

Bures Hamlet Parish Council

Mrs J. Wright (Clerk)
38 The Paddocks
Bures CO8 5DF
Tel: 01787 227750
Email: buresparishcouncils@gmail.com

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 16th September 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

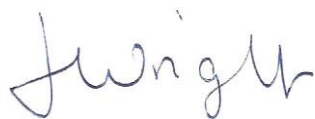
1. **Apologies for Absence** - To note specific reason if absent from meeting
2. **Declarations of Interests & Dispensation Requests**
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests
To note Cllr Monk's Register of Interests received and on website
3. **Minutes of the Parish Council Meeting of 15th July 2019 to be approved and signed as a correct record (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 – ASB
 - 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) ECC Devolution Pilot Scheme
 - c) Colchester Road pavement repair and line of highway
 - d) Water Lane culvert
 - e) ECC Surface Water Assessment Scheme (BPAP 6)
 - f) Anglia Level Crossing Reduction Strategy

- 7. Bures Parish Action Plan Summary**
To receive Working Party reports and to agree follow up matters
 - a) Highway & Parking
 - b) Retail Facilities
 - c) Street Lighting – BHPC to agree representatives for WP
- 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:
 - Land to rear of Cambridge Way
 - Garage site
 - Land to rear of Parsonage Hill
 - Cuckoo Hill site
- 9. Items for update report and follow up as required**
 - a) Absolute Title for Essex Knowle
 - b) Management of waste at Essex Knowle
 - c) S106 Contributions (BPAP 1)
 - d) Walks Leaflet
 - e) To consider painting and future use of telephone box (BPAP 3)
 - f) Social Media & Parish Council magazine initiatives
 - g) Parish Council member surgeries
 - h) Micro grant application
 - i) Riverside information boards/BMF grant application
 - j) Joint Emergency Plan
- 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.
- 11. Finance**
 - a) Finance & Budget monitoring report – circulated
 - b) Bank reconciliation report and verifying bank statements – circulated/for signing
 - c) To approve updated Financial Regulations as per NALC recommendations
 - d) To consider draft Policy for Donations & Grant requests
- 12. Audit Matters**

To note External Auditor's report for 2018/19 Accounting Statement received with no matters arising

To note Internal Audit Review Checklist date – 6pm, 28th October 2019 – Cllr McAndrew, Cllr Shackell, Clerk and Internal Auditor to attend

- 13. Government Consultation Papers/Legal Topic Notes**
All the following documentations have been circulated and noted:
LTN 22 Disciplinary and Grievance Arrangements
EALC Legal Update September Issue18
- 14. Clerk's Report plus any correspondence received for action**
To note letter from Cllr Butland, Leader of BDC referencing – Planning Practice Guidance and the Calculation of the Five Year Supply of Housing Land
- 15. Physical Risk Assessment Report – Cllr D Monk**
Items from previous report – dog waste bin at Station Hill, bus shelter clean
- 16. Reports:**
- 1) Bures St. Mary PC – Cllr J Aries
 - 2) Cemetery
 - 3) Sportsground
 - 4) Community Centre
 - a) To receive report and reference in particular to:
 - b) Clerk representative as Trustee and keys held
 - c) Dates of meetings with Cllr rota
 - 5) Station Adopters
 - a) To receive report and reference in particular to:
 - b) Carpark fees display notice
 - c) History noticeboard
 - d) Review of station for Access for All
 - 6) Transport
 - 7) Tree Warden
 - 8) Bures Primary School
 - 9) Bures Common
 - a) To appoint a representative to the BCLT
 - 10) NHW
- 17. Brief information & exchange for next agenda items**
- 18. Date of next meeting:** Parish Council Meeting 18th November 2019 to be held at
The Garrard Room, Bures Community Centre at 7.30pm
Future dates booked: 2020: 13th January, 16th March, APM 23rd March,
AGM 18th May, 20th July



Mrs. Jenny Wright
Clerk to Bures Hamlet Parish Council
9th September 2019

