

Bures St Mary Parish Council

Clerk: Mrs J. Wright

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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 St Mary on Thursday 16th 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 Declaration of Chairman's 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 all members
Consent Form to receive electronic summons to be duly signed by all members
- 4. Co-option of new member**
To discuss any interests received and to agree co-option
- 5. Election of Other Officers**
Election of Vice Chairman
Cemetery (4), Sportsground (3 + Chairman), Community Centre (1), SALC (1)
Tree Warden (1), Parish Rights of Way (1), First Aid Officer (1), Planning (All),
Other Responsibilities: Health, Legal, Primary School, Community,
Emergency Co-ordinator (Clerk)
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

7. **Minutes of the Parish Council Meeting of 14th 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 the 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 note police reports and police meeting dates – circulated and online

To report on any issues raised with Suffolk Police Liaison Officer

To report on Essex Community Policing Team visits

To note County Lines training available via Suffolk Police for members
10. **Highway Matters – JF (BPAP 6)**
 - a) Bridge closure advertising arrangements
 - b) SCC Highways Community Self Help Launch – Cllr Aries & Clerk attended
 - c) Assington Road C733 traffic calming request
 - c) Line painting – disabled bay, Nayland Road, Cuckoo Hill
 - d) St Edmunds Lane pothole repairs
 - e) Hedge cutting Sudbury Road
 - f) SCC Highways grasscutting schedules 2019/20 - circulated
11. **Planning**
 - 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:
 - Cuckoo Hill site
 - Land to rear of Cambridge Way
 - Garage site
 - Land to rear of Windy Ridge, Colne Road
 - d) To report on the following Enforcement Cases:
 - 17/00321/COU Knowle House (formerly Chambers Bus Yard)
 - S85633392 Field off Arger Fen Road
12. **Bures Parish Action Plan Summary**

To report on follow up on Working Parties:

 - 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. Matters arising which do not appear elsewhere on the agenda

- a) BSM Speed Watch Scheme/Speed Reduction signs (BPAP 6) **JF**
- b) Pikes Marsh estate (BPAP 3):
 - 1) BDC Lease
 - 2) S106 contributions
 - 3) Footpath and ditch
- c) Superfast Broadband issues (BPAP 2)
- d) Walks leaflets (BPAP 1)
- e) Social Media
- f) Parish Council member surgeries
- g) Re-print of interpretation boards
- h) Data Protection
- i) Joint Emergency Plan
- j) Update on records for storage at Suffolk Record Office
- k) Waste at Fysh House Farm
- l) Parish Contractor works list – attached

14. Finance

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation and verifying bank statements – circulated - for signing
- c) To note year end 2018/19 HMRC Clerk's salary & tax completed
- d) To note Employment National Clerk's Salary Award implemented from 1/4/19
- e) To note VAT claim for 2018/19 submitted to HMRC
- f) To confirm computer pin code updated re change of BHPC Chairman

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 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
 - 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. Correspondence

All the following correspondence has been circulated for information or follow up:
Little Cornard NHP letter and questionnaire
SCC Babergh District Restrictions and Prohibitions on Parking Order 2019
Information on CIL Bid round No. 3 May 2019
Came & Company Local Council Matters
Details of Merchant Navy Day 3rd September 2019
AONB April monthly update
Stour Valley Marathon – Sunday 2nd June
Details of 75th VE Day 8th May 2020

18. Reports:

- a. Asset report – Cllr Jan Aries
- b. Bures Hamlet PC – Cllr Mike Welch
- c. Cemetery
- d. Sportsground (BPAP 3)
- e. Community Centre
- f. Rights of Way (BPAP 3)
- g. Transport (BPAP 3) – Station Adopters report
- h. Tree Warden (BPAP 1)
- i. SALC
- j. Primary School (BPAP 3)
- k. Bures Common (BPAP 3)

19. Brief information & exchange for next agenda items

20. Dates for Representatives at BHPC meetings

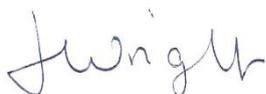
2019: 15th July – Cllr Alston, 16th September – Cllr Aries,
18th November – Cllr McCrory
2020: 13th January – Cllr Pentney, 16th March – Cllr Saer,
AGM 18th May – Cllr Jackson

21. Date of next meeting: Thursday 18th July 2019 to be held at The Garrad Room, Bures Community Centre at 7.30pm

Future dates booked: 19th September 2019

Future dates to be agreed: 2019: 21st November

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



Mrs Jenny Wright
Clerk to Bures St Mary Parish Council
10th May 2019