

# Bures Hamlet Parish Council

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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 Parish Council Meeting of Bures Hamlet on Monday 17<sup>th</sup> May 2021 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2020-21** (BPAP)

**1. Community spirit and communication** (i. Mental Health and Well-being, ii.COVID-19, iii. Parish Council communication with residents, iv. Cultural and Social)

**2. Environment** (i. Hedge and tree planting, ii. Rights of Way, iii. Link with Bures Transition Group, iv. Speeding, v. Parking, vi. Climate and Nature Actions, vii. Property eyesores, viii. Extension to AONB)

**3. Community Assets, services and enterprise** (i. Recreation Ground, ii. Cemetery, iii. Facilities for visitors, iv. Lighting and pavements, v. Retail and business facilities, vi Superfast broadband)

### 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. Election of Other Officers**

Election of Vice-Chairman

Cemetery (3), Sportsground (4), Community Centre (1),  
EALC & BALC (Chairman + Clerk), Tree Warden (1), Parish Rights of Way (1),  
Planning (All)

Other Responsibilities: Transport, Emergency Co-ordinator (Clerk), First Aid Officer

Members for Working Parties: Highways & Parking, Retail, Street Lighting

**4. Declarations of Interests & Dispensation Requests**

To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests

**5. Minutes**

Minutes of the meeting of 15<sup>th</sup> March 2021 to be approved and signed as a correct record (previously circulated)

To receive and note the Bures Annual Parish Meeting minutes of 26<sup>th</sup> April 2021 (to be duly signed at the next APM 2022)

**6. 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.

## **7. Highway Matters**

- a) Review of parking restrictions at Bridge Street (BPAP 2 iv.v)
- b) Bridge Street/Station Hill/Colchester Road road surfacing and repairs
- c) Flooding issues (BPAP2)
  - 1) Colchester Road/Bridge Street – ECC SWAS
  - 2) Water Lane brook clearance
  - 3) Mount Bures junction and at top of Colne Road
- d) LHP requests:
  - 1) Incremental warnings at Colchester Road (BPAP 2 iv)
  - 2) Bus stop provision at Mount Bures junction
  - 3) Provision of 2 bollards at Millennium gate
  - 4) Grit bin provision at Parsonage Hill

## **8. 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:
- c) To report on any follow up:
  - 1) Garage site (BPAP 2 vii)
  - 2) Land to rear of Cambridge Way (BPAP 2 iii)
  - 3) Cuckoo Hill enforcement
- d) Proposal to progress a Joint Bures NHP

## **9. Items for update, report and follow up as required**

- a) P3 Scheme (BPAP (2 ii)
- b) Bures Hamlet Speed Watch Scheme (BPAP 2 iv)
- c) Police Community Engagement event
- d) Volunteering initiative for grounds maintenance items
- e) Eastlight Housing issues
- f) Bramford – Twinstead Pylon consultation
- g) Health & Wellbeing Plan (BPAP 1 i)
- h) Light provision at Parsonage Hill (BPAP 3 iv)
- i) Crossing at Colchester Road (BPAP 2 iv)
- j) E54 crossing closure Inquiry
- k) Station Hill footpath and tree roots (BPAP 3 iv)

## **10. Audit Matters**

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 23<sup>rd</sup> November 2020
- b) To note the Internal Auditor's report 2020/21 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2020/21
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2020/21
- e) Policies to review and adopt:
  - Standing Orders and Financial Regulations
  - Data Protection & Information Management
  - Risk Assessments
  - Asset Register
  - Publication Scheme
  - Complaints Procedure
  - Equality & Diversity Policy
  - Privacy Notice
  - Co-option Policy

Social Media  
Training  
Donations & Grants

- f) Matters to agree and approve:  
Appointment of Internal Auditor and Fees for 2021/22  
Date for Internal Audit Review Checklist  
Accounts available for sale for £5  
Insurance Renewal Premium  
Minor Works Preferred Builders List

**11. Finance Matters**

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) To confirm Mandate Change request approved

**12. Clerk's Report plus any correspondence received for action - circulated**

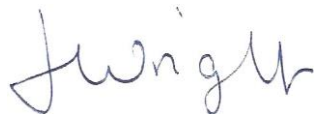
**13. Physical Risk Assessment Report – Cllr Monk**

- 14. Reports:**
- 1) Bures St. Mary PC – Cllr Jackson
  - 2) Cemetery
  - 3) Sportsground (BPAP 3)
  - 4) Community Centre
  - 5) Rights of Way (BPAP 2 ii)
  - 6) BALC & EALC
  - 7) Transport
  - 8) Station Adopters
  - 9) Tree Warden (BPAP 2)
  - 10) Bures Primary School
  - 11) Bures Common

**15. Brief information & exchange for next agenda items**

Recording and use of social media at meetings

- 16. Date of next meeting:** Monday 19<sup>th</sup> July 2021 to at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm  
**Future meetings 2021:** 13<sup>th</sup> September, 15<sup>th</sup> November



**Mrs. Jenny Wright,  
Clerk to Bures Hamlet Parish Council  
10<sup>th</sup> May 2021**