

Bures Hamlet Parish Council

Mrs J. Wright (Clerk)
38 The Paddocks
Bures CO8 5DF
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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 15th May 2017 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 follow up on co-option 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 + Clerk),
Tree Warden (1), Parish Rights of Way (1 + Clerk), Planning (7)
5. **Declarations of Interest & Dispensation Requests**
To declare any 'pecuniary' or 'non-pecuniary' interests
6. **Minutes of the previous Parish Council Meeting of 20th March 2017 and the Joint Annual Parish Meeting of 30th March 2017 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 Chairman
8. **Police**
Update on Bures Hamlet Community Speed Watch Scheme
EALC Police Conference 7th June 2017- Cllr Barnham and Clerk to attend
The Seven Policing Priorities to Protect Essex – Police and Crime Plan –
circulated and noted
9. **County/District Councillor**
To report on ECC Elections – duly advertised

10. Highway Matters

- a) Bridge Street/Colchester Road footway, dropped kerb, drainage
- b) Footway outside site of the old Swan PH
- c) Anglia Level Crossing Reduction Strategy
- d) Footpath at No.4 Lamarsh Hill
- e) Bus shelter at The Knoll
- f) Drains reported – at Swan PH, Appletrees, Windyridge – Ref: 2510537/8/9

11. Items for update report and follow up as required

- a) BDC Street Clean Parish Agreement 2017-18
- b) Greenfield Housing Grounds Maintenance Parish Agreement 2017-18
- c) Vacant garage site
- d) Assets of Community Value
- e) Joint Emergency Plan
- f) Joint Community Plan
- g) Gateway entrance signs
- h) Lighting at Lamarsh Hill bungalows
- i) Electricity undergrounding scheme at Station Hill
- j) Bollard lamp at The Paddocks footpath

12. Planning

All applications received and comments made – see attached list
BDC Local Plan Update - circulated and noted

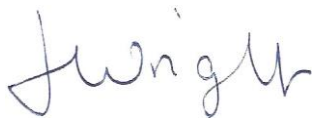
13. Finance

- a) Finance & budget monitoring report – circulated
- b) Bank reconciliation & corresponding bank statement – circulated
- c) To note year end 2016/17 Clerk's salary & tax completed
- d) To note Clerk's salary pay award in line with NALC recommendations
- e) To note VAT claim for 2016/17 submitted to HMRC
- f) To note Bank Mandate Change completed and to note on Signatory requirements – Signatories: Cllr Lee, Cllr Barnham and Cllr Welch

14. Audit Matters

- (a) To consider, approve and sign Annual Governance Statement 2016/17
- (b) To approve by resolution, sign and date Annual Accounting Statement 2016/17
- (c) Audit items to approve:
 - Internal Auditor's report 2016/17 and to follow up on any matters raised
 - Appointment of Internal Auditor and Fees for 2017/18
 - 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

- 15. Clerk's Report plus any correspondence received for action**
- 16. Physical Risk Assessment Report – Cllr Alan Crowe**
To report on progression of items from previous risk assessment: bench at river
- 17. Government Consultation Papers/Legal Topic Notes**
All the following documentations have been circulated and noted:
LO2 -17 The Code of Recommended Practice on Local Authority Publicity
Legal Update No. 2 March
LTN 5 Section No. 60 – Parish Councillor in council tax arrears prohibitions
LTN 11 Celebration and Similar Events
LTN 80 Members' conduct and the registration and disclosure of their interests
LTN 31 Section 137 of the Local Government Act 1972
- 18. 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
- 19. Brief information & exchange for next agenda items**
- 20. Date of next meeting:** 17th July
Future dates booked 2017: 18th Sept, 20th Nov, 15th January 2018



Mrs. Jenny Wright
Clerk to Bures Hamlet Parish Council
8th May 2017

