

Bures Hamlet Parish Council

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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 Monday 18th May 2026 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Draft Bures Parish Action Plan 2025-26** (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, vi. Speeding traffic).

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. Election of Other Officers

Election of Vice-Chair

Cemetery (3), Sportsground (4), Community Centre (1),

Tree Warden (1), Parish Rights of Way (1).

Planning: First contact Cllr Chambers followed by (All).

Other responsibilities: Health & Wellbeing, Legal (Chair & Clerk),

First Aid Officer, Emergency Co-ordinator (Clerk).

Members for Highways & Parking Working Party.

5. Minutes

Minutes of the Parish Council Meeting of 23rd March 2026 to be approved and signed as a correct record (previously circulated)

To receive and note the Bures Annual Parish Meeting minutes of 30th March 2026 (to be duly signed at the next APM 2027)

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

7. Police Matters

- a) To report on matters raised with Suffolk and Essex Community Policing Teams
 - barn fire, fire at FP33 Mount Bures
- b) Police Teams meetings

8. Highway Matters

- a) Millennium footpath repair update
- b) Colchester Road speeding
- c) Safety mirror position at railway bridge
- d) Station Hill potholes
- e) NEPP application to improve safety at Water Lane/Station Hill update
- f) Parsonage Hill lighting
- g) NEPP to increase monitoring of inconsiderate parking

9. Planning

- a) Chair to report on meeting held at Mount Bures on 15th April
- b) To report on applications received and any decisions made since the previous meeting – see attached list
- c) To consider a response to any applications received since the previous meeting requiring a response: - **26/00835/VAR & 26/00808/VAR Brook House**
- d) **Enforcement queries:**
 - 1) Land East of Colchester Road – concrete base
 - 2) No. 8 Parsonage Grove – planning application approved
- e) **National Grid:** Community Benefit wishlist
- f) **Chambers Bus Depot Site:** update and development name
- g) **Packards Lane, Wormingford application Ref 251634** – to update

10. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) Joint Cemetery and Sportsground Committee finances – circulated
- d) Confirmation of £30 annual fuel costs for Parish ROW Officer
- e) Proposal – to purchase a new strimmer for Parish ROW Officer's use

11. Audit Matters

- a) To consider the findings of the Review of the Effectiveness of the system of Internal control held on 24th November 2025
- b) To note Internal Auditor's report 2025/26 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2025/26
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2025/26
- e) Policies to review and adopt:
 - Standing Orders – to reinstate the following clause under !5 (xvi) which was inadvertently omitted when SOs 2025/26 were revised by NALC.
'The Clerk has Delegated Power to respond to uncontentious planning applications if the deadline for response falls between council meetings and a planning committee meeting has not been called.'
 - Financial Regulations
 - 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 2026/2027
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Insurance with Gallagher – renewal with 3 year Long Term Undertaking
 - Asset Register
 - Minor Works Preferred Builders List

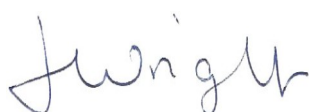
12. Matters arising not elsewhere on the agenda

- a) Devolution and elections update
- b) Post Office closure and retirement do update
- c) To enhance members visibility at the markets plus market rota circulated
- d) Curry market trader at Essex Knowle
- e) Jubilee Grove report: dog signs, PC responsibilities, fencing, clay pond, plaque
- f) Landing stage repairs
- g) March APM update
- h) Station Hill garden update – Microgrant funding use
- i) RCCE Essex Village of the Year competition

13. Joint NHP and Joint Parish Plan

- a) Update on Joint NHP progress – to agree a response to the new focused consultation
- b) Joint Parish Plan 2025-2026 – update

- 14. Clerk's Report plus any correspondence received for action.**
See attached and Items for reporting and follow up:
Bures Station repairs
BALC request to subscribe
Notification of BDC Local Plan Regulation 18 consultation and Regulation 19
Public ROW Parish Paths Partnership – Service Level Agreement 2026
New Absorbent Hygiene Products (AHP) collection service
- 15. Reports:** Councillors to acknowledge receipt and present questions by exception
- a) Asset report – **Cllr Welch**
 - b) Cemetery – minutes circulated
 - c) Sportsground – minutes circulated
 - d) Rights of Way
 - e) Community Centre – minutes circulated
 - f) Primary School – school newsletter link circulated
 - g) Station Adopters
 - h) Transport
 - i) Tree Warden – see planning applications and decisions
 - j) Bures Common Land Trust
- 16. Brief information & exchange for next agenda items**
- 17. Date of next meeting:**
Future dates booked for 2026: 20th July, 21st September, 16th November
Future dates booked for 2027: 16th January, 15th March, APM 22nd March,
AGM 17th May



Mrs Jenny Wright
11th May 2026