

Bures Hamlet Parish Council

Mrs J. Wright (Clerk)
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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 Annual Parish Council Meeting of Bures Hamlet on Tuesday 23rd May 2023 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2021-22 (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. 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 Acceptance of Office**
Declarations of Acceptance of Office to be duly signed by all members
Consent Form to receive electronic summons to be duly signed by all members
- 4. Co-option of new members**
To discuss any interests received and to agree co-option
- 5. Election of Other Offices**
Election of Vice-Chair
Cemetery (3), Sportsground (3), Community Centre (1),
BALC & EALC (Chair and Clerk, Tree Warden (1). Parish Rights of Way (1),
Planning (All).
Other responsibilities: Health & Wellbeing, Legal (Chair & Clerk),
First Aid Officer, Emergency Co-ordinator (Clerk)
Members for Highways & Parking Working Party

6. Declarations of Interests & Dispensation Requests

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

7. Minutes

Minutes of the Parish Council Meeting of 20th March 2023 to be approved and signed as a correct record (previously circulated)

To receive and note the Bures Annual Parish Meeting minutes of 27th March 2023 (to be duly signed at the next APM 2024)

8. 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

9. Police Matters

a) To report on matters raised with Suffolk and Essex Community Policing Teams

b) Virtual ASB meeting

c) Speed Watch Scheme update

10. Highway Matters

a) To report on the following LHP requests:

1) Pedestrian crossing at Colchester Road

2) Safety improvements/bus stop at Mount Bures junction

3) 30mph at Lamarsh Hill

4) Safety measures near Hill Top, Lamarsh Hill

b) Flooding issues – Water Lane, Station Hill, Colne Road

c) Safety for pedestrians under the railway bridge

d) Dropped kerbs

11. 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

d) To report and follow up as required:

1) Ferriers Farm Barns

2) Garage site – Current status update.

3) Chambers Bus Depot Site.

4) Plots 5 & 6 Cuckoo Hill

5) Created entrance to Land South of Penlan – on hold

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

- a) Shared use of BSM Speed Indicator
- b) Proposal to levy charge to Essex Knoll users
- c) Station Hill garden upgrade and new bench
- d) Sensor lights for Station Hill
- e) Millennium footpath fencing grant application
- f) Station lighting upgrade
- g) Report on King's Coronation
- h) Telephone kiosk upgrade

13. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of Internal control held on 10th October 2022
- b) To note Internal Auditor's report 2022/23 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2022/23
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2022/23
- e) LGA Councillor Code of Conduct for acceptance
- f) Policies to review and adopt:
 - Standing Orders
 - Financial Regulations
 - Data Protection & Information Management
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity
 - Co-option
 - Health & Safety
- g) Matters to agree and approve:
 - Appointment of Internal Auditor and Fees for 2023/224
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Asset Register
 - Minor Works Preferred Builders List

14. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) Clerk's Appraisal
- d) To agree signatories x 4
- e) To note BHIB insurance renewed under 3 year agreement

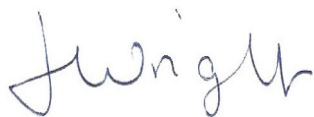
15. Clerk's Report plus any correspondence received for action.

Letter received from resident regarding biodiversity in the parish – for comment

- 16. Reports:**
- a) Asset report – Cllr McAndrew
 - b) Cemetery
 - c) Sportsground (BPAP 3 I) – minutes circulated
 - d) Community Centre – minutes circulated
 - e) Rights of Way (BPAP 2 iii)
 - f) ‘Joint Neighbourhood Plan
 - g) Joint Parish Plan 2022-2023 – to be renewed in July
 - h) BALC & EALC
 - i) Transport
 - j) Station Adopters
 - k) Tree Warden (BPAP 2 I) – see planning applications and decisions
 - l) Bures Primary School
 - m) Bures Common
 - n) Bures in Bloom – Monitoring Form returned
 - o) Good Neighbour Scheme

17. Brief information & exchange for next agenda items

- 18. Date of next meeting:** Monday 17th July 2023 to be held at
Bures Community Centre, Nayland Road at 7.30pm
Future meetings 2023: 18th September
Future meeting dated to be agreed:
2023: 13th November
2024: 15th January, 18th March, APM 25th March,
20th May



**Mrs. Jenny Wright,
Clerk to Bures Hamlet Parish Council
16th May 2023**