

Bures Hamlet Parish Council

Mrs J. Wright (Clerk)
38 The Paddocks
Bures CO8 5DF
Tel: 01787 227750
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Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting of Bures Hamlet to be held on Monday 14th May 2018 at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

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 Councillor**
To note Cllr Kennett and Cllr Whiter's resignations received and actioned upon
To follow up on co-options and to report on interest shown
4. **Election of Other Officers**
Election of Vice-Chairman
Cemetery (3 + Chairman), Sportsground (3), Community Centre (1),
EALC & BALC (1 + Clerk), Traffic Management (1), Transport (1),
Tree Warden (1), Parish Rights of Way (1), Planning (All)
5. **Declarations of Interest & Dispensation Requests**
To declare any 'pecuniary' or 'non-pecuniary' interests
6. **Minutes of the previous Parish Council Meeting of 19th March 2018, Planning Committee Meeting of 28th March 2018 and Joint Annual Parish Meeting of 26th March 2018 to be approved and signed as correct records (previously circulated)**
7. **Public Forum – 15 minutes maximum public participation**
3 minutes for individual contributions unless agreed by Chairman
Public participation – questions to Chairman including statement from Chairman on Bures Hamlet Parish Council's response to Colchester Road planning application No. 17/02291/OUT
8. **Police**
To update on Bures Speed Watch Scheme
9. **County/District Councillor**
To present reports
To note letter from District Councillor Wendy Scattergood to all parish councils
Re - Consultation on planning applications and attendance at Planning Committee - circulated

10. Highway Matters

- a) LHP requests – 30mph roundels at Colchester Road
Additional bollard at Millennium gateway
Gateway entrance signs
- b) Anglia Level Crossing Reduction Strategy
- c) Flooding at Colchester Road and Bridge Street
- d) Footpath at No.4 Lamarsh Hill

11. Planning

- a) All applications received and comments made – see attached list
- b) To update on Application 17/02291/OUT Colchester Road and response submitted
- c) To update on approved Application 17/00582/OUT Land rear of Parsonage Grove
- d) To update on Application DC/18/00929 Cuckoo Hill and response submitted
- e) To consider proposal from Transition Group for Open Space at Colchester Road to become a Community Woodland
- f) To note new Consultee System for planning application responses via the Clerk

12. Data Protection

To update on information received to date and to progress management of the personal data held

13. Joint Action Plan/Parish Plan

To present Joint Draft Action Plan for approval and follow up
To update on Parish Plan and any follow up

14. Items for update report and follow up as required

- a) Joint Emergency Plan
- b) Website – to consider improving management of site
- c) Bures Station request stop
- d) Bus shelter restoration
- e) Electricity poles at Station Hill
- f) Vacant garage site
- g) Assets of Community Value
- h) Refurbishment of Openreach cabinet

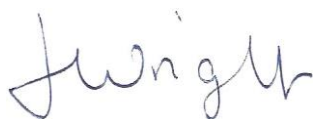
15. Finance

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated – for signing
- c) To note year end 2017/18 HMRC Clerk's salary & tax completed
- d) To note Employment Briefing E01-18 2018-19 National Clerk's Salary Award implemented from 1st April 2018
- e) To note VAT claim for 2017/18 submitted to HMRC

16. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 4th October 2017
- b) To approve by resolution and sign the Annual Governance Statement 2017/18
- c) To consider, approve by resolution, sign and date Annual Accounting Statement 2017/18

- (d) Audit items to approve:
- Internal Auditor's report 2017/18 and to follow up on any matters raised
 - Appointment of Internal Auditor and Fees for 2018/19
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Asset Register
 - Insurance Renewal Premium
 - Financial Regulations
 - Standing Orders
 - Risk Assessments
 - Model Publication Scheme
 - Complaints Procedure
 - Equality Policy
- 17. Clerk's Report plus any correspondence received for action**
- 18. Physical Risk Assessment Report – Cllr Martin Randall**
To report on progression of items from previous risk assessment: Strimmer
- 19. Bures Joint Sportsground Committee**
To agree Re-drafted Terms of Reference – circulated
- 20. Reports:** 1) Bures St. Mary PC 2) Cemetery 3) Sportsground
4) Community Centre 5) Rights of Way 6) Station Adopters 7) Transport
8) Tree Warden 9) Bures Primary School 10) NHW 11) Bures Common
- 21. Brief information & exchange for next agenda items**
- 22. Date of next meeting:** 16th July 2018
Future dates booked for 2018: 17th September, 19th November
2019: 14th January



Mrs. Jenny Wright
Clerk to Bures Hamlet Parish Council
5th May 2018

