

Bures Hamlet Parish Council

Mrs J. Wright (Clerk)
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Notice of Parish Council Meeting

The Press & Public are welcome to attend

Dear Member

You are hereby summoned to attend the Annual Parish Council Meeting of Bures Hamlet on Monday 13th May 2019 at the Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the Bures Parish Action Plan (BPAP) areas of focus:

1. Countryside and Village Appearance; 2. Community Spirit and Communication;
3. Community Assets and Values; 4. Retail Facilities; 5 Housing; 6 Traffic Management;

AGENDA

- 1. Election of Chairman**
Elected Chairman to sign Chairman's Declaration of Acceptance of Office
- 2. Apologies for Absence** - To note specific reason if absent from meeting
- 3. Declarations of Acceptance of Office**
Declarations of Acceptance of Office to be duly signed by elected members
Consent Form to receive electronic summons to be duly signed by elected members
- 4. Co-option of new members**
To discuss interests received and to agree co-option of new members
Duly co-opted members to sign Declarations of Office and Consent Forms
- 5. Election of Other Officers**
Election of Vice-Chairman
Cemetery (3), Sportsground (3), Community Centre (1),
EALC & BALC (Chairman + Clerk), Tree Warden (1), Parish Rights of Way (1),
Planning (All)
Other Responsibilities: Transport, Emergency Co-ordinator (Clerk), First Aid Officer
Members for Working Parties: Highways & Parking, Retail, Street Lighting
- 6. Declarations of Interests & Dispensation Requests**
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests
All members to complete a Register of Interests as legal requirement
Code of Conduct to be reviewed and adopted – circulated
To note expressions of interest to be given to the Monitoring Officer for training
on Code of Conduct and Standards Regime
- 7. Minutes of the Parish Council Meeting of 11th March 2019, the Joint Annual Parish Meeting of 18th March 2019 and the Joint Planning Committee Meeting of 8th April 2019 to be approved and signed as correct records (previously circulated)**

- 8. Public Forum – 15 minutes maximum public participation**
 3 minutes for individual contributions unless agreed by Chairman
 The public are invited to give views and question the Parish Council on issues on this agenda, or raise issues for consideration of inclusion at future meetings. County and District Councillors may also present their respective reports during the Public Forum.
- 9. Police**
 To report on Community Policing Team activities and visits to the parish
 To update on Bures Hamlet Speed Watch Scheme (BPAP 6)
 To note Police newsletters circulated as received and available online
- 10. Highway Matters**
- a) Colchester Road/Mt Bures junction (BPAP 6)
 - b) 30mph roundels at Colchester Road (BPAP 6)
 - c) Bridge closure advertising arrangements
 - d) ECC Surface Water Assessment Scheme (BPAP 6)
 - e) Anglia Level Crossing Reduction Strategy
 - f) Manhole cover
 - g) Additional bollard at Millennium gateway
 - h) Footpath at No.4 Lamarsh Hill
- 11. Planning (BPAP 5)**
- a) To report on applications received and any decisions made since the previous planning committee meeting– see attached list (BPAP 1)
 - b) To consider a response to any applications received since the previous planning committee meeting
 - c) To report on the following:
 - Land at Colchester Road
 - Land to rear of Cambridge Way
 - Garage site
 - Land to rear of Parsonage Hill
 - Cuckoo Hill site
- 12. Bures Parish Action Plan Summary**
 To report on follow up on Working Parties for:
- a) Highway, Transport, Parking Issues
 - b) Retail Facilities
 - c) Street Lighting
 - d) To report on meeting with St Mary PCC regarding future use of parish magazine for the parish councils
- 13. Items for update report and follow up as required**
- a) Open Spaces Action Plan 2019
 - b) S106 Contributions (BPAP 1)
 - c) Walks Leaflet (BPAP 1)
 - d) Social Media
 - e) Parish Council member surgeries
 - f) Re-print of interpretation boards
 - g) ECC Local Service Fund – grant application FP5 boardwalk
 - h) Assets of Community Value (BPAP 3)
 - i) Joint Emergency Plan
 - j) Data Protection – ICO Renewal

14. Finance

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) To agree Bank Mandate Change form for new signatories
- d) To confirm computer pin code updated re change of Chairman
- e) To note year end 2018/19 HMRC Clerk's salary & tax completed
- f) To note Employment National Clerk's Salary Award implemented from 1st April
- g) To note VAT claim for 2018/19 submitted to HMRC

15. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 3rd October 2018
- b) To note the Internal Auditor's report 2018/19 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2018/19
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2018/19
- (e) Policies to review and adopt:
 - Standing Orders
 - Financial Regulations
 - Risk Assessments
 - Model Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Co-option Policy
- (f) Matters to agree and approve:
 - Appointment of Internal Auditor and Fees for 2019/20
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Asset Register
 - Insurance Renewal Premium
 - Minor Works Preferred Builders List

16. Government Consultation Papers/Legal Topic Notes

All the following documentations have been circulated and noted:
LTN 8 Elections
EALC Legal Update Issue No. 12

17. Clerk's Report plus any correspondence received for action

To consider request to re-site waste bin at Millennium gate
To consider request for additional dog waste bins

18. Physical Risk Assessment Report – Cllr Mo Baker

- 19. Reports:**
- 1) Bures St. Mary PC – Cllr Jackson
 - 2) Cemetery
 - 3) Sportsground
 - 4) Community Centre
 - 5) Rights of Way
 - 6) Station Adopters
 - 7) Transport
 - 8) Tree Warden
 - 9) Bures Primary School
 - 10) Bures Common
 - 11) NHW

20. Brief information & exchange for next agenda items

21. Dates for Representatives at BSMPC meetings

2019: AGM 16th May – BHPC Chairman, 18th July, 19th September, 21st November

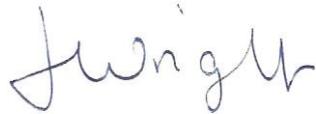
2020: 16th January, 19th March, AGM 21st May, 23rd July

22. Date of next meeting: Parish Council Meeting 15th July 2019 to be held at
The Garrard Room, Bures Community Centre at 7.30pm

Future dates booked: 16th September 2019

Future dates to be agreed: 2019: 18th November

2020: 13th January, 16th March, APM 23rd March,
AGM 18th May, 20th July



Mrs. Jenny Wright
Clerk to Bures Hamlet Parish Council
4th May 2019