

Bures St Mary Parish Council

Clerk: Mrs J. Wright

38 The Paddocks

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Notice of Annual Parish Council Meeting

The Press & Public are welcome to attend

Dear Member

You are hereby summoned to attend the Annual Parish Council Meeting of Bures St Mary on Thursday 19th May 2022 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2021** (BPAP)

1. Community spirit and communication (i. Mental Health and Well-being, ii.COVID-19, iii. Parish Council communication with residents)

2. Environment (i. Hedge and tree planting, ii. Rights of Way, iii. Link with Bures Transition Group, iv. Speeding/Road safety, v. Parking, vi. Climate and Nature Actions, vii. Empty Property eyesores, viii. Extension to AONB, ix. Flooding issues)

3. Community Assets, services and enterprise (i. Recreation Ground, ii. Cemetery, iii. Facilities for visitors, iv. Lighting and pavements, v. Retail and business facilities, vi. Superfast broadband)

4. Neighbourhood Plan

AGENDA

1. Election of Chair

Elected Chair to sign 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-Chair

Cemetery (3), Sportsground (4), Community Centre (1), SALC (1),
Tree Warden (1), Parish Rights of Way (1), Planning (All)

Other Responsibilities: Health, Legal, Primary School, Community,
Emergency Co-ordinator (Clerk), First Aid Officer

Members for Working Parties: Highways & Parking, Street Lighting

4. Declarations of Interests & Dispensation Requests

To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests

5. Minutes

Minutes of the Parish Council Meeting of 17th March 2022 and Extraordinary Meeting of 7th April 2022 to be approved and signed as correct records (previously circulated)

To receive and note the Bures Annual Parish Meeting minutes of 31st March 2022 (to be duly signed at the next APM 2023)

- 6. Public Forum – 15 minutes maximum public participation**
 3 minutes for individual contributions unless agreed by the Chair
 The public are invited to give views and question the Parish Council on issues on this agenda, or raise issues for consideration of inclusion at future meetings. County and District Councillors may also present their respective reports during the Public Forum.
- 7. Police**
 a) To report on any issues raised with Suffolk and Essex Community Policing Teams
 b) BSM Speed Watch Scheme update (BPAP 2 iv)
 c) To note Police newsletters circulated as received and available online
- 8. Highway Matters – JF**
 a) Drainage/flooding/pothole issues on B1508 (BPAP 2 ix)
 b) St Edmunds Lane surface water/pothole repairs (BPAP 2 ix)
 c) Lorry Route Map Review in Suffolk (BPAP 2 iv)
 d) Review of parish footpath cutting schedule for 2022 (BPAP 2 ii)
 e) Quiet Lanes update (BPAP 2 iv)
 f) Smallbridge area poor Broadband coverage (BPAP 3 vi)
 g) Reinstatement of dropped kerb at Scout Hut
 h) To report on LED upgrade of light at Friends Field
 i) Bus parking issues at Bridge Street
 j) Implications for proposed retaining wall inside kerb line at St Edmunds Lane
- 9. National Grid Bramford to Twinstead**
 To update - **JF**
- 10. Matters arising which do not appear elsewhere on the agenda**
 a) Pikes Marsh: **MB**
 i) Land transfer update ii) Ditch area iii) Garden shrub area
 b) Update on Claypits Avenue and Tawneys Ride garages BPAP 3 v) - **MB**
 c) Update on Queen's Jubilee event
 d) Update on Seasonal Rangers and part-time Youth Worker
 e) Parish Contractor works list - circulated
 1) To consider costs to improve Wharf Lane surface
 f) Off road parking solutions (BPAP 2 v) – **MB**
 g) Joint parish council magazine
- 11. Joint Bures Neighbourhood Plan (BPAP 4) - GJ**
 a) To update on progress of the NHP
 b) To report on grant applications
 c) To accept Steering Group and Wider Team meeting minutes

12. Joint Parish Plan 2021-2022

- a) To report on progress of Bures in Bloom initiative
- b) To report on Bures Climate Change initiative BPAP 2 vi)
- c) To update on grant for Resident Welcome packs/follow up on GNS (BPAP 1 iii)
- d) Health & Wellbeing (BPAP 1 i)
 - 1) Plan
 - 2) Cycle racks

13. Planning

- a) To report on applications received and any decisions made since the previous planning committee meeting – see attached list
- b) To consider a response to any applications received since the previous planning committee meeting:
- c) Chamber bus depot site
 - 1) Freedom of Information request
 - 2) Concerns raised by neighbouring properties
- d) Plots 5 & 6 Cuckoo Hill
- e) To report on the following:
 - Land to rear of Cambridge Way (BPAP 2 iii) – to approve Maintenance Agreement
 - Bank House
 - Buildings at Risk Register – barns at Over Hall

14. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of Internal control held on 4th October 2021
- b) To note Internal Auditor's report 2021/22 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2021/22
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2021/22
- e) To adopt LGA Model Councillor Code of Conduct 2020
- f) Policies to review and adopt:
 - Standing Orders (updated)
 - Financial Regulations
 - Data Protection & Information Management
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Co-option Policy
 - Social Media
 - Training
 - Donations & Grants
- g) Matters to agree and approve:
 - Appointment of Internal Auditor and Fees for 2022/223
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Asset Register
 - Minor Works Preferred Builders List

15. Finance Matters

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation and verifying bank statements – circulated/for signing
- c) To consider quotations for upgrade of telephone kiosk
- d) To agree CIL allocation budget
- e) To consider items for CIL Application Round May 2022
- f) To approve new SG Clerk's contract following Clerk's notice of resignation to the Sportsground Committee
- g) PWLB Outstanding Balance on Loan 31st March 2022 – circulated
- h) Policy for recording and social media at meetings

16. Correspondence

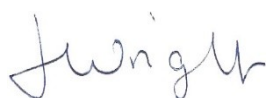
All the following correspondence has been circulated for information or follow up:
Notification of SLHC Record Scheme and appointment of a Bures Recorder
Dedham Vale AONB and Stour Valley Forum 14th June 2022
Information on the Bures Basic Community Pop-up Shop
Notification of pending BDC Community Governance Review of Parishes
Planning Newsletter dated 6th May including advice on Protected Species and Ancient Woodlands
NALC LTN 89 Sustainable energy and Electric Vehicle Charging
NALC LTN 87 Procurement

17. Reports:

- a. Asset report – Cllr Norton
- b. Bures Hamlet PC – Cllr Shackell
- c. Cemetery
- d. Sportsground (BPAP 3 i)
- e. Community Centre
- f. Rights of Way (BPAP 2 ii)
- g. Transport – Station Adopters
- h. Tree Warden (BPAP 2 i)
- i. SALC – Area Forum report
- j. Primary School
- k. Bures Common

18. Brief information & exchange for next agenda items

- 19. Date of next meeting:** Thursday 28th July (moved from 21st July) to be held at Bures Community Centre, Nayland Road at 7.30pm
Future meetings booked 2022: 22nd September, 17th November



Mrs Jenny Wright, Clerk to Bures St Mary Parish Council, 12th May 2022

