

BURES ST. MARY PARISH COUNCIL

Clerk: Mrs Jenny Wright
38 The Paddocks
Bures CO8 5DF
Tel: 01787 227750
Email: ossiejen@sky.com

Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting of Bures St. Mary to be held on Thursday 26th May 2016 immediately following the Annual Parish Meeting.

THE PRESS AND PUBLIC ARE CORDIALLY INVITED

AGENDA

- 1. Election of Chairman**
Elected Chairman to sign Chairman's Declaration of Acceptance of Office
- 2. Apologies for Absence –** To note specific reason if absent from meeting
- 3. Co-option of Parish Councillor**
To report on resignation of Cllrs Carpenter, Cudmore and Butcher
To follow up on co-options and to report on any interest shown
- 4. Election of Other Officers**
Election of Vice-Chairman
Cemetery (3), Sportsground (3 + Chairman), Community Centre (1), SALC (1)
Tree Warden (1), Parish Rights of Way (1), First Aid Officer (1), Planning (All),
Other Responsibilities: Highway & Parking, Health, Legal, Primary School,
Community, Emergency Co-ordinator
- 5. Declarations of Interest & Dispensation Requests**
To declare any 'pecuniary' or 'non-pecuniary' interests for meeting
- 6. Minutes of the previous Parish Council Meeting of 17th March 2016
to be approved and signed as a correct record (previously circulated)**
- 7. Public Forum –** 15 minutes maximum public participation
3 minutes for individual contributions unless agreed by the Chairman
- 8. Matters arising which do not appear elsewhere on the agenda**
Section 106 funding for Pikes Marsh play area
Sworders shop
Waste collection
Grounds Maintenance/Street Cleansing + to note extras completed
Assets of Community Value List

Joint Emergency Plan
Joint Neighbourhood Plan
Open space at Beaumont Close project
Signage and parallel footpath at Pikes Marsh
Former packing shed land at Eves Orchard
Skip at Claypits Avenue
Quiet Lanes initiative
To report on Queen 90th birthday celebrations/commemorative medal

9. Highway Matters

To report on any follow up on items raised at meeting with Highways in 2015
The Croft resurfacing
B1508 speed limit change + signage repairs
Bollard at St Mary's, High Street
Hollow Lane re-surfacing and flooding
Overhang hedge at No. 2 Town Hill
To report on repairs completed: 2 bollards at Eves Orchard, street lights at the High Street and Bures House

10. Planning

All applications received and comments made – see attached list
LAIS 1388 Planning Changes plus SALC response – circulated
Community Infrastructure Levy (CIL) Guidance - circulated
To note enquiry from resident at Tawneys Ride on policy for back building

11. Finance

Finance & budget monitoring report – circulated
Bank reconciliation and corresponding bank statement – circulated
To note year end 2015/16 Clerk's salary & tax completed
To note VAT claim for 2015/16 submitted to HMRC
To note The Pensions Regulator Staging Date for BSMPC 1st February 2016
To discuss email from Noah's Ark regarding financial issues – for action
To discuss future financing of defibrillator – for action
To note CAS offer of new Free Membership – acceptance forms returned
To note thankyou receipts from EAAA, Age UK, Bures PCC, AONB
To note still waiting on reimbursement of damaged waste bin invoice

12. Audit Matters

(a) To approve and sign Annual Governance Statement 2015/16
(b) To approve and sign Annual Accounting Statements 2015/16
(c) Audit items to approve and note:
To note Internal Auditor's report and to follow up on any matters raised
To approve Mrs Carolyn Holbrook as Internal Auditor for 2016/17
To agree Internal Auditor's fees for 2016/17
To agree date for Internal Audit Review Checklist 2016/17
To approve accounts available for sale for £5
To agree Asset Register
To agree Insurance Renewal Premium
To approve Financial Regulations
To approve Standing Orders
To approve Risk Assessments
To approve Model Publication Scheme
To approve Complaints Procedure

13. Correspondence

Practitioners Guide to Proper Audit Practices March 2016 – held on file
LTN 39 Copyright and to note Copyrights for Bures Website – comments re website
Town & Parish Liaison Meeting Tuesday 7th June – **representative to attend**

Items circulated for noting:

Suffolk Fire and Fescue Service Integrated Risk Management Plan 2015 -18
LAIS 1389 Details of Universal Service Commitment for Broadband
Details of promotion by Suffolk Radio re Hedgehog Friendly County
To note Stour Valley Marathon to be held on 5th June 2016
To note details of SheepWatch UK
Extended weekend hours at Suffolk's Household Waste Recycling Centres

14. Reports:

- a. Asset report – Cllr Gary Crowley
- b. Bures Hamlet PC - Cllr David Lee
- c. Cemetery
- d. Sportsground
- e. Community Centre
- f. Rights of Way
- g. Transport
- h. Tree Warden
- i. SALC
- j. Primary School
- k. Bures Common
- l. Bures Transition

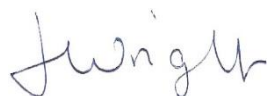
15. Dates for representatives at BHPC meetings:

2016: 18th July, 19th September, 21st November 2017: 16th January, 20th March, 15th May

16. Any other business Items to note and for the next agenda

17. Dates of future meetings:

To confirm date of next meeting – Parish Council Meeting 21st July
Future dates booked 2016: 22nd Sept, 24th November
2017: 19th Jan, 23rd March, 18th May



Mrs Jenny Wright
Clerk to Bures St Mary Parish Council
14th May 2016

