

Bures St Mary Parish Council

Clerk: Mrs G A Turner
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Pebmarsh
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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 General Meeting of Bures St Mary Parish Council Meeting on Thursday 23rd May 2024 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. 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 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

6. Declarations of Interests & Dispensation Request - To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests

7. Minutes

Minutes of the Parish Council Meeting of 21st March 2024 to be approved and signed as a correct record (previously circulated)

To receive and note the Bures Annual Parish Meeting minutes of 25th March 2024 (to be duly signed at the next APM 2025)

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 – Cllr Shackell

9. Police

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

- ASB meeting on 4th April 2024 – Notes circulated

- Election of Police & Crime Commissioner

c) Speed Watch Scheme update

10. Highway Matters

a) St Edmunds Lane – surface water outside Pilgrim's Rest - JF

b) B1508 – Sudbury Road standing water Great Bevills – JF

c) B1508 – Road bridge repairs/resurfacing – updated – JF

d) B1508 – Reconsideration of primary lorry route - JF

11. National Grid Bramford to Twinstead - Update - TF

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

a) Overgrown telegraph pole, Nayland Road

b) Bus shelter update

c) Noticeboard

d) Management of SID

e) Governors' Hub – updated TF

f) Parish Contractors works list

- Circulated (BPAP 2iv)

g) EV Plug-in application – GJ

h) EV charging provision for Tawney's Ride residents - IR

i) Joint Parish Council Magazine Update – TF

j) Fish & chip van trading

k) To discuss use of Glyphosate – policy change

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 planning committee meeting:
- c) Plots 5 & 6 Cuckoo Hill - IR
- d) To report and follow up as required:
 - Chambers Bus Depot/Knowle House
 - Ferriers Farm Barns
 - Colchester Road Land Sales:
 - 1. Water Meadows - GJ
 - 2. Sales of plots - GJ

14. Audit Matters

- a) To note Internal Auditor's report 2023/24 and to follow up on any matters raised
- b) To approve by resolution and sign the Annual Governance Statement 2023/24
- c) To consider, approve by resolution, sign and date Annual Accounting Statement 2024/25
- d) LGA Councillor Code of Conduct for acceptance
- e) Policies to review and adopt:
 - Standing Orders and Financial Regulations
 - Data Protection & Information Management
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity
 - Co-option
 - Health & Safety
- f) Matters to agree and approve:
 - Appointment of Internal Auditor and Fees for 2024/2025
 - Date for Internal Audit Review Checklist in October
 - Accounts available for sale for £5
 - Asset Register – to be updated following the above being agreed
 - Minor Works Preferred Builders List

15. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) VAT claim made on 17th April 2024
- d) SALC Membership contribution from BSMPC

16. Correspondence

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

Town and Parish update from BDC – April & May 2024

News from National Landscapes

NSIPs: Norwich to Tilbury statutory Consultation

Babergh District Council Taxi Policy Consultation 23.04.24 to 04.06.24

EEC Hedingham Division – Annual Report 2023-24

Violence & Vulnerability Unit Newsletter

Suffolk's Local Transport Plan

17. Reports:

- a) Asset report – Cllr McCrory
- b) Sportsground (BPAP 3) – minutes circulated
- c) Cemetery – minutes if available
- d) Tree Warden (BPAP 2 i) – See planning applications and decisions
- e) Primary School
- f) Community Centre – minutes circulated
- g) Jubilee Grove/Transition Group Report
- h) Bures Common Land Trust Report
- i) Station Adopters

18. Brief information & exchange for next agenda items**19. Representatives at Bures Hamlet Parish Council Meetings:**

Monday 15th July: Cllr Fairbairn, Monday 16th September: Cllr Ellerbeck

19. Date of next meeting: Thursday 18th July 2024

Bures Community Centre, Nayland Road at 7.30pm

Future meetings 2024: 19th September, 21st November 2024

Future meeting dates to be agreed: 23rd January, 20th March, AGM 22nd May

Georgie Turner

Mrs Georgina Turner

Clerk to Bures St Mary Parish Council

14th May 2024