

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 16th May 2016 at The Garrad Room, Bures Community Centre, Nayland Road.

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. 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)
- 4. Declarations of Interest & Dispensation Requests**
To declare any 'pecuniary' or 'non-pecuniary' interests
To update Register of Interests Book
- 5. Minutes of the previous Annual Parish Meeting and Parish Council Meeting of 21st March 2016 to be approved and signed as a correct record (previously circulated)**
- 6. Public Forum – 15 minutes maximum public participation**
3 minutes for individual contributions unless agreed by Chairman
- 7. Police**
- 8. County/District Councillor**

9. Highway Matters

- a) LHP Panel requests – refuge, dropped kerb at Bridge Street, Colchester Road footpath, bus shelters
- b) Colchester Road parking restrictions
- c) Meeting with Mount Bures PC/ECC – Colchester Road improvements
- d) Resurfacing at Bridge Street & Colchester Road
- e) Footpath at No.4 Lamarsh Hill
- f) Line re-painting at The Paddocks

10. Items for update report and follow up as required

- a) Vacant garage site
- b) Assets of Community Value
- c) Joint Emergency Plan
- d) Joint Neighbourhood Plan
- e) Trees at Cambridge Way
- f) Level of shrubs at Colchester Road
- g) Lighting at Lamarsh Hill bungalows
- h) Recycling centre
- i) BDC & Greenfields Street Clean Agreements

11. Planning

All applications received and comments made – see attached list
To note response made to Call for Sites and decision reached on Local Plan
To note updates to BDC Open Spaces Action Plan
To note Appeal for Windyridge site
To note Government's response to the petition 'Give Parish Councils the right to appeal planning decisions'

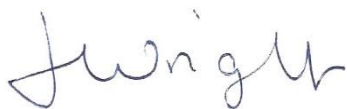
12. Finance

Finance & budget monitoring report – circulated
Bank reconciliation & 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
Request from Noah's Ark for BHPC to consider financial support

13. 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

- 14. Government Consultation Papers/Legal Topic Notes**
Legal Update Edition 3 April 2016 - circulated
LTN 79 Copyrights and to note Bures Website copyrights
Practitioners Guide to Proper Audit Practices March 2016 – held on file
- 15. Physical Risk Assessment Report – Cllr Ben Wilson**
To report on progression of items from previous risk assessment:
Bus timetables, landing stage, bench staining, grass at Lamarsh Hill
- 16. Clerk's Report plus any correspondence received for action**
- 17. 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) Community Agent
12) Bures Common
- 18. Dates for representatives at BSMPC meetings**
2016: 21st July (Cllr Welch), 22nd September, 24th November
2017: 19th January, 23rd March, 18th May
- 19. Brief information & exchange for next agenda items**
- 20. Date of next meeting:** Parish Council meeting 18th July
Future dates booked: 2016: 19th Sept, 21st November
2017: 16th Jan, 20th March, 15th May



Mrs. Jenny Wright
Clerk to Bures Hamlet Parish Council
6th May 2016

