to follow up this matter.

Kissing gate: Now in place. Gap at side of gate to be filled with hedging. Metal work and dragon still to be constructed to top of gate. Chairman expressed her thanks to Cllr Ambrose and Ron Wright for their hardwork.

Telephone box defibrillator: Cllr McCrory reported that the cabinet was now in place. Further donations had been received. First Aid training session to be arranged shortly.

Waste bin at church: It was agreed to ask Chris Mortimer to move the bin from the corner of Church Square to the bus shelter. Cllr Butcher to ask Music Festival for sponsorship of a new bin.

Website revamp: Clerk still following up. Cllr Cartlidge offered to assist the Clerk.

Summer Holiday activity provision: It was noted that the Braintree District Council Activity Day scheme would not be held this summer due to changes to allocation. The Clerk had forwarded details of Babergh's summer provision to Cllr Saer for information.

5/07.13 Police Report

Report from PCSO Siobhan Hemmett was received and circulated.
Breakdown of Crime: 1 Burglary Dwelling, 1 Burglary Other Building, 5 Vehicle Crime, 3 Theft. It was also reported that unfortunately due to the nature of the B1508 police were unable to complete speed checks as there is no safe place to do the checks and pull cars over. However it was stressed that speeding continued to be a high priority issue.
Information on Suffolk Safe Key and Suffolk Streetwatch both noted and circulated

6/07.13 County and District Councillors' Reports

Review of Primary School Forecasts – circulated and noted
Consultation on new 'Pre-Draft' Statement of Community Involvement – circulated and noted
Consultation on Draft (New) Affordable Housing – circulated and noted
Environment Agency consultation on improving the water environment – circulated and noted
Various SALC information and courses - circulated and noted

County Councillor's Report

Cllr Finch's summary report was circulated and noted.

Main points raised: Raising the Bar in Education report, Launch of Suffolk Broadband website, County Councillor Clinics to be held in various parishes. Cllr Finch to liaise with Clerk to hold one in Bures. Cllr Finch had raised the parish council's concerns in respect to the availability of places for those children in the catchment area of Bures Primary. He would continue to press for more review of the primary school forecasts across Suffolk. He advised that parents should be encouraged to register their children for school as early as possible to avoid disappointment. Clerk to follow up on advertising this matter.

District Councillor's Report

Cllr Cartlidge noted the members concerns on the need for further Housing Needs Assessment for the Elderly within the district. He also advised that he had recently attended a class activity at Bures Primary with the children holding their own inspection of the sportsground facilities. Cllr Butcher advised she had submitted a request to the Music Festival for a contribution to upgrading some of the play equipment.

7/07.13 Braeburn Gardens

Notes from meeting of 3rd July held with representatives of Persimmon Homes – circulated and noted. Next meeting 5th September. Owing to a number of complaints Persimmon Homes had agreed to 'damp down' on extremely dusty days. Adoption of footpath alongside the Three Horseshoes should now be considered by the parish council.

It was noted that all email complaints received by the parish council were being promptly followed up by Persimmon Homes.

8/07.13 Highway Matters

- a) Upgrade of street lighting – nearing completion. Clerk agreed to forward a list of those units still requiring works to Cllr Finch.
- b) The Croft – the surface had been repaired free of depressions and fulfilled the county councils responsibilities to maintain the byway route Cllr Underwood expressed his dissatisfaction with the repairs and advised that he would look to progressing a public enquiry to upgrade the status of the byway. Cllr Finch advised that he would be unable to find support to fund the costs involved for a public enquiry.
- c) B1508 – surface dressing planned for August. Cllr Finch had written to his Cabinet Member with a view to addressing speeding along the B1508. The Clerk reported the following: Bures St Mary sign missing at entrance into the village. The 40mph signs had been knocked by passing lorries and needed securing. Poor visibility along the B1508 from lack of verge strimming. Cllr Finch noted and would follow up as appropriate.
- d) Wharf Lane sign – there was currently no sign – Cllr Finch to follow up

- e) Traffic calming review – the parish council to consider linking with Bures Hamlet Parish Council on this matter. Clerk to look into the Speed Watch Scheme.
- f) Resurfacing section of High Street – Cllr Finch advised that no further works would be done by SCC. Clerk to request Chris Mortimer to sweep the excess stones from Church Square area.
- g) Lamp re-positioning Tawneys Ride – Cllr Finch following up.
- h) 30mph signs Cuckoo Hill – Cllr Finch investigating for a Traffic Order to move the signs further up the hill. Review still ongoing.
- i) Notification of temporary traffic orders for Assington Road, Cuckoo Hill and Arger Fen – circulated and noted.

Cllr Finch and Cllr Cartlidge both left the meeting at this point.

9/07.13 Neighbourhood Plan

Cllr Holbrook agreed to call a meeting on her return from her summer break to progress the plan. Cllrs O'Sullivan, Ryman, Lee (BHPC) and Cllrs Holbrook, Jackson and Seymour (BSMPC) agreed to attend. Mr Mike Welch offered to join the sub-committee and the Clerk would keep him informed of meeting dates.

10/07.13 Finance

Finance & Budget Monitoring Report – report circulated prior to the meeting was noted

Confirmation of change of signatory received from Lloyds TSB – noted
Still waiting on confirmation of online banking facility for the Clerk from Lloyds TSB – noted

2nd VAT claim as per Internal Auditor's instructions still to be submitted – noted

ICO Data Protection information received and SALC response – circulated and noted but it was agreed not to subscribe

Clerk's contract amended and Clerk monitoring her hours worked – noted
Clerk advised the amendments to her contract and her hours currently being worked were both now satisfactory.

11/07.13 Audit Matters

Financial Orders and Standing Orders – new orders were due out from NALC in the autumn and it was agreed to review when received

Still waiting on approval of year end accounts 2012/13 from External Auditor
Internal Audit Review Checklist date still to be agreed with Cllrs Holbrook and McCrory

Internal Auditors fees submitted and agreed for 2012/13 - £75

12/07.13 Planning

Application: B/13/00596/FUL Former cottages and packing sheds, Eves Orchard – a response sent requesting an archaeological survey before any decision is made

Application: B/13/00275/FUL Woolmans, Dunstead Farm, Sudbury Road – change of use of existing agricultural building to provide agricultural works accommodation, farm office and storage facilities – response sent requesting an historical survey to see how the proposals will affect the barn's original fabric

Application: B/13/00673/FHA Nos. 1 & 2 Over Hall, Arger Fen – erection of two storey rear extension, single storey front porch extension plus associated alteration works – circulated for response

Application: B/13/00781/FHA Spring Cottage, Cuckoo Hill – construction of new vehicular access to site with new dropped kerb – parish council had no objections

Refusal: B/13/00484/FHA/ETR The Doctors House, High Street

13/07.13 Correspondence

New version of New Councillors Guide available – agreed to order 2 copies 'Suffolk Youth Offending Service Mentoring Project' information – circulated and noted

'How I Feel' project to support 11 – 24 year olds – donation requested but parish council unable to offer one. Chairman expressed concern that the new project was a partial replacement for the CAMHS Community Nursing team which had been subsumed into a general community Mental health team.

Coracle Regatta to be held on Saturday 3rd August at Bures – noted

Stour Valley Heritage at Risk Project – circulated and noted

Liaison Group meeting at Belstead re issue of wind turbines in Babergh – circulated and noted

14/07.13 Reports

Assets Report: No report.

Bures Hamlet PC: Site meeting held to discuss traffic calming at Bridge Street. Looking at a safety refuge, re-alignment of footpath and lineage. Potholes repaired along Colchester Road and Colne Road.

Cemetery: Layout for newly acquired section being discussed. Bench to be re-sited and new path laid. Urgent tree work once again delayed by EDF who have to turn off electricity supply before BTS can proceed.

Sportsground: Broken wood to be repaired in roundabout. Request had been submitted to Music Festival for a contribution to the costs of purchasing some new play equipment. Meter box lock at entrance to sportsground needed repairing.

Community Centre: First film showing has been successful. New contract drawn up for the caretakers. Advertising for a manager to take on repairs

and other necessary matters. Main hall to be painted. A 2nd digital projector needed to be purchased.

Rights of Way: Nothing to report.

Transport: Information on the new Endeavour Card for 16 – 19 years old circulated and noted. Revised bus service changes circulated. None directly effecting Bures.

Tree Warden: Update on Ash Dieback circulated and noted.

Primary School: Christine Furniss retiring at end of term. Service at St Mary's Church in recognition of the established links between the school and the church. New Head appointed.

Bures Common: Hogroast celebration successful. Fencing now completed. Picnic bench sited inside entrance from Colchester Road..

Transition Group: Farmers Market to be held on 3rd August at 10.00am. Another planned for Michaelmas.

15/07.13 Any Other Business

Cllr Underwood noted on the SALC meeting of 3rd June which discussed flooding, changes in the planning strategy and training busaries. The Clerk would bring SALC as an item under Reports for the next agenda.

Cllr Ambrose noted the recent works by Anglian Water at Mount Bures which he considered should be screened. Clerk to follow up.

16/07.13 Dates for future meetings

Next meeting: Thursday 19th September 2013

Future dates agreed: 28th November 2013

Dates for 2014: 23rd January, 27th March, 24th April, 22nd May, 24th July

The meeting closed at 10.00pm

