

Bures Hamlet Parish Council

Mrs J. Wright (Clerk)
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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 18th September 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 17th July 2023 to be approved and signed as a correct record (previously circulated)
- 4. Co-option of new members**
To discuss any interests received and to agree co-option
- 5. 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.
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
- b) Speed Watch Scheme update

7. 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
 - 5) Proposal from Hennys, Middleton Twinstead and Bures Hamlet Parish Councils for 40mph/30mph speed limit – Middleton Road to Lamarsh Hill
- b) To discuss a request for extra 30mph signs along straight section at Colchester Rd
- c) Flooding issues – Water Lane, Station Hill, Colne Road
- d) Parking issues – Colchester Road, Normandie Way and Water Lane

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 –
- c) Jubilee Grove –
 - 1) Proposed gifting of land
 - 2) Transfer of land documents
 - 3) BDC Community Garden & Open Spaces Fund application
- d) Sale of land at riverbank and land at Colchester Road
- 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) National Grid Bramford – Twinstead proposals - update

9. Joint Parish Plan 2023-2024

To discuss and agree a review of plan

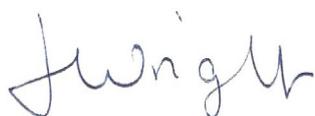
10. Items for update, report and follow up as required

- a) Shared use of BSM Speed Indicator
- b) Station Hill garden upgrade and grant purchases
- c) Retailers trading at Essex Knowle
- d) ECC Microgrant application for Bridge Street shelter

11. Audit Matters

- a) To note External Auditors report for 2022/23 Accounting Statement received with no matters arising
- b) To agree new Internal Auditor
- c) To note Internal Audit Review date still to be agreed - October
- d) Policies for approval – Training, Donation and Grants, Environment, Equality and Diversity, Privacy Notice

- 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 discuss Transition Group gifting of brushcutter to parish council assets
- 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 Keeble-Fox
 - b) Cemetery – minutes circulated
 - c) Sportsground (BPAP 3 i) – minutes circulated
 - d) Community Centre – minutes circulated
 - e) Rights of Way (BPAP 2 iii)
 - f) Joint Neighbourhood Plan – to accept minutes
 - g) Transport
 - h) Station Adopters
 - i) Tree Warden (BPAP 2 I) – see planning applications and decisions
 - j) Bures Primary School
- 15. Brief information & exchange for next agenda items**
- 16. Dates for Representatives at BSMPC meetings**
- 2023: 23rd November – Cllr Keeble-Fox
2024: 25th January – Cllr Manning, 21st March – Cllr McAndrew,,
APM 25th March – All, AGM, 23rd May – Cllr Shackell, 25th July – Cllr Welch,
26th September – Cllr Baker
- 17. Date of next meeting:** Monday 20th November 2023 to be held at
Bures Community Centre, Nayland Road at 7.30pm
Future meeting dates: 2024: 15th January, 18th March, APM 25th March,
20th May, 15th July, 16th September



Mrs. Jenny Wright
Clerk to Bures Hamlet Parish Council
11th September 2023