

Minutes of Bures Hamlet Parish Council Meeting
Monday, 18th March 2024
held at Bures Community Centre at 7.30pm

Present: Cllrs R Shackell, S Keeble-Fox, S Manning, K McAndrew,
M Welch, J Aries (BSMPC Chair/Transition Group),
G Jackson BSMPC/NHP Secretary)

In the Chair: Cllr R Shackell

Also present: J Wright (Clerk)

01/03/24 APOLOGIES FOR ABSENCE

Apologies received from Cllr P Schwier (ECC) and Cllr D Holland (BDC)

02/03/24 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.

The BDC Monitoring Officer requested all members to review their Register of Interests – noted

03/03/24 MINUTES

Minutes of the Parish Council Meeting of 15th January 2024 (previously circulated) were duly approved and signed as a correct record.

04/03/24 VACANCIES

One vacancy had been advertised and the parish council were now able to co-opt. Jane Chambers had forwarded her written interest and members were happy to co-opt her in her absence. The Clerk would ensure all paperwork duly completed.

A second vacancy has arisen through the resignation of Cllr Mo Baker. This has been duly advertised. The members expressed their appreciation to Cllr Baker for her much valued hard work as a Councillor and Tree Warden for Bures Hamlet over the past five years.

The vacancy to be promoted at the Saturday monthly market.

05/03/24 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

No members of the public present.

County Councillor: Cllr Schwier not in attendance to present a report. However, all correspondence between meetings from Cllr Schwier have been circulated.

District Councillor: Cllr David Holland not in attendance to present a report. However, he had forwarded his contributions to the various agenda items on the table.

Cllr Holland and Cllr Schwier to both attend the Joint Annual Parish Meeting on the 25th.

Bures St Mary Parish Council: Cllr Jackson reported on the following: Continuing problems with potholes and surface water along the B1508 Sudbury Road. The bus shelter at Bridge Street has severely deteriorated since the original repair quotations. Members may consider it more cost effective to purchase a new shelter and noticeboard with longevity and a guarantee. A revised planning application for the Chambers bus depot site has been submitted by Roses developers proposing 14 dwellings, a commercial unit and no retail unit being offered.

One vacancy still remains on the parish council. Interest being sought. Mrs Georgina Turner has accepted and signed the contract for the BSMPC Clerk/RFO role.

06/03/24 POLICE MATTERS

a) Issues raised with Community Policing Teams: 3 reports of ASB on the recreation ground reported to the police so far this season. Both parish councils to engage with both Essex and Suffolk Police representatives as per previous years. Letters to be sent out to local schools to deter the youngsters arriving in the village via the trains. Safety Enforcement railway police to be contacted. Residents being encourage to report online or ring 101 as soon as any ASB noted. Essex Police representatives attending the monthly visit by the Rural Coffee Caravan at Bures Common.

b) Advisory parking notices: Cllr Keeble-Fox agreed to monitor vehicle parking with advisory notices to be placed as and when necessary. Inconsiderate parking in Station Hill a concern for drivers.

c) BSM SpeedWatch: Cllr Aries reported that the team, although short of volunteers, is managing 3 shifts per week. Essex Police Officers have joined her on patrol. This is a new police initiative and Cllr Aries has on a few occasions also been joined by the local PCSOs.

07/03/24 HIGHWAY MATTERS

Members noted that all LHP applications must be completed via a new online submission scheme.

a) Colchester Road speed calming: Following the agreement by BDC for the shared SID to be installed at Colchester Road, members agreed it sensible to use pending data made available by STC as demonstrable evidence of speeding. This data will support a revised LHP request for traffic calming measures along Colchester Road. However, following a site mix up by ECC Highways the parish council will now need to look at installing a new pole for the SID before data can be retrieved. Cllr Schwier to be contacted on this urgent matter.

b) 30mph lamppost markers: Members noted that the Colchester Road designated lampposts advised motorists that they were driving through a 30mph speed limit. Therefore, it was agreed the matter of 30mph advisory markers should not be followed up.

c) 30mph extension Lamarsh Hill: Cllr Schwier confirmed that the LHP request has been passed to the Design Engineers for validation. No further update

d) Middleton Road to Lamarsh Hill: Members remain in support of Cllr Holland's proposals for a 40mph speed limit along the Henny Road which is predominantly subject to a 60mph limit. The proposals have been submitted as a Local Highway Panel request to ECC.

e) Parking at Colchester Road: Cllr Shackell continuing to monitor however he stressed that there appeared to be very few parking issues.

f) Flooding issues: A quotation to dig out the bed of the Water Lane brook circulated to members, £1,200. It was agreed contributions should be requested from the residents as they held Riparian Rights responsibilities to maintain the brook. Flooding was an ongoing problem for residents living in Station Hill, Bridge Street and Colchester Road. Clerk to follow up. She had purchased 2 flood warning signs plus sandbags were being stored for use when need arose.

g) B1508 bridge repairs: The temporary surface on the walkway over the bridge is beginning to lift. The permanent repair is planned for later in the year along with the refurbishment of both the road bridge and the Millennium footbridge.

h) Bridge Street resurfacing: Works scheduled but no planned date.

i) Station carpark use: Cllr McAndrew asked for members to follow up again with Network Rail on use of the car park for when village events take place. Clerk to speak to the Lead Station Adopter on this matter.

08/03/24 PLANNING

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

b) Applications requiring consideration at this meeting:

DC/24/01103 revised application for the Chambers bus depot site – the revised plans now show a development for 14 dwellings, a commercial unit with no retail unit being offered.

Main concerns raised – loss of retail unit, no affordable housing, intrusion on neighbouring properties, major changes to original scheme. A vote taken. 4 in favour. 1 abstention.

Members also asked for a further village presentation of the revised plans. Cllr Aries agreed to contact the agent on this request.

c) Parish Tree Warden: The Clerk had received only one written interest. Members agreed that Nigel Norton take on the vacant role of Parish Tree Warden.

d) Jubilee Grove:

Bures Transition Group manage the Jubilee Grove. A report is attached. 3 benches made by Cuckoo Hill Woodyard have been installed at various locations in the grove. These will be gifted to the parish council. Registration of the extra parcel of land transfer is being dealt with by Howes Percival.

e) Sale of land at Colchester Road:

1) Water Meadow: The ACV listing application has been accepted by BDC. Still waiting on outcome of grant application to the Community Ownership Fund although not hopeful as some land plots appear to have been sold.

2) Plot sales: All plots adjacent to Normandie Way have been sold. Fencing being installed. Highly unlikely that current planning policy will allow building but could be used for grazing livestock. Possibly 3 plots sold on the water meadow.

f) Report on other planning matters:

1) Ferriers Farm Barns: Prior Approval application 23/01976/COUPA – BDC decision – full planning permission is required. No full planning application submitted to date.

Cllr Holland had forwarded the following report to the parish council:

He is actively looking into the issue of Class Q for Ferriers Farm Barns as the site owners are looking at commercial use for the barns.

2) Chambers Bus Depot site: See Agenda item 8 b.

g) National Grid Bramford to Twinstead: National Grid have now signed a Connection Agreement for a further 480mw connection for solar generation at the substation that was originally part of the Bramford to Twinstead Reinforcement Project. This equates to facilitating the connection of an additional 1,000+ acres of solar panels which is in addition to the already known 2,500+ acres within 11 km of the substation at Twinstead.

09/03/24 JOINT NHP AND JOINT PARISH PLAN 2023-24

a) Joint NHP: The draft Bures Joint NHP was presented to the parish council to accept. Members unanimously accepted the draft. This would now be forwarded to both District Councils for their approval. Cllr Jackson has prepared a shortened version to offer to residents to view.

a) Joint Parish Plan 2023-24: The Joint Parish Plan for 2023-24 had been accepted by both parish councils at the January meetings. Items identified for progressing:
Joint parish council magazine – discussions in hand as to whether the parish councils would amalgamate a magazine with St Mary PCC or amalgamate with adjoining parishes. BSMPC members had visited Spingold Printing Co. to gauge designs and costs. Further investigations needed with St Mary PCC who currently deliver a parish magazine throughout the village.
Website/Facebook improvements: Clerk looking at working with BSMPC to improve the visuals of the parish council's website. BSM Clerk to be added as a log in to the parish council Facebook page.

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10/03/24 GROUNDS MAINTENANCE CONTRACT

The current 3-year contract with JPB Landscapes is due for renewal on the 1st April 2024. Tenders had been sought as agreed with 3 interests shown. Current contractor JPB Landscapes offered to hold his submitted tender price for 3 years. Following discussion with a vote taken it was agreed to remain with JPB Landscapes for a further 3 years.

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

11/03/24 FINANCE MATTERS

Business Instant A/C balance: £9,051.35 Treasurers Account balance: £2,025.77

- a) Finance and Budget monitoring report - noted, circulated and attached.
- b) Bank reconciliation and verifying bank statements dated 8th March 2024 noted, circulated and duly signed by the Chairman and non-signatory member.
- c) Members discussed the various donation requests received from local charities. It was agreed to give £100 to National Landscapes, formerly the AONB.
- d) It was agreed to pay a £25 quarterly contribution to the Clerk as depreciation of the use of her computer for parish council business. It was also agreed to pay a £20 monthly contribution to broadband, telephone and answerphone costs for parish business.
- e) Disciplinary Policy and Grievance Policy adopted.

12/03/24 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

Matters for noting and action as required: Clerk to follow up on the cost to purchase a replacement wall light for Station Hill. Clerk advised that the BDC grant for the Station Hill garden project would need to be spent by 31st March 2025. The Colchester Road hedge has been flailed at the request of the parish contractor on health and safety grounds. Concerns raised by 3 residents regarding the timing of the works have been dealt with by the Clerk. Concerns raised regarding the arrival of a further mobile home at Ferriers Lane site currently being followed up.

Cllr Jackson, on behalf of the two parish councils and committees, has kindly removed all old minutes and relevant documents to the BSE Record Office for safekeeping. All deposits are listed and held on file.

13/03/24 REPORTS - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

Asset Report: Cllr Keeble-Fox had circulated her report prior to the meeting. All assets in a satisfactory condition. Display board at riverbank looking weathered. Cllr Keeble-Fox had cleaned and weeded around all the benches and the two bus shelters.

Cemetery Authority: Minutes of the meeting of 8th January 2024 circulated, published on the parish council website and available to view online. March draft minutes not yet available to view.

Sportsground Committee: The draft minutes of the 14th March 2024 circulated, published on the parish council website and available to view online.

Community Centre: Minutes of the 22nd January 2024 circulated to all members. The Committee is still in need of a Treasurer.

Rights of Way: Cllr Keeble-Fox had circulated her report to members. This has been published on the parish council website and available to view online. The Parish ROW Service Level Agreement has been signed by the Clerk and returned to ECC PROW Lead Officer.

Tree Warden: Nigel Norton has taken over as Tree Warden for the parish.

Primary School: A report was not available as this will be presented by Michaela Harris, newly appointed Head Teacher, at the Annual Parish Meeting on the 25th March.

14/03/24 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Annual Parish Meeting to be held Monday 25th March. All members asked to attend and assist in the arrangements for the evening.

Cllr Aries noted that the Cemetery Authority has moved the Clerk's salary point from 15 to 17 commencing from the 1st April 2024. Members agreed that this should be an agenda item for the next parish council meeting.

A request from a resident to consider raising the level of the Millennium footpath to allow use all year round – next agenda item

15/03/24 DATE OF NEXT MEETING

Thursday 16th May 2024 to be held at Bures Community Centre at 7.30pm.

Note this is a re-arranged meeting date.

Future dates booked for 2024: APM 25th March, 15th July, 16th September

Future dates agreed 2024: Monday 18th November

Future dates agreed 2025: Monday 20th January, 17th March, APM 24th March, AGM 19th May

The meeting closed at 9.50pm

Signed:

Chairman

Date