

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 Annual General Meeting of Bures Hamlet Parish Council on Thursday 16th May 2024 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2023-24 (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 Interests & Dispensation Requests**
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests
- 4. Co-option of new members**
To welcome new member Cllr Chambers
To discuss any interests received and to agree co-option
- 5. Election of Other Offices**
Election of Vice-Chair
Cemetery (3), Sportsground (4), Community Centre (1),
Tree Warden (1). Parish Rights of Way (1),
Planning (All).
Other responsibilities: Health & Wellbeing, Legal (Chair & Clerk),
First Aid Officer, Emergency Co-ordinator (Clerk)
Members for Highways & Parking Working Party

6. Minutes

Minutes of the Parish Council Meeting of 18th March 2024 to be approved and signed as a correct record (previously circulated)

To receive and note the Bures Annual Parish Meeting minutes of 25th March 2024 (to be duly signed at the next APM 2025)

7. 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.

Bures St Mary Parish Council representative to present their report – **Cllr Aries**

8. Police Matters

a) To report on matters raised with Suffolk and Essex Community Policing Teams
- ASB meeting 4th April

b) Speed Watch Scheme update

9. Highway Matters

a) Speed calming measures for Colchester Road – update on progress of sharing of SID and revised LHP request

b) To discuss options to improve pedestrian safety at Bridge Street

c) Update on LHP request for extension of 30mph at Lamarsh Hill

d) To report on proposal for 40mph/30mph speed limit – Henny Road

e) To report on monitoring of parking at Colchester Road

f) Flooding issues - Water Lane brook and contributions request

g) To report on follow up on increased use of station carpark for village events

h) To discuss requests to improve Millennium footpath to allow all year round use

i) Bridge Street resurfacing - update

10. Planning

a) To report on applications received and any decisions made since the previous meeting – see attached list.

b) To consider a response to any applications received since the previous meeting requiring a response – 24/00500/VAR C Ambrose garage site (second variation)

c) **Colchester Road land sales:**

1) Water Meadow – to report on BCLT grant bid & ACV

2) Sale of plots

d) **To report and follow up as required:**

1) Ferriers Farm Barns

2) Chambers Bus Depot Site - current update

3) Jubilee Grove

e) National Grid Bramford – Twinstead proposals – update

11. Joint NHP and Joint Parish Plan 2023-2024

a) Update on Bures Draft NHP plus End of Year Grant submission

b) Joint Parish Plan 2023-2024 – items being followed up – website and parish magazine improvements

12. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of Internal control held on 30th October 2023
- b) To note Internal Auditor's report 2023/24 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2023/24
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2023/24
- e) Policies to review and adopt:
 - Standing Orders and Financial Regulation
 - Data Protection & Information Management
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity
 - Co-option
 - Health & Safety
- f) Matters to agree and approve:
 - Appointment of Internal Auditor and Fees for 2024/2025
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Insurance with BHIB – renewal with 3 year Long Term Undertaking
 - Asset Register - to be updated following the above being agreed
 - Minor Works Preferred Builders List

13. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) To consider increasing Clerk's salary point inline with the Cemetery Authority
- d) To investigate fixed electricity contract

14. Clerk's Report plus any correspondence received for action.

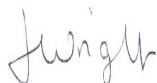
- Follow up on fish & chip van trading at Essex Knowle
- To discuss use of Glyphosate when needed

15. Reports: Councillors to acknowledge receipt and present questions by exception

- a) Asset report – **Cllr McAndrew**
- b) Cemetery – minutes circulated
- c) Sportsground (BPAP 3 i) – minutes circulated
- d) Community Centre – minutes circulated
- e) Rights of Way (BPAP 2 iii)
- f) Station Adopters
- g) Tree Warden (BPAP 2 i) – see planning applications and decisions

16. Brief information & exchange for next agenda items

- 17. Date of next meeting:** Monday 15th July 2024 to be held at
Bures Community Centre, Nayland Road at 7.30pm
Future meeting dates 2024: Monday 16th September, 18th November
Future meeting dates 2025: 20th January, 17th March, APM 24th March, AGM 19th May



Mrs Jenny Wright, Parish Clerk, 9th May 2024

