

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 Parish Council Meeting of Bures Hamlet on Monday 13th January 2020 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. **Apologies for Absence** - To note specific reason if absent from meeting
2. **Declarations of Interests & Dispensation Requests**
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests
3. **Minutes of the Parish Council Meeting of 18th November 2019 to be approved and signed as correct records (previously circulated)**
4. **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.
5. **Police**
 - a) To report on any issues raised with Police Liaison Officer and Essex & Suffolk Community Policing Team visits
 - b) To update on Bures Hamlet Speed Watch Scheme (BPAP 6)
 - c) To note Police newsletters circulated as received and available online

6. Highway Matters

- a) LHP requests submitted:
 - Colchester Road/Mt Bures junction (BPAP 6)
 - 30mph roundels at Colchester Road (BPAP 6)
 - Additional bollard at Millennium gateway
- b) LHP requests to be submitted
 - Crossing at Colchester Road
- c) Slow markings on highway at Station Hill
- d) ECC Devolution Scheme
 - To report on feedback from meeting with Officers
 - To report on items referred to 'Buddy'
- e) Flooding issues:
 - Water Lane, Bridge Street and Station Hill
 - ECC Surface Water Assessment Scheme (BPAP 6)
 - Water Lane culvert and pothole
- f) Anglia Level Crossing Reduction Strategy

7. Bures Parish Action Plan Summary

To receive Working Party reports and follow up on BH matters

- a) Highway, Transport, Parking
- b) Retail Facilities
- c) Street Lighting
- d) To review Action Plan points

8. Planning (BPAP 5)

- a) To report on applications received and any decisions made since the previous planning committee meeting– see attached list
- b) To consider a response to any applications received since the previous planning committee meeting
- c) To report on the following:
 - APP/Z1510/W/19/3237376 Land South of Pen-lan, Lamarsh Hill
 - Land to rear of Cambridge Way
 - Cuckoo Hill site
- d) To review Bures Hamlet Open Spaces Action Plan

9. Items for update report and follow up as required

- a) County Broadband installation
- b) Absolute Title for Essex Knowle
- c) S106 Contributions (BPAP 1)
- d) Walks Leaflet and noticeboard
- e) Signposting how to access information and reporting issues
- f) Riverside information boards
- g) Emergency Plan information for website
- h) Parish Councils Foundation Award application

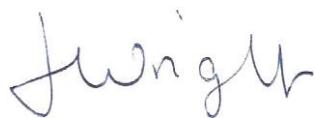
10. Rights of Way (BPAP 1)

- a) To receive the Parish ROW Officer's Report and reference in particular to:
- b) Footpath 5, Footpath 30, FP30 The Paddocks – Normandie Way repairs, FP1, 3 & 4, Byeway 25
- c) Follow up on PP3 Scheme

11. Parish Contractor

To review contract for 1st April 2020

- 12. Finance**
- a) Finance & Budget monitoring report – circulated
 - b) Bank reconciliation report and verifying bank statements – circulated/for signing
 - c) BDC Precept Request Form – for signing
 - d) To review options for HMRC payroll
 - e) To review options for Online Banking and cheque payments
- 13. Draft Policies for consideration and approval**
- a) Social Media
 - b) Data Protection & Information Management
 - c) Accessibility Statement for website
 - d) Review of Financial & Operational Risk Assessment
 - e) Training
- 14. Government Consultation Papers/Legal Topic Notes**
- All the following documentations have been circulated and noted:
NALC Legal Update – repairs to property relating to affairs of the church
NALC Consultation – strengthening police powers to tackle unauthorised encampments
- 15. Clerk's Report plus any correspondence received for action**
- 16. Physical Risk Assessment Report – Cllr M Welch**
Items from previous report –
- 17. Reports:**
- 1) Bures St. Mary PC – Cllr T Saer
 - 2) Cemetery
 - 3) Sportsground
 - 4) Community Centre
 - 5) Station Adopters - defibrillator
 - 6) Transport
 - 7) Tree Warden
 - 8) Bures Primary School
 - 9) Bures Common
 - 10) NHW
- 18. Brief information & exchange for next agenda items**
- 19. Date of next meeting:** Parish Council Meeting 16th March 2020 to be held at The Garrard Room, Bures Community Centre at 7.30pm
Future dates booked: 2020: APM 23rd March, AGM 18th May, 20th July



Mrs. Jenny Wright,
Clerk to Bures Hamlet Parish Council
6th January 2020