

Bures Hamlet Parish Council

Mrs J. Wright (Clerk)
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Bures CO8 5DF
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Dear Councillor

You are hereby summoned to attend the Parish Council Meeting of Bures Hamlet to be held on Monday 18th September 2017 at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

THE PRESS AND PUBLIC ARE CORDIALLY INVITED

AGENDA

1. **Apologies for Absence** - To note specific reason if absent from meeting
2. **Declarations of Interest & Dispensation Requests**
To declare any 'pecuniary' or 'non-pecuniary' interests
3. **Minutes of the previous Parish Council Meeting of 17th July 2017 to be approved and signed as a correct record (previously circulated)**
4. **Public Forum** – 15 minutes maximum public participation
3 minutes for individual contributions unless agreed by Chairman
5. **Police**
To update on Bures Speed Watch Scheme
To report on anti-social behaviour /graffiti
To discuss CCTV/Joint Street Watch Scheme/ Police Specials
6. **County/District Councillor**
To report on BDC Community Governance Review - circulated
7. **Highway Matters**
 - a) Anglia Level Crossing Reduction Strategy
 - b) FP 1,3 & 4
 - c) Openreach cabinet at Station Hill
 - d) Damaged wall at Station Hill
 - e) Parish parking issues
 - f) Drains at Station Hill & Bridge Street
 - g) 40mph restriction proposal at Brook House junction
 - h) Bus shelter at The Knoll
 - i) Gateway entrance signs
 - j) Footpath at No.4 Lamarsh Hill

8. Items for update report and follow up as required

- a) Joint Parish Plan - Communication via Website/Social Media/Parish Magazine
- b) Joint Emergency Plan
- c) Vacant garage site
- d) Electricity undergrounding scheme at Station Hill
- e) Team Tree Christmas lights
- f) Water Lane stream

9. Planning

All applications received and comments made – see attached list
To report on BDC Local Plan Consultation response submitted
To note response submitted by developers of BURE 165

10. Finance

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation report and verifying bank statements – circulated
and for signing by Chairman and a non-signatory member
- c) Clerk to report on Financial Briefing held at EALC – notes circulated
- d) To note insurance renewal invitation 2018 to be provided by BHIB

11. Audit Matters

To note External Auditors approval of 2016/17 Accounting Statements received with
no matters arising – advertised
To note Internal Audit Review meeting arranged for 4th & 5th October at 6pm
– Cllr Wilson & Cllr Crowe to attend one session with Clerk and Internal Auditor
To agree Minor Works Preferred Builders compiled list - circulated
To report on Preparing for General Data Protection Regulation Briefing

12. Clerk's Report plus any correspondence received for action

13. Physical Risk Assessment Report – Cllr Martin Randall

To report on progression of items from previous risk assessment: Strimmer

14. Government Consultation Papers/Legal Topic Notes

All the following documentations have been circulated and noted:
LO3 -17 annex 4A May 2017 Introduction to Reform of data protection legislation
LO4 -17 July 2017 Reform of data protection legislation – General Data Protection
Regulation and Data Protection Bill
12 Steps to Preparing for the General Data Protection Regulation (GDPR)
NALC Data Protection Regulations Policy Committee recommendations
EALC Legal Update No. 4 August
LTN 36 Unfair Contract Terms
LTN 40 Local Council's Documents and Records
LTN 69 Anti-Social Behaviour and Harassment

- 15. 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
- 16. Brief information & exchange for next agenda items**
- 17. Date of next meeting:** 20th November 2017
Future dates booked 2018: 15th January 2018
Future dates to agree for 2018: 19th March, APM 29th March,
AGM 14th May, 16th July



Mrs. Jenny Wright
Clerk to Bures Hamlet Parish Council
10th September 2017