

Bures St Mary Parish Council

Clerk: Mrs J. Wright

38 The Paddocks

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Notice of Annual Parish Council Meeting

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 20th May 2021 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2020-21** (BPAP)

1. Community spirit and communication (i. Mental Health and Well-being, ii.COVID-19, iii. Parish Council communication with residents, iv. Cultural and Social)

2. Environment (i. Hedge and tree planting, ii. Rights of Way, iii. Link with Bures Transition Group, iv. Speeding, v. Parking, vi. Climate and Nature Actions, vii. Property eyesores, viii. Extension to AONB)

3. Community Assets, services and enterprise (i. Recreation Ground, ii. Cemetery, iii. Facilities for visitors, iv. Lighting and pavements, v. Retail and business facilities, vi. Superfast broadband)

AGENDA

1. Election of Chairman

Elected Chairman to sign Chairman's Declaration of Acceptance of Office

2. Apologies for Absence – To note specific reason if absent from meeting

3. Election of Other Officers

Election of Vice Chairman

Cemetery (3 + Chairman), Sportsground (4), Community Centre (1), SALC (1)

Tree Warden (1), Parish Rights of Way (1), First Aid Officer (1), Planning (All),

Other Responsibilities: Health, Legal, Primary School, Community,

Emergency Co-ordinator (Clerk)

Members for Working Parties: Highways & Parking, Retail, Street Lighting

4. Declarations of Interests & Dispensation Requests

To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests

5. Minutes

Minutes of the meeting of 18th March 2021 to be approved and signed as a correct record (previously circulated)

To receive and note the Bures Annual Parish Meeting minutes of 26th April 2021 (to be duly signed at the next APM 2022)

- 6. 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.
- 7. Police**
- a) To report on any issues raised with Suffolk and Essex Community Policing Teams
 - b) BSM Speed Watch Scheme update (BPAP 2 iv)
 - c) To note the launch of Automatic Number Plate Recognition (ANPR)
 - d) To note Police newsletters circulated as received and available online
- 8. Highway Matters – JF**
- a) Drainage/flooding/pothole issues on B1508
 - b) SID traffic calming update (BPAP 2.iv)
 - c) St Edmunds Lane surface water
 - d) Open Reach broadband pole installation (BPAP 3 vi)
 - e) Quiet Lanes update (BPAP 1 iv)
 - f) Speed of traffic along the C733 Assington Road
 - g) Smallbridge Entry potholes
 - h) Hollow Lane debris clearance
 - i) Bures Bridge confirmation of scope of works
- 9. National Grid Bramford to Twinstead consultation**
To update on the consultation and next steps **JF**
- 10. Matters arising which do not appear elsewhere on the agenda**
- a) Change of use for Tawneys Ride garages (BPAP 3 v) **MB**
 - b) Pikes Marsh playarea land transfer (BPAP 3.i) **MB**
 - c) Off road parking solutions (BPAP 2 v) **MB**
 - d) Upgrade of bollards at Eves Orchard (BPAP 3 iv)
 - e) Community post Pandemic events
 - f) Bures Surgery support (BPAP 1.i)
 - g) Resident Welcome packs
 - h) Joint parish council magazine
 - i) Follow up on Health and Wellbeing Plan (BPAP 1 i)
 - j) Telephone box temporary removal/pavement repairs update
 - k) Footpath beside 3 Horseshoes repairs and lighting (BPAP 3 iv)
 - l) Parish Contractor works list - circulated

11. Planning

- a) To report on applications received and any decisions made since the previous planning committee meeting – see attached list
- b) To consider a response to any applications received since the previous planning committee meeting: **DC/21/02400, DC/21/02401, DC/21/02402 Cuckoo Hill**
- c) To report on the following:
 - Chambers Bus Depot
 - Land to rear of Cambridge Way (BPAP 2 iii)
- d) To report on the following Enforcement Cases:
 - Cuckoo Hill development drainage and contamination
 - Buildings at Risk Register – barns at Over Hall
- e) Proposal to progress a Joint Bures NHP

12. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of Internal control held on 23rd November 2020
- b) To note Internal Auditor's report 2020/21 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2020/21
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2020/21
- e) Policies to review and adopt:
 - Standing Orders and Financial Regulations
 - Data Protection & Information Management
 - Risk Assessments
 - 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 2021/22
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Asset Register
 - Minor Works Preferred Builders List

13. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation and verifying bank statements – circulated/for signing
- c) Options for use of CIL received from BDC: Feasibility Study initiative for toilet provision linked to the Community Centre
- d) To approve revised BSMPC Clerk's contract following Clerk's notice of resignation to the Sportsground Committee
- e) Insurance cover increase of £1,000 for extra Christmas Lights agreed 10/04/21
- f) PWLB Outstanding Balance on Loan 31st March 2021 – circulated

14. Correspondence

All the following correspondence has been circulated for information or follow up:
Babergh & Mid Suffolk Joint Local Plan – Draft Hearings programme
Details of how to claim free trees and hedgerow plants via BDC
Notification of Publication of Little Cornard NHP (Pre-submission Version)
Details of Covid-19 Local Support Grant
Details of free Webinar event on Community Energy projects in East Anglia

15. Reports:

- a. Asset report – Cllr Pentney
- b. Bures Hamlet PC – Cllr Shackell
- c. Cemetery
- d. Sportsground (BPAP 3 i)
- e. Community Centre
- f. Rights of Way (BPAP 2 ii)
- g. Transport – Station Adopters
- h. Tree Warden (BPAP 2 i)
- i. SALC - AGM
- j. Primary School
- k. Bures Common

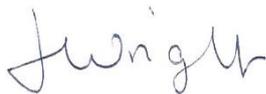
16. Brief information & exchange for next agenda items

Recording and use of social media at meetings

17. Date of next meeting: Thursday 22nd July 2021 to be held at

Bures Community Centre, Nayland Road at 7.30pm

Future meetings booked 2021: 16th September, 18th November



Mrs Jenny Wright

Clerk to Bures St Mary Parish Council

14th May 2021