

Bures St Mary Parish Council

Clerk: Mrs J. Wright

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Notice of Annual 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 Tuesday 16th May 2023 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2022-23** (BPAP)

- 1. Community spirit and communication** (i. Mental Health and Well-being, ii. Parish Council communication with residents)
- 2. Environment** (i. Hedge and tree planting, ii. Future development of Jubilee Grove, iii. Rights of Way, iv. Reduce pesticide and weed killer use)
- 3. Community Assets, services and enterprise** (i. Recreation Ground, ii.. Lighting and pavements, iii. Accessibility)

AGENDA

- 1. Election of Chair**
Elected Chair to sign 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 all members
Consent Form to receive electronic summons to be duly signed by all members
- 4. Co-option of new members**
To discuss any interests received and to agree co-option
- 5. Election of Other Officers**
Election of Vice-Chair
Cemetery (3 + Current Chair), Sportsground (3 + Current Chair),
Community Centre (1), SALC (1),
Tree Warden (1), Parish Rights of Way (1), Planning (All)
Other Responsibilities: Health & Wellbeing, Legal, Primary School,
Emergency Co-ordinator (Clerk), First Aid Officer
Members for Highways & Parking Working Party
- 6. Declarations of Interests & Dispensation Requests**
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests

7. Minutes

Minutes of the Parish Council Meeting of 23rd March 2023 to be approved and signed as a correct record (previously circulated)

To receive and note the Bures Annual Parish Meeting minutes of 27th March 2023 (to be duly signed at the next APM 2024)

8. Public Forum – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chair

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.

Bures Hamlet Parish Council representative to present their report

9. Police

a) To report on matters raised with Suffolk and Essex Community Policing Teams

b) Virtual ASB meeting

c) Speed Watch Scheme update

10. Highway Matters

a) St Edmunds Lane, Sudbury Road & White Lodge surface water

b) Speeding at Smallbridge Entry/Wormingford Bridge weight restriction

c) Nayland Road 30mph speed limit extension

d) Reinstatement of dropped kerb at Scout Hut

e) Quiet Lanes update

f) Hollow Lane passing place

g) ANPR Scheme request for B1508

h) Dropped kerb review

i) Surface water issues at Eves Orchard

j) B1508 road bridge repairs

11. National Grid Bramford to Twinstead - update

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

a) Update on garages, MUGA project and off road parking

b) Grit bins and refilling

c) Report on King's Coronation celebrations

d) Wind Whistle Ridge Bench replacement

e) To follow up on Health & Wellbeing matters

f) To discuss reducing number of reports submitted at Agenda No. 17

g) Bus shelter repairs

h) Management of SID

i) Litterpicking rota

j) Parish Trees, Hedgerows and Wildflowers Scheme (BPAP 2 i)

k) Parish Contractor works list - circulated (BPAP 2 iv)

13. Planning

- 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) Chambers bus depot site
- d) Plots 5 & 6 Cuckoo Hill
- e) To report on the following:
 - Ferriers Farm Barns
 - Jubilee Grove (BPAP 2 ii)
 - Garage site

14. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of Internal control held on 10th October 2022
- b) To note Internal Auditor's report 2022/23 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2022/23
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2022/23
- e) LGA Councillor Code of Conduct for acceptance
- f) Policies to review and adopt:
 - Standing Orders
 - Financial Regulations
 - Data Protection & Information Management
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity
 - Co-option
 - Health & Safety
- g) Matters to agree and approve:
 - Appointment of Internal Auditor and Fees for 2023/224
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Asset Register
 - Minor Works Preferred Builders List

15. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) Clerk/RFO appointment follow up for BSMPC and Sportsground Committee
- d) Clerk's Appraisal form
- e) To re-confirm agreement of electronic BACS payments
- f) To agree signatories x 4

16. Correspondence

All the following correspondence has been circulated for information or follow up:
Grants available for charities and community groups
Information on Government's decision to increase the number of empty homes to be brought back into use
Details of £30,000 grant funding available to community projects
Dedham Vale event – Wild in the Stour Valley - 2nd June at Friars Meadow

17. Reports:

- a. Asset report – Cllr McCrory
- b.. Cemetery
- c. Sportsground (BPAP 3 I) – minutes circulated
- d. Community Centre – minutes circulated
- e. Rights of Way (BPAP 2 ii)
- f. Joint Neighbourhood Plan – minutes circulated
- g. Joint Parish Plan 2022-23 – to be renewed in July
- h. Transport – Station Adopters
- i. Tree Warden (BPAP 2 i) – see planning applications and decisions
- j. SALC – Area Forum reports
- k. Primary School
- l. Bures Common
- m. Bures in Bloom
- n. Good Neighbour Scheme

18. Brief information & exchange for next agenda items

19. Date of next meeting: Thursday 27th July 2023 to be held at

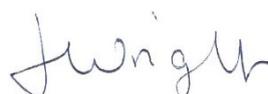
Bures Community Centre, Nayland Road at 7.30pm

Future meetings 2023: 28th September

Future meeting dates to be agreed:

2023: 23rd November

2024: 25th January, 21st March, APM 25th March,
23rd May



Mrs Jenny Wright

Clerk to Bures St Mary Parish Council

10th May 2023