

# 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 16<sup>th</sup> March 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 13<sup>th</sup> January 2020 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) FP and Pavement Repair Scheme – FP30 submitted
- d) Station Hill footpath and tree roots
- e) ECC Devolution Scheme
  - To report on items referred to 'Buddy'
- f) Flooding issues:
  - Water Lane, Bridge Street and Station Hill
  - ECC Surface Water Assessment Scheme (BPAP 6)
- g) Anglia Level Crossing Reduction Strategy

## 7. Bures Parish Action Plan

To receive Working Party reports and any follow up on matters raised.

- a) Highway, Transport, Parking – proposal for yellow line at No. 1 Colchester Road
- b) Retail Facilities – Bridge Stores update
- c) Street Lighting – light at Parsonage Hill – request submitted to ECC
- d) Review of Actions for Parish Councils on Climate Change – use of glyphosate
- e) To discuss a Joint Health and Wellbeing Plan

## 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 – **No. 20/00324/OUT No. 7 – 9 Colchester Road**
- c) To report on the following:
  - APP/Z1510/W/19/3237376 Land South of Pen-lan, Lamarsh Hill
  - Land to rear of Cambridge Way – leaflets to be circulated to raise awareness
  - Cuckoo Hill site
  - Colne Road site

## 9. Items for update report and follow up as required

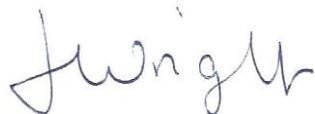
- a) County Broadband installation
- b) S106 Contributions (BPAP 1) – ground matting at The Common
- c) Parish Councils Foundation Award application – **to confirm all documentation is published on website by resolution**
- d) Lighting and parking issues at Lamarsh Hill
- e) Grounds Maintenance contract, insurance, risk assessments
- f) Signposting how to access information and reporting issues
- g) Essential First Aid Training course – request Cllr McAndrew

## 10. Bures Station Adopters

To receive report and reference in particular to:

- a) To update on lighting at Station platform
- b) To report on meeting to discuss options for wall mural
- c) Installation of CCTV
- d) Installation of defibrillator

- 11. 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
- 12. Finance and Audit Matters**  
a) Finance & Budget monitoring report – circulated  
b) Bank reconciliation report and verifying bank statements – circulated/for signing  
c) Review of Financial & Operational Risk Assessment – to agree  
d) Draft Data Audit prepared – to review and agree  
e) To note reimbursement from Wayman & Long outstanding  
f) To note Parish Band D Council Tax Rate 2020/21  
g) To note ICO Data Protection Certificate renewed for 2020  
h) To note Training Record updated and on website
- 13. Donations**  
Requests received from:  
AONB, EACH, Home Start, CAB, NHW, Support4Sight, Station Adopters, Essex & Herts Air Ambulance, Station Adopters (2)  
To note donations agreed 2019: St Mary PCC £200
- 14. Government Consultation Papers/Legal Topic Notes**  
All the following documentations have been circulated and noted:  
EALC Legal Update February
- 15. Clerk's Report plus any correspondence received for action**  
Clerk's report circulated  
Letter from A & J Lighting on Sox Lamp costs – **P3 on FP30 – for action**
- 16. Physical Risk Assessment Report – Cllr M Baker**  
Items from previous report – bench varnish
- 17. Reports:** 1) Bures St. Mary PC – Cllr S Pentney  
2) Cemetery  
3) Sportsground  
4) Community Centre  
5) Transport  
6) Tree Warden  
7) Bures Primary School  
8) Bures Common  
9) NHW
- 18. Brief information & exchange for next agenda items**
- 19. Date of next meeting:** APM 23<sup>rd</sup> March 2020 to be held at  
The Garrard Room, Bures Community Centre at 7.30pm  
Future dates booked: AGM 18<sup>th</sup> May, 20<sup>th</sup> July  
Future dates to be agreed 2020: 14<sup>th</sup> September, 16<sup>th</sup> November,  
2021: 18<sup>th</sup> January, 15<sup>th</sup> March, APM 22<sup>nd</sup> March



**Mrs. Jenny Wright,**  
**Clerk to Bures Hamlet Parish Council**  
**8<sup>th</sup> March 2020**

