

Notice of Bures St Mary Parish Council Meeting

The Press & Public are welcome to attend

Dear Cllr Reece,

You are invited to attend the Parish Council Meeting of Bures St Mary on Thursday 27th November 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 Parish Council Meeting of 25th September 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 Shackell**

6. Police

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

Unexplained fires:

- i) Dog waste bin Monday 8th Sept
- ii) Cricket Pavillion Tuesday 9th Sept
- iii) Compost heap churchyard Tuesday 30th September
- iv) Fence fire Wharf Lane Saturday 4th October
- v) Egg Stall fire Cuckoo Hill Tuesday 7th October

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) Maintenance and status of alleyway and lane from Friends Field to Nayland Road **JF**
- e) Bramford to Twinstead Reinforcement SCC/0122/25/DoR Construction Traffic Management Plan-update
- f) The Croft Street Light - 0049 (G39) reported 23.03.2025/ repaired October 2026
- g) St Edmunds Lane – potholes reported on Suffolk reporting tool **JF**
- h) Standing water across school entrance-report number 0541722

8. Bramford to Twinstead Reinforcement

- a) Teams meeting for Parish Councils 7th October 18.30-20.00 -plans to deliver community benefits-update

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

- a) Bus shelter – confirm wood type/ treatment colour
- b) Management of SID – new batteries required
- c) Parish Contractors works list - Circulated (BPAP 2iv)
 - Noticeboard update
 - Boydens Property Management -Pikes Marsh maintenance
- d) EV Suffolk Plug-in application – Update
- e) Issues raised by residents – parking, hedges, dog fouling
- f) Joint Parish Council Magazine and bi-monthly snippets
- g) Monthly Market Representative - Saturday 13th December
- h) Local Government Reorganisation -update
- i) Suffolk Emergency Planning- Community Rest Centre Training 26th November 202 -Cllr Giles
- j) Christmas Lights update
- l) Bures Post Office closure 2026
- m) Community Thermal Imaging Project- Keep the Heat Webinar 2025/26 and Warm Homes Grant
- n) Defibrillator replacement- update
- o) Street First Aid Community Training package
- p) Sportsground Committee update

10. Planning

- a) To report on applications received and any decisions made since the previous planning committee meeting – See Planning Appendix
 - 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. **Granted**
- b) To note the response submitted to any applications received since the previous meeting: See Planning Appendix
- c) To report and follow up as required:
 - Chambers Bus Depot/Knowle House Full Planning Committee 16/04/2025
 - Greenacres, Packards Lane, Wormingford Colchester Borough
 - Call for Sites – Babergh DC 9th January 2026 closing date

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 approve 3-year draft budget 2026-2027
- e) Village magazine request for contribution to publication costs
- f) To discuss the recruitment of the Parish Clerk/RFO

12. Audit

- a) Report on External Auditor's report for year ending 2024/25
- b) To note Internal Audit Review held on 24th November via Zoom JA/JMcC revised date
- c) To note appointment of BB Business Associates for 2025/26
- d) Policies to review and adopt:
Recording and use of Social Media at Council Meetings
Social Media
IT Policy
- e) 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) Pension Regulator – re-enrolment 1st February – 29th June 2026

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:

Local Government Reorganisation updates:

One Suffolk Business Case presentation 10th November 7pm-8pm

Joint Mid Suffolk /Babergh Area Forum 30th September recording circulated

Babergh and Mid Suffolk Joint Local Plan Call for Sites 2025 and Draft Five-Year Housing Land Supply Position Statements - closing date 9th January 2026

Bures Primary School Newsletters

2024/25 Annual Report of the Suffolk Police and Crime Panel

Police Community Messaging Service for Suffolk

NSIP and large-scale energy developments update

All the latest from your National Landscape

NALC/SALC News Bulletins

Devolution Super Forum (SALC) online 2nd December 19.00-20.30

Keep the Heat Webinar 2025/26 and Warm Homes Grant

Sustainable Communities Action Day Kesgrave 8th November

Street First Aid Training Package

Braintree D.C. New Warm Spaces Document- includes Baptist Church Bures St Mary

SAPPP Consultation on proper practices for smaller authorities – deadline 2nd January 2026

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

- a) Asset report – **27th November 2025- Cllr Fairbairn 22nd January** Cllr McCrory
- b) Sportsground (BPAP 3 i) -minutes circulated
- c) Community Centre -minutes circulated
- d) Cemetery – next meeting 12th January 2026
- e) Jubilee Grove/Transition Group Report (BPAP2ii)
- f) Station Adopters – report circulated
- g) Rights of Way (BPAP 2 iv) no report
- h) Tree Warden (BPAP 2 i) – see planning applications and decisions
- i) Bures Common Land Trust – minutes circulated

16. Brief information & exchange for next agenda items

- BSMPC representatives for BH meeting on 19th January – **Cllr Jones**
- BH Representative for BSMPC meeting on 22nd January 2026 - **Cllr Keeble-Fox**

17. Date of next meeting: Thursday 22nd January 2026 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meeting dates 2026: 26th March 2026, 28th May, 23rd July, 24th September, 26th November

APM 30th March 2026

Mrs Jan Aries

Chair Bures St Mary Parish Council