

# 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 the Annual Bures Hamlet Parish Council meeting on Tuesday 6<sup>th</sup> May 2025 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2024-25 (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. Colchester Road water meadows, iv. Rights of Way, v. Reduce pesticide and weed killer use, vi. Speeding traffic)
- 3. Community Assets, services and enterprise** (i. Recreation Ground, ii.. Lighting and pavements, iii. Bus shelter, iv. Public Transport)

### 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 Interests & Dispensation Requests**  
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests
- 4. Election of Other Officers**  
Election of Vice-Chair  
Cemetery (3), Sportsground (4), Community Centre (1),  
Tree Warden (1). Parish Rights of Way (1),  
Planning: First contact Cllr Chambers followed by (All).  
Other responsibilities: Health & Wellbeing, Legal (Chair & Clerk),  
First Aid Officer, Emergency Co-ordinator (Clerk)  
Members for Highways & Parking Working Party
- 5. Minutes**  
Minutes of the Parish Council Meeting of 17<sup>th</sup> March 2025 to be approved and signed as a correct record (previously circulated)  
To receive and note the Bures Annual Parish Meeting minutes of 24<sup>th</sup> March 2025 (to be duly signed at the next APM 2026)

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.  
**Bures St Mary Parish Council** representative to present their report – **Cllr Fairbairn**
7. **Police Matters**
  - a) To report on matters raised with Suffolk and Essex Community Policing Teams
  - b) Speed Watch Scheme update
8. **Highway Matters**
  - a) Parsonage Hill lighting follow up
  - b) NEPP application to improve pedestrian safety at Water Lane
  - c) Flooding issues Water Lane update
  - d) Joint Parishes Working Group report
  - e) Major road bridge repairs update
  - f) Bus shelter licences update
  - g) Station Hill tree root repair update
  - h) FP33 improvements at Mount Bures junction follow up
  - i) Safer crossing point at Colchester Road – on hold – waiting on LHP report
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: - **Application 25/00278/HH Brook House**
  - c) **Colchester Road land:** report on enforcement and planning application
  - d) **Jubilee Grove report:** dead hedging – W I tree - wild flower area – pond area
  - e) **Chambers Bus Depot Site:** current update
  - f) **BDC Local Plan:** consideration of BH Call for Sites 12<sup>th</sup> June – to note
10. **Finance Matters**
  - a) Finance & Budget monitoring report – circulated
  - b) Bank reconciliation report and verifying bank statements – circulated/for signing
  - c) To confirm SG and Cemetery precepts for first half year
11. **Audit Matters**
  - a) To consider the findings of the Review of the Effectiveness of the system of Internal control held on 7<sup>th</sup> October 2024
  - b) To note Internal Auditor's report 2024/25 and to follow up on any matters raised
  - c) To approve by resolution and sign the Annual Governance Statement 2024/25
  - d) To consider, approve by resolution, sign and date Annual Accounting Statement 2024/25
  - e) Policies to review and adopt:  
Standing Orders and Financial Regulation  
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

Accounts available for sale for £5

Insurance with Gallagher – renewal with 3 year Long Term Undertaking

Asset Register

Minor Works Preferred Builders List

**12. Matters arising not elsewhere on the agenda**

**a)** Bleed Kits – progress on project

**b)** Lighting issues at Lamarsh Hill bungalows

**c)** To update on Joint event with RBL for WW2

**d)** To update on progress of gov.uk domain

**e)** To update on sign up with Utility Aid to gain an improved electricity supplier

**f)** To consider updating Emergency Plan & Vulnerable Persons List

**g)** To consider upgrade of Information Board

**13. Joint NHP and Joint Parish Plan**

**a)** Update on Joint NHP progress

**b)** Joint Parish Plan 2024-2025 – update and to follow up on items

**14. Clerk's Report plus any correspondence received for action.**

See attached and Items for reporting and follow up:

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

**a)** Asset report – **Cllr Welch**

**b)** Cemetery – minutes circulated

**c)** Sportsground (BPAP 3 i) – minutes circulated

**d)** Rights of Way

**e)** Community Centre – minutes circulated

**f)** Primary School – school newsletter circulated

**g)** Station Adopters

**h)** Tree Warden (BPAP 2 i) – see planning applications and decisions

**i)** Bures Common Land Trust

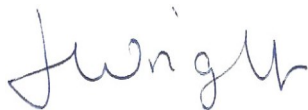
**16. Brief information & exchange for next agenda items**

**17. Date of next meeting:** Monday 14<sup>th</sup> July at Bures Community Centre at 7.30pm

Future dates booked 2025: 15<sup>th</sup> September, 17<sup>th</sup> November

Future dates to agree for 2026: 19<sup>th</sup> January, 16<sup>th</sup> March, APM 30<sup>th</sup> March,

AGM 18<sup>th</sup> May



Mrs Jenny Wright, Parish Clerk,  
28<sup>th</sup> April 2025