

Notice of Bures St Mary Parish Council Meeting

The Press & Public are welcome to attend

Dear Member

You are hereby requested to attend the Parish Council Meeting of Bures St Mary on Thursday 22nd May 2025 at Bures Community Centre (Garrad Room), 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. Election of Chair – Elected Chair to sign Declaration of Acceptance of Office

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

3. Declarations of Interests & Dispensation Requests - To receive any 'Pecuniary' or 'Nonpecuniary' interests and Dispensation requests

4. Election of Other Officers

Election of Vice-Chair

Cemetery (3 + Current Chair), Sportsground (3 + Current Chair),

Community Centre (1), SALC (1)

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

Other Responsibilities: Health & Wellbeing, Legal, Primary School, Emergency Co-ordinator (Clerk), First Aid Officer

Members for Highways & Parking Working Party

5. Co-option of new members – To discuss any interests received and to agree co-option

6. Minutes - Minutes of the Annual Parish Council Meeting of 20th March 2025 to be approved and signed as a correct record (previously circulated)

7. Parish Council Matters

- Update on Clerk vacancy for Bures Sportsground Committee and St Mary PC
- To agree appointment of Mrs Jenny Wright as Locum RFO.
- Meeting date changes – JSG and PC.

8. 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 Hamlet Parish Council representative to present their report – TBC

10. Police

- a) To report on matters raised with Suffolk and Essex Community Policing Teams - PSPO update
- b) Police Connect

11. Highway Matters

- a) St Edmunds Lane – surface water outside Pilgrim's Rest – **JF**
- b) Pothole – Road bridge – repaired
- c) Joint Parishes Highways Working Party (Wormingford, Fordham etc) update
- d) ANPR for B1508 – update
- e) Pavement, Nayland Road – repaired (Fig tree to be reduced by Power Network)
- f) Traffic congestion – Monthly Market and Football Club
- g) Potholes on B1508 between Bevills E. and W. entrances-repaired

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

- a) Bus shelter - Update
- b) Management of SID – Update
- c) Parish Contractors works list - Circulated (BPAP 2iv)
 - Bin relocation update
 - Commercial waste bins
- d) EV Plug-in application – Update
- e) Joint Parish Council Magazine and bi-monthly snippets
- f) Bleed kits training update. Cabinet order/installation update.
- g) Progress on gov.uk domain
- h) Discharge of water into river under the road bridge - repaired
- i) Apple Tree Mews road signage request
- j) New Councillor Training – Cllr Jones and Cllr Giles – April 2025

13. 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 meeting requiring a response:
DC/25/02147-TCA Works to trees in Cemetery. Response required by 2nd June. Tree warden consulted.
- c) To report and follow up as required:
 - Chambers Bus Depot/Knowle House Full Planning Committee 16/04/2025
 - Central Stores - Update

14. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) Receive the Finance Reports from the Joint Sportsground Committee and Joint Cemetery Authority
- d) To confirm half-yearly precept payment to the Joint Cemetery Authority and the Joint Sportsground Committee.

15. Audit

- a) To consider the findings of the Review of the Effectiveness of the system of Internal control held on 7th October 2024.
- b) To note Internal Auditor's report 2024/25 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2024/25
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2024/25
- e) Policies to review and adopt:
 - Standing Orders (revised NALC model April 2025)
 - Financial Regulations (revised NALC model April 2025)
 - Data Protection & Information Management
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity
 - Co-option
 - Health & Safety
 - Biodiversity
- e) Matters to agree and approve:
 - Appointment of Internal Auditor and Fees for 2025/2026
 - Date for Internal Audit Review Checklist
 - Safeguarding Policy – DSL training and replacement update
 - Asset Register (circulated)
 - Neighbourhood CIL Expenditure Report 2024/2025- for signing

16. Bures Neighbourhood Plan & Bures Parish Action Plan

- a) Update on Joint NHP progress
- b) Draft Joint Parish Plan 2025-2026 – Update and to follow up on items (circulated)

17. Correspondence

All the following correspondence has been circulated for information or follow up:

Weekly Bures Primary School Report

Adoption of the BMSDC Joint Local Development Scheme – March 2025

Town & Parish Liaison Meetings – Devolution

Devolution Briefing from Suffolk County Council

All the latest from your National Landscape

Suffolk's Police and Crime Commissioner's Update May 2025

Town and Parish update from Babergh District Council - April & May 2025

Local Government Reorganisation - Town and Parish workshops and survey launch May 2025

Rural Services Network weekly news

Wilder Communities eNewsletter Spring 2025

18. Reports: Cllrs to acknowledge receipt and present questions by exception

- a)** Asset report – 22nd May 2025 – Cllr Jackson
- b)** Sportsground (BPAP 3 i)
- c)** Community Centre
- d)** Cemetery – Draft Minutes – March Meeting circulated
- e)** Jubilee Grove/Transition Group Report (BPAP2ii) (circulated)
- f)** Station Adopters (circulated)
- g)** Rights of Way (BPAP 2 iv) – no report submitted
- h)** Tree Warden (BPAP 2 i) – see planning applications and decisions
- i)** Bures Common Land Trust (circulated)

19. Brief information & exchange for next agenda items

- BSMPC representatives for BH meeting on 14th July 2025 -Cllr Giles
- BH Representative for BSMPC meeting on 24th July 2025 -TBC

20. Date of next meeting: Thursday 24th.July 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meeting dates: 25th September: 27th November 2025

Mrs Jan Aries

Chair Bures St Mary Parish Council