

# Bures Hamlet Parish Council

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## Notice of Parish Council Meeting

**The Press & Public are welcome to attend**

Dear Member

You are hereby summoned to attend a Bures Hamlet Parish Council meeting on Monday 23<sup>rd</sup> March 2026 at Bures Community Centre, 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. 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 19<sup>th</sup> January 2026 to be approved and signed as a correct record (previously circulated)
- 4. 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 St Mary Parish Council** representative to present their report – **Cllr Jones**

## 5. Police Matters

- a) To report on matters raised with Suffolk and Essex Community Policing Teams
  - barn fire
- b) Police Teams meetings
- c) To report on follow up on Community SpeedWatch decision with Police CC

## 6. Highway Matters

- a) Flooding issues update
- b) Millennium footpath repair update
- c) Village parking issues update
- d) To reconsider 20mph for the village and safety along Bridge Street
- e) Request to improve pedestrian safety under the railway bridge
- f) Station Hill potholes
- g) NEPP application to improve safety at Water Lane/Station Hill update
- h) Parsonage Hill lighting follow up

## 7. 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: - **26/00483/FUL Ravensfield Place, Ravensfield Road**  
**26/00604/TPOCON Oak Tree House, Parsonage Hill**
- c) **Enforcement queries:**
  - i) No. 8 Parsonage Grove – planning application submitted
  - ii) Non-consented highways access to water meadows
- d) **National Grid:** Community Benefit wishlist
- e) **Jubilee Grove report:** Cllr Keeble-Fox to report
- f) **Chambers Bus Depot Site:** to update
- g) **Packards Lane, Wormingford application Ref 251634** – to update
- h) **NPPF – consultation survey**

## 8. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) Joint Cemetery and Sportsground Committee finances – circulated
- d) To note signed Pre Renewal insurance information returned
- e) To consider S137 donation requests
- f) To note Referendum Exemption for Town and Parish Councils

## 9. Audit Matters

- a) To confirm acceptance of BB Business Associates Ltd Engagement Letter for Internal Audit Service 2025/26
- b) Assertion 10 GDPR requirement
- c) Councillor's Statement of Assurance – Councillor's understanding of obligations

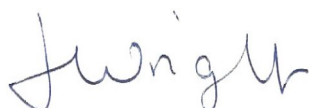
## 10. Matters arising not elsewhere on the agenda

- a) Devolution and elections – to consider implications of Devolution
- b) Post Office closure – Robert Harrod's appreciation event
- c) March APM update
- d) BDC Street Cleansing Agreement 2026/27 – signed and returned
- e) Station Hill garden update – Microgrant funding use
- f) BDC waste service review update

11. **Joint NHP and Joint Parish Plan**
  - a) Update on Joint NHP progress
  - b) Joint Parish Plan 2025-2026 – update
  - c) Village magazine progress
  
12. **Clerk's Report plus any correspondence received for action.**

See attached and Items for reporting and follow up:  
National Grid – Norwich to Tilbury update - webinars
  
13. **Reports:** Councillors to acknowledge receipt and present questions by exception
  - a) Asset report – **Cllr Shackell**
  - b) Cemetery – minutes circulated
  - c) Sportsground – minutes circulated
  - d) Rights of Way
  - e) Community Centre – minutes circulated
  - f) Primary School – school newsletter link circulated
  - g) Station Adopters
  - h) Transport
  - i) Tree Warden – see planning applications and decisions
  - j) Bures Common Land Trust
  
14. **Brief information & exchange for next agenda items**
  
15. **Date of next meeting:**

APM - Monday 30<sup>th</sup> March 2026 at Bures Community Centre at 7pm  
AGM - Monday 18<sup>th</sup> May 2026 at Bures Community Centre at 7.30pm  
Future dates booked for 2026: 20<sup>th</sup> July, 21<sup>st</sup> September, 16<sup>th</sup> November



Mrs Jenny Wright  
16<sup>th</sup> March 2026