

MOUNT BURES PARISH COUNCIL

Issued – 4th^d
November 2020

Meeting of : FULL PARISH COUNCIL

Date : WEDNESDAY 11th November 2020 TIME: 7.30 P.M.

Place: by Remote Conferencing as per the Coronavirus Act 2020

Members of the Parish Council are summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

Notice: Under the Openness of Local Government Bodies Regulations 2014, filming and or recording of this meeting is open to members of the press and public.

The Public and Press are welcome to be present and to raise any issue pertinent to items on the Agenda.

Coronavirus Act 2020

However, the Parish Council Meeting will be conducted in accordance with the New Coronavirus Act 2020 which means that the meeting will take place by video conferencing. If a member of the press or public wishes to raise a matter to be discussed at this meeting would they please contact the Parish Clerk on mountburespc@outlook.com in the first instance or by phone on 01787374348.

Agenda Number	Decision Required	Description
20/47	YES	<u>Welcome by Chairman and Apologies</u>
20/48	Yes	<u>DECLARATION OF INTERESTS</u> <i>To receive any 'Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests' relating to items on the agenda.</i>
20/49	Yes	<u>CONFIRMATION OF MINUTES – MEETING HELD WEDNESDAY 9TH SEPTEMBER 2020</u>
20/50	Yes	<u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u>
20/51	Yes	<u>Ward & County Councillors to address the members if Participating</u>
20/52	Yes	<u>Review of Assets</u>
20/53	Yes	<u>SET THE BUDGET</u>
20/54	Yes	<u>Chairman's Report</u> 1. Planning White Paper update – discuss (only if you feel Necessary) 2. EALC – AGM – attendance.

20/55	Yes	<u>Clerk's Report</u> Correspondence Received
20/56		<u>Planning Register</u>
20/57	Yes	<u>To receive, amend and or agree Mount Bures :-</u> <ol style="list-style-type: none"> 1. Code of Conduct 2. Electronic Communications 3. Complaints 4. GDPR
20/58	Yes	Financials <ol style="list-style-type: none"> 1. Confirm changes to bank signatories. 2. To Accept Payment Schedule as per attached and Bank Balance. 3. Copy of Expenditure / Income
20/59		Close of meeting.

Liz Malvisi
Parish Clerk



Mount Bures Parish Council

Approved Minutes of Mount Bures Parish Council Meeting held remotely through the use of Video Conferencing as permitted by the Coronavirus Act 2020 on 9th September 2020. The meeting started at 7.30pm.

Notice: Under the Openness of Local Government Bodies Regulations 2014, members of The Public and Press were welcome to be present and to raise any issue pertinent to items on the Agenda also filming and or recording of this meeting was open to members of the press and public.

Reference	Description
20/33	<p><u>ELECTION OF CHAIRMAN</u></p> <p>Cllr Graham opened the meeting and welcomed Cllrs Baird, Bufton, O'Neill, Woodman and Ward Cllr Chillingworth and immediately announced his resignation as Chairman of Mount Bures Parish Council and proposed Cllr Woodman as the new Chairman. This was seconded by Cllr O'Neill. Cllr Woodman accepted the proposal and confirmed that he was willing to take the Office and all agreed that Cllr Woodman should take office.</p> <p>Cllr Woodman was given a Declaration of Acceptance of Office form which will be signed in the presence of the Clerk on a mutually convenient date and place while observing social distance rules.</p> <p>Cllr Baird proposed that Council thank Cllr Graham for his invaluable and huge service to the community and the Parish and that this be minuted. Cllr O'Neill seconded the proposal and asked that Cllr Graham stay close by as a source and font of all knowledge in respect of the Parish.</p>
20/34	<p><u>ELECTION OF DEPUTY CHAIRMAN</u></p> <p>The Clerk explained that this item had been put on the agenda because until this evening it was not known who might take the Chair and therefore the position either had to be re-nominated or confirmed. Cllr Baird proposed that Cllr O'Neill stay as Deputy Chairman Cllr Bufton seconded the proposal to which all agreed.</p>
20/35	<p><u>DECLARATION OF INTERESTS</u></p> <p>No Cllr had any to declare.</p>
20/36	<p><u>CONFIRMATION OF MINUTES –</u></p> <p>The minutes of the meeting held on Wednesday 8th July 2020 were received as a true representation of the business conducted. Cllr Baird proposed acceptance of the minutes and Cllr Bufton seconded the proposal which was agreed unanimously.</p>
20/37	<p><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST.</u></p> <p>Although no member of the public was present either by video call or telephone a resident had contacted the clerk and a Cllr prior to the meeting to request an update on Quiet and Protected lanes. Ward Cllr Chillingworth was able to clarify that in the</p>

	<p>Local Plan there were only 2 Protected Lanes in the Parish namely Pear Tree Lane and Jankes Green Road. This information is available on the internet and also on the Mount Bures Website. Cllr Woodman offered to let the resident know.</p>
20/38	<p><u>Ward & County Councillors Report</u></p> <p>Prior to the meeting Ward Cllr Chillingworth had submitted two reports one was a General Report and is attached to these minutes and the second is an update on the Planning White Paper recently received.</p> <p>Cllr Chillingworth explained that it was expected that the Government would be bringing forward a major re-organisation of Local Government. The indications were that we could well be moving toward a Unitary Authority. This would increase the number of residents per Member as well as the number of Parishes covered by the unitary authority. Colchester would in all probability become a Town Council as it was before previous reorganisations but CBC is not currently Parished and would therefore be large. Mayoral Duties would be likely to continue. It was possible that Parish Councils would also be encouraged to merge. However, the Government was primarily concerned with higher level authorities and regions. The White Paper when it comes out will need to be read carefully</p> <p>Cllr Chillingworth informed the meeting that he would stay in order to answer any questions with regard to item at 20/40 and if there was anything at item 20/43.</p>
20/39	<p><u>TO RE-CONFIRM MBPC REPRESENTATION 2020/2021</u></p> <p>It was agreed that individual Councillors would take a particular lead in monitoring and where necessary representing the Council on specific issues as follows:</p> <p>CALC – Colchester Association of Local Councils The Chairman - Cllr Woodman</p> <p>EALC – Essex Association of Local Councils The Chairman - Cllr Woodman</p> <p>HIGHWAYS – Essex Highways Cllr Baird</p> <p>RECYCLING & TRANSPORT – CBC and ESSEX Cllr Bufton</p> <p>PARISH PATHS PARTNERSHIP – PP3 - Essex Highways and AONB Cllr O’Neill</p> <p>EMERGENCY PLAN & COVID The Clerk</p> <p>WEBSITE MANAGER - Mount Bures Parish Council Website Cllr O’Neill</p> <p>This would not affect decision making on any issues that arise which would continue to be by resolution of the whole Council.</p> <p>Cllr Baird raised the issue of road noise and motor cycles accelerating down the hill into the village with the risk of accidents. In discussion it was agreed that it might be an idea to contact local parishes e.g. Chappel and Wakes Colne to determine if they still have a Community Speed Watch Volunteer Group and if there was any way in which they could help out MBPC.</p>

	<p>Cllr Baird then enquired about the situation regarding the Dangerous Corner at the junction of Brook House Lane and the B1508 in Bures Hamlet. Cllr Woodman informed the meeting that Essex Council had carried out a survey that showed that average vehicle speeds were under the speed limit of 60 miles an hour at that point and therefore did not seem minded to take any further action. This however missed the point that people and children walking into Bures Hamlet or taking the bus in the Colchester direction had to cross the road on a blind bend where a vehicle travelling within the speed limit might be unable to stop in time. Councillor Woodman would discuss if any further representations should be made to Essex County Council with Bures Hamlet Parish Council. In further discussion it was agreed that information passed to the Parish Council with regard to road closures could be communicated via the recently established village Whats App group. The Clerk could join the Group to help with communication of Parish news generally.</p>
20/40	<p><u>COMPLAINT RECEIVED REGARDING THE GLIDING CLUB TO DISCUSS WAY FORWARD.</u></p> <p>The Council considered a complaint from a local resident concerning the noise from the Tow plane used on a few days each year by Wormingford Glider Club repeatedly flying at low altitudes over parts of the Parish on the August Bank Holiday .Cllr Baird noted that he had also been affected by the noise on this occasion which was particularly noticeable when residents were enjoying their gardens on a Bank Holiday. In discussion, it was noted that Cllrs felt uncertain about the exact conditions placed on the Gliding Club over the use of a tow plane. Cllr Bufton said that her husband had visited the airfield and had seen 3 light aircraft parked up. It was Cllrs understanding that no motorised aircraft, including the areotow tug, were permitted to land or take off from the aerodrome.</p> <p>Cllr Chillingworth said that the complainant had previously contacted him over the noise issue and low flying, and he had sought advice from Council Officers over the exact conditions. He had yet to hear back from officers but would chase a response and pass this to the Parish Council. Cllrs agreed that they would await this information before deciding whether the issues raised were for the Councils or some other regulatory body such as the CAA. Cllrs noted however that amongst the conditions in respect of the various planning permissions was the requirement that the Gliding Club inform Colchester Borough Council of the dates when the aerotow plane was to be used and the date of their Open Day. If this information was being supplied to Colchester Borough Council it was not being passed to the Parish Council to pass to local residents. It was agreed that there was a need to ensure that this information is available to residents. It was felt that the Council might consider engaging more with the club over this and other issues raised by residents.</p> <p>The Clerk will provide Cllr Chillingworth with a summary all the points raised.</p>
20/41	<p><u>CHAIRMAN'S REPORT</u></p> <ol style="list-style-type: none"> 1. There were no questions raised in respect of the Local Plan. 2. The Chair confirmed that he would attend EALC's AGM by video link on 24th September.
20/42	<p><u>Clerk's Report</u></p> <p>The Clerk pointed out that the cost of the new website was currently being paid by the Clerk using the Clerk's Credit Card and that this situation is un acceptable in the light of the Council's financial regulations and that an alternative needed to be found. The council agreed and enquiries for alternatives will be sought.</p>

	<p>The Clerk informed the Council that former Cllr Tony Evans called to inform that a previous resident, Mr Don McEwan, had sadly passed away and Mr Evans wondered if there were t people in the village who would recall Mr McEwan’s time in the village, on the Parish Council and as a member of the Village Hall Committee and if so could an obituary be placed in the Mount. All agreed that the Clerk make contact with the Editor of the Mount to that effect.</p>
<p>20/43</p>	<p><u>Planning Register</u></p> <p>An updated copy of the register had been circulated previously. No new CBC planning applications had been received.</p> <p>MBPC had been made aware of a Braintree Planning Application on Lamarsh Hill and although not a statutory consultee MB had made an objection on the grounds of the prominent position of the development and the impact its traffic would have on local roads.</p> <p>It was noted that Footpath 34 was still a concern. Cllr Woodman had paid the location a visit and confirmed that the Footpath was still not Way Marked and that walkers are still going through a farm yard with large agricultural machinery moving around in it. The Council had contacted Colchester Borough Council over the issue. Cllr Chillingworth informed the Council that the Planning White Paper had exercised a lot of people as well as Councils. Any concerns might be better consolidated in order to maximise influence over what might face and concern MBPC moving forward. He noted that algorithm used to calculate the housing numbers had worried everyone making councils feel that they were penalised for previous success. Colchester would be looking at moving from 900 houses per year to 1,600 per year!</p> <p>Cllr O’Neill asked if this meant villages like Mount Bures might be under threat of development. Cllr Chillingworth said that Marks Tey were willing to take more but the impact on the land supply whether brownfield or otherwise was very concerning. Cllr Baird asked if the Housing Plan was linked to infrastructure. Cllr Chillingworth said that this was always an issue. Plans for the A12 and A120 were out for consultation for the proposed routes which would lead to an improvement to the Junction at Marks Tey. However it was intended that the Garden Communities were to have infrastructure before significant development took place, not after.</p> <p>Cllr Chillingworth informed MBPC that it would be wisest to wait to see what plans CBC comes forward with before making any representation.</p>
<p>20/44</p>	<p><u>To receive, amend and or agree Mount Bures</u></p> <ol style="list-style-type: none"> 1. Standing Orders – <ul style="list-style-type: none"> Page16, g motions to be recorded in the minutes. Page 18, e) Final Minutes would continue to be published as soon as approved. Draft minutes would not be published. Page 19, e) Decisions on granting dispensations would be made by the Council as a whole. Page 26, Sickness and Grievances. The Chairman volunteered to draft a simpler version reflecting the fact that the Parish Clerk was the only employee. 2. Financial Regulations <ul style="list-style-type: none"> Page 4 requires bank reconciliation to be verified 4 times a year. Since the Council only meets every second month it was proposed and unanimously agreed to leave verification to the end of the fiscal yar. Page 7 requires the RFO to provide an explanation of the variances. It was agreed that given the Council’s small budget there was no need to set a

	<p>specific materiality level. The Clerk would continue to explain all variances, in the internal audit pack.</p> <p>The clerk mentioned the issue relating to using personal credit cards to pay for Council expenditure. This was addressed earlier in the meeting.</p>
20/45	<p><u>Financials</u></p> <ol style="list-style-type: none"> 1. Consideration of changes to bank signatories. Currently there are 3 signatories: Cllrs Graham, O'Neill and Woodman. It was felt that with Cllr Graham stepping down as Chair it might be timely to review the situation. Cllr O'Neill proposed Cllr Baird be added as an authorised signatory. This was seconded by Cllr Graham and it was resolved that the Authorised Signatories in the current mandate be changed to include Cllr Board with the current mandate continuing as amended. 2. Mount Bures Parish Council noted the new Salary Scale for the Clerk and that this increase was to be back dated to April. The clerk would provide the full cost at the November meeting since the rates had now been received by Council. 3. The payment schedule was accepted unanimously.
20/46	Cllr Woodman, the Chairman, called the meeting to a close at 9.30 p.m.
20/47	

Signed byChairman

Date

	Budget 2020/21	Total Spend to date	Budget 2021/22
General			
Insurance	£ 330.00	£338.40	£ 330.00
Election	£ 50.00	£0.00	£ 50.00
Professional Fees	£ 120.00	£35.00	£ 50.00
Audit	£ 50.00	£80.00	£ 100.00
Office Expenses	£ 100.00	£74.71	£ 100.00
Room Hire	£ 100.00	£0.00	£ 100.00
EALC/CALC/SLCC Subs	£ 150.00	£122.72	£ 150.00
Training/Conference	£ 100.00	£0.00	£ 100.00
Website Hosting	£ 150.00	£3.60	£ 150.00
Newsletter	£ 100.00	£0.00	£ 100.00
Salaries			
Employers NI		£0.00	
Clerk Salary Including Tax, NI & Pension	£ 1,270.00	£649.71	£ 1,270.00
Maintenance Expenses			
Grass Cutting/P3	£ 600.00	£0.00	£ 600.00
Repairs (village sign/cutter/noticeboards)	£ 200.00	£0.00	£ 200.00
Discretionary Spend		£0.00	
Chairman Purse		£0.00	
Rememberance Wreath s.137	£ 20.00	£0.00	£ 20.00
Miscellaneous	£ 150.00	£108.00	£ 120.00
Village Hall	£ 100.00	£0.00	£ 100.00
Total	£ 3,590.00	£1,412.14	£ 3,540.00

Mount Bures Planning Register								
Planning Application Number	Consultation end date	Applicant	Applicant Address	Development	Granted	Refused	Appeal Date	Agent
200694	24/04/2020	Mrs Lisa Spence	Hemps Green Equestrian, Hems Green Barn, Crepping Hall Road, Wakes Colne Colchester CO6 2AP	Change of use to equestrian school and livery stables. Alterations to proposed doors, openings and finishes of buildings now under construction and originally consented to under application no 172806	Approve Conditional			
172806	2017	Mr Mrs and Ms P, C and L Colman	Hemps Green Equestrian, Hems Green Barn, Crepping Hall Road, Wakes Colne Colchester CO6 2AP	Extensions to existing building to form hay barn and rest facilities, creation of a manege, lunge pen and erection of horse walker for equine breeding unit following approval 120484 for a stud farm. Stationing of caravan/temporary accommodation for owners of the equine unit (AMENDED DESCRIPTION		Application Withdrawn		
200448	24/03/2020	Mr Terry Gardham	3 Boardicea Cottages, Craigs Lane, Mount Bures Bures CO8 5AW	Two storey rear extension and porch	Approved			
200444	27/03/2020	Mr N Impey	Norton Hall, Boarded Barn Road, Wakes Colne Colchester CO6 2AU	Single storey rear/side extension. Demolish rear/side extension to eastern flank. Demolish greenhouse.	Approved			

Mount Bures Parish Council

Income & Expenditure Account 2020 / 2021

<u>Income</u>	<u>£</u>	<u>Expenditure</u>	<u>£</u>
Precept	£3,590.00	Insurance	£338.40
Locality Grant	£ -	Election	£0.00
HMRC VAT Refund	£0.00	Professional Fees	£35.00
Bank + Interest	£1.43	Audit	£80.00
P3	£0.00	Office Expenses	£134.74
Other incl s.106	£1,000.00	Room Hire	£0.00
transparency Fund Grant	£ -	EALC/CALC/SLCC Subs	£122.72
General Grant	£ -	Training/Conference	£0.00
		Website	£8.40
Credit		Newsletter	£0.00
	£4,591.43	Employers NI	£0.00
		Clerk Salary Including Tax, NI & Pension	£862.21
less vat	£21.40	Grass Cutting/P3	£496.24
	£4,570.03	Repairs (village sign/cutter/noticeboards)	£0.00
		Discretionary	£0.00
		Chairman Purse	£0.00
		Rememberance Wreath	£0.00
		Miscellaneous	£108.00
		Village Hall	£0.00
		VAT Paid	
Excess of Income over Expenditure	£2,384.32		
Total Income	£4,570.03		£2,185.71

.....Date.....

Chairperson