

**Minutes of Bures St Mary Parish Council Meeting**  
**Virtual Meeting held on**  
**Thursday 19<sup>th</sup> November 2020 at 7.30pm**

**Present:** Cllrs J Aries, T Fairbairn, G Jackson, J McCrory, S Pentney,  
S Sills, T Saer, L Alston, B Raymond (BHPC), Cllr J Finch (SCC),  
Cllr M Barrett (BDC)

**In the Chair:** Cllr G Jackson

**Also Present:** Mrs J Wright (Clerk)

The Chairman welcomed newly co-opted member Lee Norton and wished him well in his role as Parish Councillor for Bures St Mary.

**1/11/20 APOLOGIES FOR ABSENCE**

No apologies received.

**2/11/20 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.

**3/11/20 MINUTES**

Minutes of the Parish Council Meeting of 17<sup>th</sup> September 2020 (previously circulated) were approved as a correct record. To be duly signed following the virtual meeting.

**4/11/20 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were no members of the public present.

**a)** County Cllr James Finch had circulated his report prior to the meeting. Items to note from the report: Message from Suffolk's Director of Public Health. SCC was supporting Care Homes in the County and in particular locally in Hadleigh and Sudbury where a number of Covid-19 cases had been recently reported. SCC financially supporting the Suffolk Community Foundation to offer various schemes to assist families in immediate hardship. EDF Energy had put forward significant changes to the plans for the Sizewell C nuclear power station to cut the number of lorries on Suffolk's roads. Fostering and Adoption sessions in the Stour Valley via <https://www.fosterandadopt.suffolk.gov.uk/>

**b)** District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note from the report: BDC full council meetings via Microsoft Teams. An Extraordinary meeting of BDC on 10<sup>th</sup> November approved the proposed Joint Local Plan. Public consultation before submitting to the Planning Inspectorate. Cllr Barrett advised on available grants – Local Restrictions Support Grant and Locality Award.

Both Cllr Finch and Cllr Barrett remained in attendance to give an input to matters relevant to SCC and BDC.

## **5/11/20 POLICE**

- a) Design Out Crime Report:** All actions being followed up via the Sportsground Committee in response to the report. Barbecue slabs painted and ready to be installed. IHT continuing to monitor the effectiveness of the CCTV system. Cllr Finch agreed to continue to follow up on the Locality Award contribution towards the CCTV installation costs.
- b) Community Policing Teams:** Both Suffolk and Essex CPT had attended the recent Saturday market event at Bures Common with a welcome acknowledgement from them on Social Media. No other issues raised by members for follow up with the Parish Liaison Officer and CPT.
- c) Virtual police ASB event:** Cllr Aries had attended the joint SALC and Suffolk Police ASB virtual event on the 12<sup>th</sup> November. She had circulated her report to all members. Cllr Aries had posed the question whether public conveniences were a help or a hindrance in managing ASB. Advice given was to ensure these were locked of an evening to prevent the potential of ASB and offending behaviour. SALC had offered to pass on BSM members' questions to other parishes who had attended the virtual event.
- d) BSM Speed Watch:** The Community Engagement Officer had taken over as Co-ordinator for Suffolk and needs to re-assess the proposed BSM sites for safety and compliance followed by training of the volunteers. Cllr Finch agreed to make contact with the Police Inspector as sadly the process had not progressed since the first application some 2 years or more ago.
- e) Suffolk NHW Co-ordinator:** Suffolk NHW put forward a request for all parishes to consider engaging a NHW Co-ordinator. Currently the Clerk circulated NHW information she received to both BH and BSM residents on her emailing list. However she was only acting as a Parish NHW Co-ordinator for BH.
- f) All police reports and police meeting dates** circulated and available via the Suffolk Police website.

## **6/11/20 HIGHWAY MATTERS**

- a) St Edmunds Lane:** Some tarmac patching had been completed, however surface water still remained at the bottom of the lane. The leakage had been reported to Anglian Water and SCC would continue to monitor.
- b) Byeway 5 The Croft:** Cllr Finch confirmed that SCC Highways had agreed to arrange for planings to be laid at the far end of The Croft to improve the boggy surfacing. He also confirmed that planings would be laid in the potholes along The Cut.
- c) Temporary removal of telephone box:** The owner of the property adjacent to the telephone box in Church Square has sought parish council approval to temporarily move the box to enable urgent repairs to the external wall. Members were happy for this to be done and volunteers had agreed to assist. Also waiting on SCC approval. Cllr Finch to follow up.
- d) Quiet Lanes initiative:** Quiet Lanes Suffolk were keen to assist Parish and Town Councils to designate Quiet Lanes following a successful bid for grant funding from SCC. Cllr Aries highlighted the criteria and suggested options of suitable locations to put forward. SCC to fund up to £500 for signage. Expression of Interest to be submitted and Cllr Aries suggested 3 possible locations – Assington Road, St Edmunds Lane and Hollow Lane. Cllr Aries to progress the initiative for the parish.

**e) Speeding B1508** – Although members had agreed in principle to liaise with LCPC and to set aside £1,200 towards costs towards a part share in the purchase of a VAS, LCPC no longer wanted to share costs. It was looking at purchasing a moveable VAS for 3 locations along the B1508 within its own parish. Therefore matter to be discussed again at the next parish council meeting.

**f) Parking issues at Cuckoo Hill:** Members put forward several suggestions and comments. Notes on offending vehicles to remind drivers to park considerately.

A Road Traffic Order from bottom of hill to the garage however this was considered a costly option.

Letters to residents to park considerately as complaints had been received highlighting parking on the pavement creating a hazard for pedestrians. Cllr Aries had attempted to resolve this by discussing with residents but complaints continued.

Some members considered parking on the hill helped reduce traffic speed.

Narrow width of road created issues for large vehicles accessing the hill.

A rented vacant driveway scheme.

What other options for vehicles to best park? Alternative local parking sites.

It was agreed to contact SCC Highways regarding possible use of the grass verges at Friends Field. An article to be put in the parish magazine highlighting the problem and asking residents for their thoughts. Clerk to contact the Alms Houses Trustees for their assistance in improving the situation.

**g) Waldegrave private estate:** Cllr Finch following up with residents and SCC on options to have the drains jetted and cleared of debris to hopefully ease any flooding in Nayland Road.

**h) Matters raised with Cllr Finch:** Cllr Fairbairn considered there had been a poor co-ordination of the recent road closures in the area. Cllr Finch agreed to take his comments back to SCC Highways.

Members raised the problems of severe flooding along the B1508 Sudbury Road.

Cllr Norton agreed to forward photos to Cllr Finch for reporting to SCC Highways.

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

## **7/11/20 MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Tawneys Ride garages:** Cllr Barrett reported that she had discussed the suggestion to review the use of the garages with the Asset Team. She was investigating whether any Capital Funding may be available to transfer the garages to retail units.

**b) Pikes Marsh:** Cllr Barratt advised that BDC needed to firm up the proposals regarding the transfer of the land to the parish council and owing to a change in Officer this matter has needed to be restarted.

**c) Fence issues at Eves Orchard:** To ease the issues between residents Cllr Barrett had arranged with BDC Officers for the dilapidated fence be removed and replaced with a chain link fence. Any offending ivy could hopefully then be controlled better.

**d) Bollards at Eves Orchard:** SCC had submitted a report on the 3 bollards. Although still in reasonable condition they were all showing signs of deterioration. Clerk to investigate grant options with BDC and costs involved for replacing the bollards.

**e) Locality Award:** Cllr McCrory thanked Cllr Barratt for considering the Community Centre for a Locality Award. Cllr McCrory to follow up.

**f) Bures Surgery:** Members raised concern regarding the intercom system at the surgery resulting in a queue of patients having to wait outside in Church Square prior to being dealt with by the Receptionist. Members considered this impractical for the elderly and vulnerable during the winter months. It was agreed to take up the matter with Hardwicke House PPG.

**g) War Memorial:** The Clerk confirmed that the war memorial was Grade II Listed and its copy entry to be held on file for future reference.

**h) Footpath beside 3 Horseshoes PH:** Parish contractor to do patch repair on the footpath. Waiting on weather conditions to improve. Permission for a fence mounted solar light along the footpath still being sought. Repair of footpath along Nayland Road outside Garden House submitted online.

**i) Parish Council Local Council Award:** The parish council has been awarded the Foundation Level accreditation. Owing to Covid-19 restrictions SALC was unable to hold an Awards Ceremony therefore the certificate would be forwarded to the Clerk for safekeeping.

**j) Christmas lights:** Following advice received from EALC the standard annual risk assessment had been updated to include specific reference to Covid-19 risk. Members were also happy to proceed with the new style Fairy Bell pre-lit Christmas tree this year which had been unanimously accepted by the St Mary PCC. The Chairman thanked Cllr Saer and her volunteer team for continuing with the Christmas Lights scheme this year on behalf of the parish council.

**k) Health & Wellbeing Plan:** Cllr Jackson advised that Health & Wellbeing is included in the 2020/21 Joint Parish Action Plan. The Clerk to follow up with Cllr Jackson on options for producing a specific Health & Wellbeing Plan for the village

**l) Alternatives to Glyphosate:** Parish contractor continuing to investigate for the best alternative. 'Avenger' had been discounted and 'Foamstream' seemed a promising alternative however the initial set-up cost was in the region of £25,000 and the parish grounds maintenance costs would need to be increased to reflect the investment.

**m) Parish contractor works:** Works list circulated to members. (Attached).

## **8/11/20 PLANNING**

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

**b)** Applications requiring consideration at this meeting: None.

**c) Other planning matters for reporting on:**

**Cuckoo Hill Inquiry:** The virtual planning inquiry had been held 6<sup>th</sup> to 9<sup>th</sup> October and 20<sup>th</sup> to 21<sup>st</sup> October. The Chairman, Cllr Aries and the Clerk had attended. The s78 appeal and the five LDC appeals were withdrawn on day 5 of the inquiry. Waiting on the Inspectors decision on the enforcement notice appeal referring to Plots 5 and 6.

The Chairman advised members that BDC Chief Planning Officer had arranged a meeting with herself, Cllr Aries, the Clerk and District Councillor Barrett to discuss possible scenarios resulting from the outcome of the inquiry.

1) The appeal is dismissed and the enforcement notice is upheld leading to up to a year for enforcement follow up and possibly resulting in the developer going into liquidation.

2) Inspector suggests a compromise for both parties resulting in a new planning application being submitted.

3) The appeal is upheld resulting in the development remaining as built.

The Chairman had raised resident's concerns regarding drainage with the Planning Officer. He had noted the concerns and considered the meeting as a building of bridges and trust within the parish.

BDC had issued a Refusal of Discharge Conditions with action required being to remediate the land contamination. Enforcement Officer liaising with the developers on this.

Cllr Fairbairn asked Cllr Barrett to report back to Officers his concern that BDC appeared lacking in good customer service with residents and in particular on enforcement matters. She considered that the restructuring had perhaps not helped to improve communication. Cllr Fairbairn suggested his concern is also raised via SALC as a parish district view. Cllr Barrett to follow up either via a 'Peer Review' or the Service Level Agreement.

**Land to rear of Cambridge Way:** BDC had received 104 responses to its public consultation on use of land at Cambridge Way. 33 for continued agricultural use, 20 as a community farm, 27 for a community woodland and a mix of remaining responses suggesting allotments, recreational park, carpark and BMX track. Cllr Scattergood continuing to support Bures Hamlet Parish Council on its recommendation for the land to become a community woodland.

**Vacant garage site:** Amended application No. 20/00324/OUT with updated Flood Risk Assessment has been granted. Clearance of site to follow.

**d) The following Enforcement Cases were reported on:**

**Knowle House:** Following reports of an alleged breach of planning Condition 6, an enforcement case had been raised under reference EN/20/00704 by BDC. It has also been raised that there appears to be no condition in place that stipulates a noise limit. The site was currently advertised for let again.

**Enforcement Case 18/00262/COU** Rainbow Field, Arger Fen Road – although the Case Officer had closed the case earlier in the year the parish council still had concerns with activity on the site. The Case Officer had revisited the site and confirmed that the works remained incomplete. The caravan and the storage container are permitted development, however the Case Officer has made the developer aware that following completion of the building, the caravan can only be used for agricultural purposes and not as a separate or independent residential unit. The Chairman welcomed the Officer's response and suggested Cllr Barrett should forward her thanks to him.

**Barns at Over Hall** – the site of the fire damaged barns had been fenced off. Outstanding insurance matters delaying any action to improve the area. Nothing further to report.

**e) Planning White Paper** – the Chairman had completed a response online on behalf of the parish council. She had mentioned the dangers of an open system and had also supported NHPs for parish and town councils. To complete a NHP for Bures would require a good team of volunteers but was worth considering. It is noted that NHP identifies sites for development and is not used to prevent development.

**f) Babergh and Mid Suffolk Pre-submission Joint Local Plan** – the Chairman thanked Cllr Aries for studying the plan on behalf of the parish council. It was noted that the garage site to the rear of the primary school has been identified as a site for development.

Cllr Fairbairn asked if the aspirations to extend the AONB should be included in the plan. Members agreed for this to be submitted online as a representation from the parish council.

**g) Extract from Chapter 4 of the National Planning Policy Framework** – extract circulated related to encouragement of pre-application engagement with developers.

**Cllr Alston continued to have technical difficulties and left the meeting at this point. It was noted that Cllr Alston had kindly written the White Horse House report for the Cuckoo Hill site Public Inquiry.**

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

## **9/11/20 BURES JOINT PARISH PLAN**

### **a) Highways, Street Lighting, Retail Facilities WP reports:**

Highways - entrance gates included in the new drafted Joint Parish Plan. The Chairman had obtained quotations from Glasdon UK for styles and options on widths compliant with SCC regulations. Information to be circulated to all members.

Street Lighting – a light for Parsonage Hill and the footpath beside the Three Horseshoes PH being investigated.

Retail – Roses General Store now open and the Chairman encouraged all residents to support the much needed retail business.

**b) Joint Parish Plan:** Cllr Jackson had drawn up a draft Plan 2020-21. Further suggestions from members had been included and the Chairman was now on her 6<sup>th</sup> version and asked for the plan to be approved by those present. Cllr Fairbairn suggested that Retail should now be removed, however Cllr McCrory considered that future retail options may arise.

A vote was taken with 6 in favour and 1 abstention. The Joint Parish Plan 2020-21 was approved.

## **10/11/20 BUDGET**

The Clerk presented the 3 year draft budget for 2021-2024. Some concern raised from members that under the present climate should there be a reduction in the precept request to BDC for the coming financial year. However some members felt that they could only agree to this if other parishes were considering that option. Cllr McCrory confirmed that the Community Centre would not request further contributions from the parish council for the time being at least. A vote was taken with 6 in favour and 1 abstention to hold the precept for 2021/22 at £30,435.00 as per previous year.

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

## **11/11/20 AUDIT AND FINANCE MATTERS**

**a)** Internal Audit Review meeting re-scheduled for 23<sup>rd</sup> November – Cllr Pentney, Cllr McCrory, Clerk and Internal Auditor to attend.

**Business Access A/C balance: £12,974.79**

**Community Account balance: £10,003.99 (when all cheques paid)**

**b)** Finance & Budget Monitoring Report – circulated, noted and attached.

**c)** Bank reconciliation dated 3<sup>rd</sup> November 2020 – circulated, noted and attached.

Corresponding bank statements - circulated, noted and attached. To be duly signed by the Chairman and non-signatory member following the virtual meeting.

**d)** A Neighbourhood CIL payment of £7,286.93 had been received for the parish in respect to Developer Contributions from the Cuckoo Hill development.

The Chairman asked for suggestions from members on use of the CIL monies.

Items put forward– gateway entrance signs, replacement Queens Jubilee bench, refurbishment of skateboard ramp and replacement play equipment for the toddlers A to B Climber. To be fully discussed at the next parish council meeting.

**e)** A £700 contribution had been made between meetings to the Community Centre under Covid-19 Emerging Needs. All members had sanctioned the contribution.

**f)** Still awaiting the SCC Locality Award contribution towards the CCTV installation costs.

## 12/11/20 CORRESPONDENCE

All the following correspondence had been circulated for information and follow up:

Government guidance on Coronavirus widely circulated and advertised.

AONB Dedham Vale Flagship Species Debate – Cllr Aries had attended the debate and circulated her report. Those in attendance voted for the Hazel Dormouse to be the icon used to promote awareness of wildlife decline in the Dedham Vale.

Details of BDC initiative to identify wildlife corridors.

Consultation on BDC Revised CIL charging Rates.

Details of the Work Well Suffolk Project for unemployed.

Consultation on draft recommendations for division boundaries in SCC - proposal for Bures St Mary to be regrouped with Little Cornard, Assington and Newton.

AONB Monthly updates – September & October.

## 13/11/20 REPORTS.

**Assets Report:** Cllr Aries had circulated her report prior to the meeting. All assets in a satisfactory condition. Grit bins at St Edmunds Lane and Eves Orchard needed replenishing. Requests submitted to BDC. Finger post at Kissing gate needed securing. Clerk to follow up.

**Bures Hamlet PC:** Cllr Raymond gave the following report to the meeting. BDC had received 104 mixed responses from its parish consultation on use of the land to the rear of Cambridge Way. District Cllr Scattergood continuing to support the parish council on its recommendation for the land to become a community woodland. ECC to review speed limits for towns and parishes with a view to reducing some 60mph to 40mph and 40mph to 30mph. Cllr Finch has offered £300 Locality Award towards FP finger posts for the parish. Parking issues in the parish continuing to be followed up. Members investigating costs and site options for a light along Parsonage Hill pavement.

**Cemetery:** Cllr Aries had circulated her report prior to the virtual meeting. Cemetery all in good order. Quotations invited from local contractors to carry out some modifications to the layout of the main drive and paths to improve vehicular access. Luxstone Stonemasons to commence a full risk assessment of all memorials. Routine winter maintenance of the cemetery is underway. Cllr Monk remarked on the wildflower banks initiative. She also recognised the Clerk's work on compiling a comprehensive inventory and map of all graves and memorials.

**Sportsground:** Cllr Welch had circulated a report from the Committee meeting held on the 12<sup>th</sup> November. Landing stage repaired and extra posts installed to strengthen existing posts. Grants to be investigated to refurbish the skateboard ramp. Old cricket club nets and concrete to be removed and area made good. Toilet provision still being investigated. Play area fencing and trampoline project progressing. Trampoline due to be installed early December. Maintenance contracts reviewed and members agreed to renew all existing contracts.

**Community Centre:** Cllr McCrory had circulated a report for the meeting. CCTV installed. Electrical survey completed and quotations sought for work needing attention. Old ventilation/heating system reconditioned and new fans fitted with motion sensors. An appeal to the village for financial contributions had been made. The parish councils responded along with hall users and residents resulting in the urgent roof repairs being able to proceed.

**Rights of Way:** Cllr Aries had circulated her report prior to the virtual meeting and this had been placed on the parish council website. The Clerk and Cllr Aries had been invited to an informal meeting with Bevills Estate in October with regard to footpath matters across the estate. The Daisy Wood sign had been damaged and a replacement ordered. Quiet Lanes Suffolk Team have received SCC grant funding to help parishes and towns to designate

Quiet Lanes. Cllr Aries to register an Expression of Interest on behalf of BSMPC. New information board installed at Bures Common. Several footpath matters reported on the SCC reporting tool and noted on the ROW report.

**Transport:** Mary Turner had circulated her report on behalf of Bures Station Adopters. Some gardening tasks being done. The platform lights have been dimmed slightly. Ideas for a mural on the wall of the car park still being investigated. CCTV installed on the platform and operational. Plastic dispenser holding local walks leaflets keeps being removed by persons unknown. Copies of the leaflets now put on the noticeboard and are available via the Post Office and the Deli.

**Tree Warden:** Ken Jackson had circulated his report prior to the virtual meeting. Concerns raised regarding overhanging tree branches along the Sudbury Road and Clicketts Hill. Sycamore tree at No. 15 Nayland Road to be reduced in height. Mr Jackson asked members to consider a tree planting plan for the parish and to put forward trees which may warrant a TPO.

**SALC:** Cllr Fairbairn had attended the online area forum and minutes available on the SALC website.

**Primary School:** Cllr Fairbairn, Chair of Governors reported that the school remains open and children maintain their 'bubble groups' throughout the day. Mrs Jan Plumstead welcomed as the new School Business Manager. The school has run events to mark World Mental Health Day, Black History Month and Walk to School Week. Children were involved in the virtual Remembrance Service. Full report to be placed on the parish council website.

**Bures Common Trust:** Gill Jackson, Secretary had circulated a report prior to the virtual meeting. Markets continuing during the recent Covid-19 restrictions. Appropriate risk assessments in place. Art and Craft Fair held on the Common in October. The Book and Puzzle Swap Shop running in the barn when government guidelines allowed. An essential items only market held on 14<sup>th</sup> November. Guidance signs were increased with Stewards present. All markets extremely welcomed and well attended.

#### **14/11/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Next Agenda Items: Quiet Lanes, B1508 overhanging vegetation, CIL allocation.

#### **15/11/20 DATES FOR REPRESENTATIVES AT BHPC MEETINGS**

2021: 18<sup>th</sup> January – Cllr Norton, 15<sup>th</sup> March – Cllr Sills, 22<sup>nd</sup> March APM - All  
AGM 17<sup>th</sup> May – Cllr Jackson, 19<sup>th</sup> July – Cllr McCrory,  
13<sup>th</sup> September – Cllr Saer, 15<sup>th</sup> November – Cllr Alston

#### **16/11/20 DATE OF NEXT MEETING**

Thursday 21<sup>st</sup> January 2021 to be held either virtually or at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2021: 18<sup>th</sup> March, APM 22<sup>nd</sup> March (Joint)

Future dates agreed at meeting 2021: AGM 20<sup>th</sup> May, 22<sup>nd</sup> July, 16<sup>th</sup> September,  
18<sup>th</sup> November

The meeting closed at 9.50pm

Signed:

Chairman

Date