

# Bures Hamlet Parish Council

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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 Monday 23<sup>rd</sup> May 2022 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2021** (BPAP)

- 1. Community spirit and communication** (i. Mental Health and Well-being, ii.COVID-19, iii. Parish Council communication with residents)
- 2. Environment** (i. Hedge and tree planting, ii. Rights of Way, iii. Link with Bures Transition Group, iv. Speeding/Road safety, v. Parking, vi. Climate and Nature Actions, vii. Empty Property eyesores, viii. Extension to AONB, ix. Flooding issues)
- 3. Community Assets, services and enterprise** (i. Recreation Ground, ii. Cemetery, iii. Facilities for visitors, iv. Lighting and pavements, v. Retail and business facilities, vi. Superfast broadband)
- 4. Neighbourhood Plan**

### 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. Election of Other Officers**  
Election of Vice-Chair  
Cemetery (3), Sportsground (4), Community Centre (1),  
BALC & EALC (Chair + Clerk), Tree Warden (1), Parish Rights of Way (1),  
Planning (All)  
Other Responsibilities: Transport, First Aid Officer, Emergency Co-ordinator (Clerk),  
Health & Wellbeing (Clerk)  
Members for Working Parties: Highways & Parking, Street Lighting
- 4.. Declarations of Interests & Dispensation Requests**  
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests

**5. Minutes**

Minutes of the Parish Council Meeting of 14<sup>th</sup> March 2022 and Extraordinary Meeting of 7<sup>th</sup> April 2022 to be approved and signed as correct records (previously circulated)

To receive and note the Bures Annual Parish Meeting minutes of 31<sup>st</sup> March 2022 (to be duly signed at the next APM 2023)

**6. 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.

**7. Police**

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

b) Speed Watch Scheme update (BPAP 2 iv)

c) To note Police newsletters circulated as received and available online

**8. Highway Matters**

a) To report on the following proposed LHP requests: (BPAP 2 iv)

1) Pedestrian crossing at Colchester Road

- spring footfall survey and additional evidence

2) Safety improvements at Mount Bures junction update

3) update on bus stop provision at Mount Bures junction

4) To install reflective bollards at top of Lamarsh Hill – evidence needed

5) To extend 30mph at Lamarsh Hill to gateway entrance

6) Upgrade of VAS to a SID

b) Parking matters - Use of Station carpark

c) Update on Bridge Street flooding and potholes

d) Update on low level light at Station Hill

e) Items on hold for comment and future follow up

1) Station Hill tree root repairs (BPAP 3 iv)

2) Refresh of yellow lines at Bridge Street

**9. 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) To report on progress of Transfer of land to rear of Cambridge way: (BPAP 2 iii)

1) To confirm maintenance agreement

d) To report and follow up as required:

1) Created entrance to Land South of Penlan

2) Garage site (BPAP 2 vii)

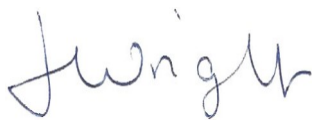
3) Proposals for the Chambers Bus Depot Site (BPAP 2 vii)

4) Progress on Plots 5 & 6 Cuckoo Hill

5) Ferriers Farm Barns – letter requesting parish council to reconsider response

- 10. Joint Bures Neighbourhood Plan (BPAP 4)**
  - a) Update on progress of the NHP
  - b) To report on grant applications
  - c) To accept Steering Group and Wider Team meeting minutes
- 11. Joint Parish Plan 2021-2022**
  - a) To report on progress of Bures in Bloom initiative
  - b) To report on Bures Climate Change initiative (BPAP 2 vi)
  - c) To update on grant for Residents Welcome packs/follow up on GNS (BPAP 1 iii)
  - d) To report on Health & Wellbeing Plan (BPAP 1 i)
- 12. Items for update, report and follow up as required**
  - a) Queen's Platinum Jubilee events
  - b) Tree to mark the Queen's Platinum Jubilee
  - c) National Grid Bramford to Twinstead project
  - d) P3 Scheme (BPAP (2 ii)
  - e) The Paddocks footpath tree/hedge clearance
  - f) Station Hill garden revamp
  - g) Millennium footpath fencing
  - h) Application for Possessory Title for Essex Knowle
- 13. Audit Matters**
  - a) To consider the findings of the Review of the effectiveness of the system of internal control held on 4<sup>th</sup> October 2021
  - b) To note the Internal Auditor's report 2021/22 and to follow up on any matters raised
  - c) To approve by resolution and sign the Annual Governance Statement 2021/22
  - d) To consider, approve by resolution, sign and date Annual Accounting Statement 2021/22
  - e) To adopt LGA Model Councillor Code of Conduct 2020
  - f) Policies to review and adopt:
    - Standing Orders (updated)
    - Financial Regulations
    - Data Protection & Information Management
    - Risk Assessments
    - Asset Register
    - Publication Scheme
    - Complaints Procedure
    - Equality & Diversity Policy
    - Privacy Notice
    - Co-option Policy
    - Social Media
    - Social Media and Recording at meetings
    - Training
    - Donations & Grants
  - g) Matters to agree and approve:
    - Appointment of Internal Auditor and Fees for 2022/23
    - Date for Internal Audit Review Checklist
    - Accounts available for sale for £5
    - Insurance Renewal Premium
    - 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) Policy for recording and social media at meetings
- 15. Clerk's Report plus any correspondence received for action - circulated**
- 16.. Physical Risk Assessment Report – Cllr McAndrew**  
To update on items raised from previous report.
- 17. Reports:** 1) Bures St. Mary PC – BSMPC elected Chair  
2) Cemetery  
3) Sportsground (BPAP 3)  
4) Community Centre  
5) Rights of Way (BPAP 2 ii)  
6) BALC & EALC  
7) Transport  
8) Station Adopters  
9) Tree Warden (BPAP 2)  
10) Bures Primary School  
11) Bures Common
- 18. Brief information & exchange for next agenda items**
- 19. Date of next meeting:** Monday 18<sup>th</sup> July 2022 to be held at  
Bures Community Centre, Nayland Road at 7.30pm  
**Future meetings 2022:** 19<sup>th</sup> September, 14<sup>th</sup> November  
**Future meetings to be agreed 2023:**



**Mrs. Jenny Wright, Clerk to Bures Hamlet Parish Council**  
**16<sup>th</sup> May 2022**