

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 a Bures Hamlet Parish Council meeting on Tuesday 18th November 2025 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2024-25 (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. Colchester Road water meadows, iv. Rights of Way, v. Reduce pesticide and weed killer use, vi. Speeding traffic)
- 3. Community Assets, services and enterprise** (i. Recreation Ground, ii.. Lighting and pavements, iii. Bus shelter, iv. Public Transport)

AGENDA

- 1. Apologies for Absence** - To note specific reason if absent from meeting
- 2. Declarations of Interests & Dispensation Requests**
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests
- 3. Minutes**
Minutes of the Parish Council Meeting of 15th September 2025 to be approved and signed as a correct record (previously circulated)
- 4. 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 Giles**

5. Police Matters

- a) To report on matters raised with Suffolk and Essex Community Policing Teams
 - cricket club house arson, various other fire incidents, 2 homeless reports
- b) Speed Watch Scheme update

6. Highway Matters

- a) Flooding issues update
- b) Millennium footpath repair
- c) NEPP application to improve safety at Water Lane/Station Hill
- d) Station Hill trees: update on pruning of trees and root repair
- e) Parsonage Hill lighting follow up
- f) Safer crossing point at Colchester Road – no new schemes being accepted

7. 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: - **25/02347/HH Westwind, Bombose Lane**
25/02472/FUL Parsonage Hall
- c) **Call for Sites meeting:**
 - i) Outcome of meeting
 - ii) To discuss process to deliver a potential footway link
- d) **Potential use of land at Penlan, Lamarsh Hill**
- e) **Colchester Road land:**
 - i) End parcel of land for sale
 - ii) Riverbank area, fishing rights and bat willows
 - iii) Fencing
- f) **Jubilee Grove report:** Cllr Keeble-Fox, BDC REPF grant successful -
- g) **Chambers Bus Depot Site:** current update
- h) **Packards Lane, Wormingford application Ref 251634**

8. Draft Budget

To approve presented 3 year draft budget 2026-29

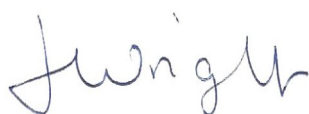
9. Finance Matters

- 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) Request from Village magazine for contribution to publication costs
- e) Appeal to HMRC against not filing Paye return on time successful – noted
- f) To confirm approval of purchase of barrel planter for Lamarsh Hill - £260 + VAT

10. Audit Matters

- a) External Auditor's report for year ending 2024/25 received with no matters arising
- b) To note Internal Audit Review scheduled for 24th November at 6pm via Zoom
- c) To confirm BB Business Associates Engagement Letter duly signed
- d) Progress of a gov.uk website domain and emails
- e) Parish website compliance and updated Accessibility Statement

- 11. Matters arising not elsewhere on the agenda**
- a) Post Office closure - recognition of service – banking hub – satellite service
 - b) Potential Open Spaces Improvement 2026/27 – to review
 - c) Station Hill garden update – Microgrant application
 - d) Christmas lights event details
 - e) BDC waste service review and property assessment
- 12. Joint NHP and Joint Parish Plan**
- a) Update on Joint NHP progress
 - b) Joint Parish Plan 2025-2026 – update
 - c) Village magazine progress
- 13. Clerk's Report plus any correspondence received for action.**
See attached and Items for reporting and follow up:
National Grid – Norwich to Tilbury update
Cllr Childs' request for discussion on future role of parish councils
Utility Aid – switch from unmetered electric supply to half hourly
Retail traders update
- 14. Reports:** Councillors to acknowledge receipt and present questions by exception
- a) Asset report – **Cllr Keeble-Fox**
 - b) Cemetery – minutes circulated
 - c) Sportsground (BPAP 3 i) – minutes circulated – skateboard project/gate access
 - d) Rights of Way – **FP 5 flooding – action taken**
 - e) Community Centre – minutes circulated
 - f) Primary School – school newsletter link circulated
 - g) Station Adopters
 - h) Transport
 - i) Tree Warden (BPAP 2 i) – see planning applications and decisions
 - j) Bures Common Land Trust
- 15. Brief information & exchange for next agenda items**
- 16. Date of next meeting:**
Monday 19th January at Bures Community Centre at 7.30pm
Future dates booked for 2026: 16th March, APM 30th March,
AGM 18th May, 20th July, 21st September, 16th November



Mrs Jenny Wright
11th November 2025