

# 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 Parish Council Meeting of Bures Hamlet Parish Council on Monday 21<sup>st</sup> September 2026 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Draft Bures Parish Action Plan 2026-27 (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  
To report on ROI Member home addresses
- 3. Casual Vacancies**  
To report on vacancies follow up  
To note Cllr Child and the Clerk to attend a NALC event – Next Generation Leadership
- 4. Minutes**  
Minutes of the Parish Council Meeting held on 20<sup>th</sup> July 2026  
to be approved and signed as a correct record (previously circulated)
- 5. 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 Aries**

## 6. Police Matters

- a) To report on matters raised with Suffolk and Essex Community Policing Teams
  - barn fire, youngsters on recreation ground follow up, Station hut damage, motorcycles on recreation ground, lifebelt damage at Bures Common

## 7. Highway Matters

- a) Millennium footpath repair update
- b) Safety mirror position at railway bridge
- c) Station Hill potholes update
- d) Refurbishment of grass triangle at Water Lane follow up
- e) NEPP application for Water Lane/Station Hill update – to note responses to lining
- f) Parsonage Hill lighting follow up

## 8. 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:
  - **26/01977/HH No 29 The Paddocks CO8 5DF**
  - **Street Trading Consent at Essex Knowle**
  - **26/01924/FUL Ferriers Barns, Ferriers Farm**
  - **Cricket Pavilion application DC/26/03662 BSMPC - to note**
- c) **Enforcement queries:** structure in water meadows
- d) **National Grid:** Community Benefit wishlist, planned road closures
- e) Dedham Vale National Landscapes parish commitment proposal
- f) **Chambers Bus Depot Site:** update
- g) **Packards Lane, Wormingford application Ref 251634** – update

## 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) To discuss quotation for proposed CCTV
- e) To note CIL Bid for Cricket Pavilion rebuild – Teams meeting – lease renewed
- f) To update on use of previously granted Councillor's Community grant
- g) To note Asset Register updated

## 10. Audit Matters

- a) To note External Auditor's report for year ending 2025/26 received with no matters arising
- b) To note Internal Audit Review scheduled for 5<sup>th</sup> October at 6pm via Zoom

## 11. Policies for Review

Donations, Press & Media, Safeguarding, Recording at Meetings,  
Use of Social Media, Training, Biodiversity, Environment, Disciplinary, Privacy

**12. Matters arising not elsewhere on the agenda**

- a) Jubilee Grove report: dog signs, PC responsibilities, clay pond, plaque, DEFRA grant to extend the accessible footpath, keep clear signs, dog update
- b) Issue of wheelie bins not being removed after waste collection
- c) Parish ROW Officer
- d) Devolution update
- e) Request to resolve issue of Footpaths 1,3,and 4
- f) Community Led Environment Action – Expression of Interest

**13. Joint NHP and Joint Parish Plan**

- a) Joint NHP progress – update - NALC survey on parish plans
- b) Joint Parish Plan 2025-2026 – revised

**14. Clerk's Report plus any correspondence received for action.**

See attached and Items for reporting and follow up:

**15. Reports:** Councillors to acknowledge receipt and present questions by exception

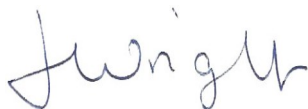
- a) Asset report – **Cllr Manning**
- b) Cemetery – minutes circulated
- c) Sportsground – minutes circulated
- d) Rights of Way
- e) Community Centre – minutes circulated – **Cllr Manning new representative**
- f) Primary School – school newsletter link circulated
- g) Station Adopters
- h) Transport
- i) Tree Warden – see planning applications and decisions
- j) Bures Common Land Trust – **Cllr Elder new representative**

**16. Brief information & exchange for next agenda items**

**17. Date of next meeting:**

Future dates booked for 2026: 16<sup>th</sup> November

Future dates booked for 2027: 16<sup>th</sup> January, 15<sup>th</sup> March, APM 22<sup>nd</sup> March,  
AGM 17<sup>th</sup> May



Mrs Jenny Wright  
14<sup>th</sup> September 2026