

Bures St Mary Parish Council

Clerk: Mrs J. Wright

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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 St Mary on Thursday 21st 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 19th March 2020**
to be approved and signed as a correct record (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 the 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 note police reports and police meeting dates – circulated and online
- b) Evidence Based Policing Project update
- c) To report on any issues raised with Police Liaison Officer and CPT – B1508 speed
- d) BSM Speed Watch Scheme update (BPAP 6)

7. Highway Matters – JF (BPAP 6)

- a) B1508 roadbridge works
- b) Street lighting – Eves Orchard bollards and Pikes Marsh estate
- c) Byeway 5 - Croft end
- d) St Edmunds Lane surface water
- e) Temporary pot hole repair issues
- f) Works at Cuckoo Hill referred to HSE

8. Planning – MB

- a) To report on applications received and any decisions made since the previous planning committee meeting – see attached list (BPAP 1)
- b) To consider a response to any applications received since the previous planning committee meeting
- c) To report on the following:
 - Cuckoo Hill Appeals
 - Land to rear of Cambridge Way – leaflets
 - Vacant garage site BH
 - To report on the following Enforcement Cases:
 - 17/00321/COU Knowle House (formerly Chambers Bus Yard)
 - S85633392 Field off Arger Fen Road
 - Buildings at Risk Register – barns at Over Hall

9. Bures Parish Action Plan Summary

- a) Highway, Transport, Parking – entrance signs
- b) Retail Facilities – promotion of Post Office, Bridge Stores, Bank House, Central Stores, Street lighting – bollards at Eves Orchard

10. Matters arising which do not appear elsewhere on the agenda

- a) Garages at Claypits Avenue **MB**
- b) Pikes Marsh estate (BPAP 3) **MB**
 - 1) BDC Lease
 - 2) S106 contributions
- c) Footpath beside 3 Horseshoes – **for repair MB**
- d) Local Council Award registration
- e) Notices for improving communication of parish councils
- f) BDC Community Caretaker Scheme Agreement 2020 – signed and agreed
- g) Parish Contractor works list – attached – phasing out of Glyphosate

11. Finance

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation and verifying bank statements – circulated/for signing
- c) PWLB Outstanding Balance on Loan 31.03.2020 - circulated
- d) Radar account set up via Came & Company for management of legal crises

12. 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 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
 - Minor Works Preferred Builders List

13. 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

14. Correspondence

All the following correspondence has been circulated for information or follow up:
Letter outlining BDC continuity of planning services – parish consultations
Amendments to CIL Expenditure/collection and new CIL Bid round 1st May – 31st May
AONB Monthly updates

15. Reports:

- a. Asset report – Cllr Saer
- b. Bures Hamlet PC – Cllr Welch
- c. Cemetery
- d. Sportsground (BPAP 3)
- e. Community Centre
- f. Rights of Way (BPAP 3)
- g. Transport (BPAP 3) – Station Adopters
- h. Tree Warden (BPAP 1)
- i. SALC
- j. Primary School (BPAP 3)
- k. Bures Common (BPAP 3)

16. Brief information & exchange for next agenda items

Recording and use of Social Media at Council meetings

17. Dates for Representatives at BHPC meetings

2020: 18th May – Cllr Aries (AGM to be rescheduled)

20th July – Cllr Saer, 14th September – Cllr Jackson

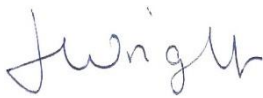
16th November – Cllr McCrory

2021: 18th January – Cllr Pentney, 15th March – Cllr Sills

APM 22nd March - All

18. Date of next meeting: 2020: 23rd July, 17th September, 19th November

: 2021: 21st January, 18th March, APM 22nd March (Joint)



Mrs Jenny Wright

Clerk to Bures St Mary Parish Council

14th May 2020