

# 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 a Bures Hamlet Parish Council meeting on Monday 19<sup>th</sup> January 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. 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 18<sup>th</sup> November 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 Jones**

## 5. Police Matters

- a) To report on matters raised with Suffolk and Essex Community Policing Teams
- b) Police Teams meeting – Monday 26<sup>th</sup> January at 6.30pm
- c) To report on follow up from Community Speedwatch decision

## 6. Highway Matters

- a) Flooding issues update
- b) Millennium footpath repair update
- c) To discuss village parking issues
- d) NEPP application to improve safety at Water Lane/Station Hill update
- e) Station Hill trees: update
- f) Parsonage Hill lighting follow up

## 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: -
- c) **Enforcement queries:** a) Land south of Penlan, b) No. 8 Parsonage Grove
- d) **Jubilee Grove report:** Cllr Keeble-Fox to report
- e) **Chambers Bus Depot Site:** to update
- f) **Packards Lane, Wormingford application Ref 251634** – to update

## 8. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) To confirm and sign BDC precept forms as per agreed budget
- d) To note Tax Rate 2026/27
- e) To confirm agreement of increase for HMRC management
- f) Joint Cemetery and Sportsground Committee finances – circulated

## 9. Audit Matters

- a) To report on Internal Audit Review held on 24<sup>th</sup> November (notes circulated)
- b) To accept BB Associates Ltd increase of fees for 2025/26 internal audit
- c) To confirm acceptance of BB Business Associates Ltd Engagement Letter for Internal Audit Service 2025/26
- d) Assertion 10 GDPR requirement
- e) Councillor's Statement of Assurance – Councillor's understanding of obligations

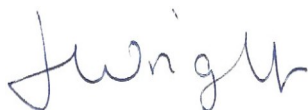
## 10. Matters arising not elsewhere on the agenda

- a) Devolution response
- b) Post Office closure
- c) To discuss format of March APM
- d) To confirm to continue with BDC Street Cleansing Agreement 2026/27
- e) Station Hill garden update – Microgrant funding use
- f) Christmas lights event update
- g) BDC waste service review and property assessment
- h) Retail traders update

- 11. Joint NHP and Joint Parish Plan**
  - a) Update on Joint NHP progress
  - b) Joint Parish Plan 2025-2026 – update
  - c) Village magazine progress
  
- 12. Clerk's Report plus any correspondence received for action.**

See attached and Items for reporting and follow up:  
National Grid – Norwich to Tilbury update - webinars
  
- 13. Reports:** Councillors to acknowledge receipt and present questions by exception
  - a) Asset report – **Cllr Keeble-Fox**
  - 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
  
- 14. Brief information & exchange for next agenda items**
  
- 15. Date of next meeting:**

Monday 16<sup>th</sup> March 2026 at Bures Community Centre at 7.30pm  
Future dates booked for 2026: APM 30<sup>th</sup> March, AGM 18<sup>th</sup> May, 20<sup>th</sup> July,  
21<sup>st</sup> September, 16<sup>th</sup> November



Mrs Jenny Wright  
12<sup>th</sup> January 2026