

# 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 the Parish Council Meeting of Bures Hamlet on Monday 20<sup>th</sup> November 2023 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2022-23 (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)
- 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> September 2023 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 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.

#### **Boyer Planning presentation**

**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 Ellerbeck

5. **Police Matters**
  - a) To report on matters raised with Suffolk and Essex Community Policing Teams  
- invitation to Chief Inspector Martin Richards
  - b) Speed Watch Scheme update – to note circulated wheelie bin stickers and letters
  
6. **Highway Matters**
  - a) **To report on the following LHP requests:**
    - 1) Speed calming measures for Colchester Road – to include crossing, signage, bus stop hard standing
    - 2) Roundel markings for Colchester Road
    - 3) 30mph at Lamarsh Hill
    - 4) Safety measures near Hill Top, Lamarsh Hill
  - b) TRO proposal for Colchester Road – to agree if to proceed
  - c) To report on progress of proposal for 40mph/30mph speed limit  
– Middleton Road to Lamarsh Hill
  
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 – **No. 23/02716/TPO** Penlan, Lamarsh Hill
  - c) **Jubilee Grove:**
    - 1) Progress on proposed gifting of parcel of land
    - 2) BDC Community Garden & Open Spaces Fund application
  - d) **Sale of land at Colchester Road:**
    - 1) Water Meadow – to discuss giving support to BCLT bid
    - 2) Parish Council to elect and appoint a BCLT representative
    - 3) To consider any implications arising from land sale of ROW and bench area
  - e) **To report and follow up as required:**
    - 1) Ferriers Farm Barns
    - 2) Garage site – current update.
    - 3) Chambers Bus Depot Site. - current update
    - 4) Created entrance to Land South of Penlan – on hold
  - f) To accept Potential Open Spaces Improvement Plan for Bures Hamlet
  - g) National Grid Bramford – Twinstead proposals - update
  
8. **Joint Parish Plan 2023-2024 and Joint NHP**
  - a) To agree review of the Joint Parish Plan 2023-2024
  - b) To report on clarification of parish councils NHP responsibilities – Zoom meeting
  - c) To accept minutes of the NHP Steering Group
  
9. **Items for update, report and follow up as required**
  - a) Progress of shared use of BSM Speed Indicator
  - b) Progress of Station Hill garden upgrade and grant purchases
  - c) Christmas lights event
  - d) Village sign renovation
  - e) To agree future maintenance of Normandie Way hedge
  - f) Progress of ECC Microgrant application for Bridge Street shelter

**10. Budget**

To approve presented 3 year draft budget 2024-27

**11. Audit Matters**

- a) To confirm Internal Auditor details
- b) To report on Internal Audit Review of 30<sup>th</sup> October

**12. Finance Matters**

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) To report on progress of change of banks, signatories and BACS payments
- d) To confirm system of Tax/Ni payments to HMRC
- e) To confirm NALC Salary Pay Award 2023-24

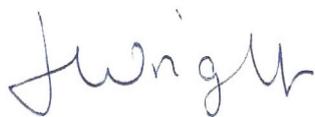
**13. Clerk's Report plus any correspondence received for action.**

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

- a) Asset report – Cllr Welch
- b) Cemetery – minutes circulated
- c) Sportsground (BPAP 3 i) – minutes circulated
- d) Community Centre – minutes circulated
- e) Rights of Way (BPAP 2 iii)
- f) Transport
- g) Station Adopters
- h) Tree Warden (BPAP 2 I) – see planning applications and decisions
- i) Bures Primary School

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

- 16. Date of next meeting:** Monday 15<sup>th</sup> January 2024 to be held at  
Bures Community Centre, Nayland Road at 7.30pm  
Future meeting dates: 2024: 18<sup>th</sup> March, APM 25<sup>th</sup> March,  
20<sup>th</sup> May, 15<sup>th</sup> July, 16<sup>th</sup> September



**Mrs. Jenny Wright**  
**Clerk to Bures Hamlet Parish Council**  
**13<sup>th</sup> November 2023**