

BURES ST. MARY PARISH COUNCIL

Clerk: Mrs Jenny Wright
38 The Paddocks
Bures CO8 5DF
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Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting of Bures St. Mary to be held on Thursday 18th May 2017 at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

THE PRESS AND PUBLIC ARE CORDIALLY INVITED

AGENDA

1. **Election of Chairman**
Elected Chairman to sign Chairman's Declaration of Acceptance of Office
2. **Apologies for Absence** - To note specific reason if absent from meeting
3. **Co-option of Councillor**
To follow up on co-option and to report on interest shown
4. **Election of Other Officers**
Election of Vice-Chairman
Cemetery (3), Sportsground (3 + Chairman), Community Centre (1), SALC (1)
Tree Warden (1), Parish Rights of Way (1), First Aid Officer (1), Planning (All),
Other Responsibilities: Highway & Parking, Health, Legal, Primary School,
Community, Emergency Co-ordinator
5. **Declarations of Interest & Dispensation Requests**
To declare any 'pecuniary' or 'non-pecuniary' interests
6. **Minutes of the previous Parish Council Meeting of 23rd March 2017 and the Joint Annual Parish Meeting of 30th March 2017 to be approved and signed as a correct record (previously circulated)**
7. **Public Forum** – 15 minutes maximum public participation
3 minutes for individual contributions unless agreed by the Chairman
8. **Police**
To note police reports and police meeting dates – circulated
To report on communications with PCSO Laura Mansell (PC dedicated Officer) - anti-social behaviour at the Scouts Camping Ground, monitoring of youths at Tawneys Ride garages, theft of mini-digger and damage arising

9. Highway Matters - JF

- a) School crossing
- b) Bollards at High Street
- c) St Edmunds Lane signs/road debris clearance
- d) Hollow Lane works
- e) Road bridge footway surfacing
- f) B1508 speed limit change
- g) Hedges along Sudbury Road
- h) Kerbing at High Street outside Randall Surveys – reported
- i) To report on comments raised regarding The Croft weeds, stones & speeding

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

- 1) Pikes Marsh Play area: - **LP**
 - a) Land transfer
 - b) Access route & ditch maintenance
 - c) S106 contributions survey
 - d) Play equipment
- 2) Bank House - **LP**
- 3) Sworders shop front - **LP**
- 4) Silver Birch trees at Eves Orchard - **LP**
- 5) Wheelie bin 30mph sticker scheme
- 6) War memorial lettering/laurels/waste bin
- 7) Land transfer at Sportsground & Community Woodland
- 8) Assets of Community Value List
- 9) Joint Emergency Plan
- 10) Grounds maintenance + items to report – layby waste bins

11. Parish Plan

Update on meetings held and progress of plan

12. Open Space, Play & Outdoor Recreational Study

To discuss responses made to survey

13. Planning

All applications received and comments made – see attached list

Information on Call for Sites circulated – to note one site put forward for BSM

Correspondence from BAPTC on importance of Local Plans – circulated for comment

14. Finance

- a) Finance & budget monitoring report – circulated
- b) Bank reconciliation & corresponding bank statement – circulated
- c) PWLB Balance outstanding circulated – to discuss reducing instalment payments
- d) To consider in principle to funding a specified item for the primary school
- d) To note year end 2016/17 Clerk's salary & tax completed
- e) To note Clerk's salary pay award in line with NALC recommendations
- f) To note VAT claim for 2016/17 submitted to HMRC
- g) To note Bank Mandate Change completed and signatory requirement – signatories Cllr Jackson, Cllr Alston, Cllr Aries and Cllr Ambrose

15. Audit Matters

- (a) To consider, approve and sign Annual Governance Statement 2016/17
- (b) To approve by resolution, sign and date Annual Accounting Statement 2016/17
- (c) Audit items to approve:
 - Internal Auditor's report 2016/17 and to follow up on any matters raised
 - Appointment of Internal Auditor and Fees for 2017/18
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Asset Register
 - Financial Regulations
 - Standing Orders
 - Risk Assessments
 - Model Publication Scheme
 - Complaints Procedure
 - Equality Policy

16. Government Consultation Papers/Legal Topic Notes

All the following documentations have been circulated and noted:

- L02-17 The Code of Recommended Practice on Local Authority Publicity
- LTN 5 Section No. 60 – Parish Councillor in council tax arrears prohibitions
- Public Participation in Council meetings
- LTN 11 Celebration and Similar Events
- LTN 80 Members conduct and the registration and disclosure of their interests
- LTN 31 Section 137 of the Local Government Act 1972
- LAIS 1398 Running Free Consultation

16. Correspondence

Dates of Town & Parish Liaison meetings for BDC - circulated – 2 parish council representatives invited to attend

Details of the Stour Valley Marathon 4th June and request for water tables at Claypits Avenue – agreed

Details of The Great Get Together Countrywide event - circulated

Details of Dedham Vale AONB & Stour Valley Forum – 16th June – circulated

Report on River Water Quality from Andrew Ward, Fisheries Team – circulated

Came & Company Insurance Parish Matters update Spring edition - circulated

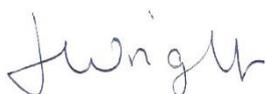
17. Reports:

- a. Asset report – Cllr Jennie McCrory – to include Defib inspection report
- b. Bures Hamlet PC - Cllr Mike Welch
- c. Cemetery
- d. Sportsground
- e. Community Centre
- f. Rights of Way
- g. Transport
- h. Tree Warden
- i. SALC
- j. Primary School
- k. Bures Common

18. Any other business Items to note and for the next agenda

19. Date of next meeting: 20th July

Future dates booked: 21st September, 23rd November 2017, 18th January 2018



Mrs Jenny Wright, Clerk to Bures St Mary Parish Council, 8th May 2017

