

Bures Hamlet Parish Council

Mrs J. Wright (Clerk)
38 The Paddocks
Bures CO8 5DF
Tel: 01787 227750
Email: buresparishcouncils@gmail.com

Notice of Parish Council Meeting

Please note this is a Virtual Zoom Meeting

Members of the Public should contact the Clerk to arrange an invitation to join in

The Press & Public are welcome to attend

Dear Member

You are hereby summoned to attend the Parish Council Meeting of Bures Hamlet on Monday 18th May 2020 at 7.30pm.

This agenda makes reference to the Bures Parish Action Plan (BPAP) areas of focus:

1. Countryside and Village Appearance;
2. Community Spirit and Communication;
3. Community Assets and Values;
4. Retail Facilities;
- 5 Housing;
- 6 Traffic Management;

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 of the Parish Council Meeting of 16th March 2020 to be approved and signed as correct records (previously circulated)**
To receive and note the Bures Annual Parish Councils Report 2020 duly circulated and advertised
4. **COVID-19 Parish Council response – Volunteers and Vulnerable Persons**
To report on actions by Village Co-ordinator – circulated
Health & Wellbeing Plan proposal
5. **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.

6. Police

- a) To report on any issues raised with Police Liaison Officer and Essex & Suffolk Community Policing Team visits
- b) To update on Bures Hamlet Speed Watch Scheme (BPAP 6)
- c) To note Police newsletters circulated as received and available online

7. Highway Matters

- a) LHP requests submitted:
 - Colchester Road/Mt Bures junction bus stand (BPAP 6)
 - Additional bollard at Millennium gateway
- b) LHP requests to be submitted
 - Crossing at Colchester Road
- c) Station Hill footpath and tree roots
- d) ECC Devolution Scheme
 - To report on items referred to 'Buddy' – Water Lane pipe/manhole cover
- e) ECC Surface Water Assessment Scheme (BPAP 6)
- f) Anglia Level Crossing Reduction Strategy

8. Bures Parish Action Plan

- a) Highway, Transport, Parking – proposal for yellow line at No. 1 Colchester Road
- b) Retail Facilities
- c) Street Lighting – light at Parsonage Hill – request submitted to ECC

9. Planning (BPAP 5)

- 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 the following:
 - APP/Z1510/W/19/3237376 Land South of Pen-lan, Lamarsh Hill
 - Land to rear of Cambridge Way – leaflets to be circulated to raise awareness
 - Cuckoo Hill site
 - Colne Road site

10. Items for update report and follow up as required

- a) County Broadband installation
- b) S106 Contributions (BPAP 1) – ground matting at The Common
- c) Parish Councils Foundation Award application

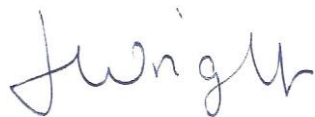
11. Bures Station Adopters

To receive report and reference in particular to:

- a) To update on lighting at Station platform

- 12. Rights of Way (BPAP 1)**
a) To receive the Parish ROW Officer's Report and reference in particular to:
b) Footpath 5, Footpath 30, FP30 The Paddocks – Normandie Way repairs, FP1, 3 & 4, Byeway 25
c) Shirley Anglin PP3 Co-ordinator follow up on Scheme
- 13. Finance and Audit Matters**
a) Finance & Budget monitoring report – circulated
b) Bank reconciliation report and verifying bank statements – circulated/for signing
- 14. Audit Matters**
a) To consider the findings of the Review of the effectiveness of the system of internal control held on 28th October 2019
b) To note the Internal Auditor's report 2019/20 and to follow up on any matters raised
c) To approve by resolution and sign the Annual Governance Statement 2019/20
d) To consider, approve by resolution, sign and date Annual Accounting Statement 2019/20
(e) Policies to review and adopt:
Standing Orders
Financial Regulations
Data Protection & Information Management – to note member responsibilities
Risk Assessments
Model 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 2020/21
Date for Internal Audit Review Checklist
Accounts available for sale for £5
Asset Register
Insurance Renewal Premium
Minor Works Preferred Builders List
- 15. Government Consultation Papers/Legal Topic Notes**
All the following documentations have been circulated and noted:
PR3 -20 Extending Accounts and Audit Deadlines
LO2 -20 Employment Law Changes 2020
- 16. Clerk's Report plus any correspondence received for action**
Clerk's report circulated
- 17. Physical Risk Assessment Report – Cllr D Monk - circulated**
Items from previous report – bench varnish

- 18. Reports:** 1) Bures St. Mary PC – Cllr J Aries
2) Cemetery
3) Sportsground
4) Community Centre
5) Transport
6) Tree Warden
7) Bures Primary School
8) Bures Common
- 19. Brief information & exchange for next agenda items**
Recording and use of Social media at Council meetings
A & J Lighting Sox Lamp costs for consideration
- 20. Dates for Representatives at BSMPC meetings**
2020: 21st May – Cllr Welch (AGM to be rescheduled)
23rd July – Cllr Baker, 17th September – Cllr McAndrew,
19th November – Cllr Monk
2021: 21st January - Cllr Raymond, 18th March – Cllr Shackell,
APM 22nd March - All
- 21. Date of next meeting:** 2020: 20th July, 14th September, 16th November
2021: 18th January, 15th March, APM 22nd March (Joint)



Mrs. Jenny Wright,
Clerk to Bures Hamlet Parish Council
10th May 2020