

# Notice of Bures St Mary Parish Council Meeting

## The Press & Public are welcome to attend

Dear Member

You are hereby summoned to attend the Parish Council Meeting of Bures St Mary on Thursday 25<sup>th</sup> September 2025 at Bures Community Centre (Garrad Room), 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 'Nonpecuniary' interests and Dispensation requests

**3. Minutes** - Minutes of the Annual Parish Council Meeting of 24<sup>th</sup> July 2025 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 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 Child**

### **6. Police**

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

i) Dog waste bin fire - Monday 8<sup>th</sup> September

ii) Cricket Pavillion Fire-Tuesday 9<sup>th</sup> September

**b)** Relaunch of Suffolk SAFEKey

### **7. Highway Matters**

**a)** Joint Parishes Highways Working Party (Wormingford, Fordham etc) update

**b)** ANPR for B1508 – update

**c)** Alleyway from Eves Orchard/Pikes Marsh to Nayland Road request for dropped kerb- **JF**

- d) Bramford to Twinstead Reinforcement SCC/0122/25/DoR Construction Traffic Management Plan-update
- e) Street Light not working- The Croft 0049 (G39) reported 23.03.2025

### 8. Bramford to Twinstead Reinforcement

- a) Teams meeting for Parish Councils 7<sup>th</sup> October 18.30-20.00 -plans to deliver community benefits.

### 9. Matters arising which do not appear elsewhere on the agenda

- a) Bus shelter - Update
- b) Management of SID – Update
- c) Parish Contractors works list - Circulated (BPAP 2iv)
  - Commercial waste bins (Essex Knoll)
  - Noticeboard update
- d) EV Suffolk Plug-in application – Update
- e) Parking issues
- f) Joint Parish Council Magazine and bi-monthly snippets
- g) Apple Tree Mews signage -update
- h) To report on VJ event 15<sup>th</sup> August
- i) Suffolk Family Carers promotion- suggestions
- j) Monthly Market Representative - Saturday 11<sup>th</sup> October
- k) Local Government Reorganisation -update
- l) Suffolk Emergency Planning- Community Rest Centre Training 26<sup>th</sup> November 202 -Cllr Giles
- m) Bures Post Office closure 2026
- n) Community Thermal Imaging Project- update
- o) Flint/Brick wall adjacent to carpark and Nayland Road
- p) Defibrillator replacement- update

### 10. Planning

- a) To report on applications received and any decisions made since the previous planning committee meeting – see attached list
- b) To note the response submitted to any applications received since the previous meeting:
  - DC/25/03192 - Three Horseshoes, Church Square, Bures St Mary, Colchester Suffolk**
  - CO8 5BS** Full Planning Application - Erection of 1no. self-build dwelling with associated amenity space and parking. **Objection submitted**
- c) To report and follow up as required:
  - Chambers Bus Depot/Knowle House Full Planning Committee 16/04/2025
  - Central Stores – Update
  - Greenacres, Packards Lane, Wormingford Colchester Borough
  - Call for Sites – Braintree District proposals for northern parishes

### 11. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated/for signing
- c) Receive the Finance Reports from the Joint Sportsground Committee and Joint Cemetery Authority (circulated)
- d) To confirm payment of 2<sup>nd</sup> half-year precept to SG and Cemetery

## 12. Audit

- a) Report on External Auditor's report for year ending 2024/25
- b) To note Internal Audit Review scheduled for 6<sup>th</sup> October via Zoom JA/JMcC
- c) To note appointment of BB Business Associates for 2025/26
- d) Policies to review and adopt:
  - Disciplinary Policy
  - Donations and Grants Policy
  - Environment Policy
  - Grievance Policy
  - Privacy Notice
  - Training Policy
- e) To note the renewal of AJG Community Scheme Insurance (long-term cover expires 30.09.2026)
- f) To note the implementation of **.gov.uk domain**
- g) To report on Assertion 10 guidance for the remainder of Councillors' email addresses
- h) To note OneSuffolk to ensure Parish Council website is accessibility compliant (WCAG 2- Web Content Accessibility Guidelines 2.2 update)
- i) To note updated Asset Register 2025/26

## 13. Bures Neighbourhood Plan & Bures Parish Action Plan

- a) Update on Joint NHP progress
- b) Draft Joint Parish Plan 2025-2026 – Update and to follow up on items (previously circulated)

## 14. Correspondence

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

- Bures Primary School Newsletters
- 2024/25 Annual Report of the Suffolk Police and Crime Panel
- NSIP and large-scale energy developments update
- All the latest from your National Landscape
- NALC/SALC News Bulletins
- Local Government Reorganisation updates

## 15. Reports: Cllrs to acknowledge receipt and present questions by exception

- a) Asset report – 25<sup>th</sup> September 2025 Cllr Norton /**27<sup>th</sup> November 2025- Cllr Fairbairn**
- b) Sportsground (BPAP 3 i)
- c) Community Centre
- d) Cemetery
- e) Jubilee Grove/Transition Group Report (BPAP2ii)
- f) Station Adopters
- g) Rights of Way (BPAP 2 iv)
- h) Tree Warden (BPAP 2 i) – see planning applications and decisions
- i) Bures Common Land Trust

## 16. Brief information & exchange for next agenda items

- BSMPC representatives for BH meeting on Tuesday 18<sup>th</sup> November 2025 – **Cllr Giles**
- BH Representative for BSMPC meeting on 27<sup>th</sup> November 2025 - Cllr Shackell

**17. Date of next meeting:** Thursday 27<sup>th</sup> November 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meeting dates 2026: 22<sup>nd</sup> January, 26<sup>th</sup> March 2026, 28<sup>th</sup> May, 23<sup>rd</sup> July, 24<sup>th</sup> September, 26<sup>th</sup> November

APM 30<sup>th</sup> March 2026

Mrs Jan Aries

Chair Bures St Mary Parish Council