

# Bures Hamlet Parish Council

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## Notice of a Parish Council Meeting

**The Press & Public are welcome to attend**

Dear Member

You are hereby summoned to attend the Parish Council Meeting of Bures Hamlet on Monday 26<sup>th</sup> September 2022 at Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the **Bures Parish Action Plan 2021 -22** (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. Apologies for Absence** - To note specific reason if absent from meeting
- 2. Declarations of Interests & Dispensation Requests**  
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests
- 3. Minutes**  
Minutes of the Parish Council Meeting of 18<sup>th</sup> July 2022 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  
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.

**5. Police Matters**

- a) To report on matters raised with Suffolk and Essex Community Policing Teams
- b) To consider residents offer of Security Patrol Service
- c) Speed Watch Scheme update (BPAP 2 iv)

**6. Highway Matters**

- a) To report on the following LHP requests: (BPAP 2 iv)
  - 1) Pedestrian crossing at Colchester Road
    - footfall survey and additional evidence
  - 2) Safety improvements at Mount Bures junction
  - 3) Bus stop provision at Mount Bures junction
  - 4) 30mph at Lamarsh Hill
- b) Accident at Bridge Street junction
- c) Use of Station carpark update
- d) Station Hill tree root repairs (BPAP 3 iv)
- e) Refresh of yellow lines at Bridge Street

**7. Planning**

- a) To report on applications received and any decisions made since the previous meeting – see attached list
- b) To consider a response to any applications received since the previous meeting requiring a response
- c) Jubilee Grove: (BPAP 2 iii)
  - i) Transfer agreement ii) Name sign iii) Tree saplings and wild oats
- d) To report and follow up as required:
  - 1) Created entrance to Land South of Penlan
  - 2) Garage site (BPAP 2 vii)
  - 3) Chambers Bus Depot Site (BPAP 2 vii)
  - 4) Affordable housing site at Mount Bures
  - 5) Bus waiting at Bridge Street/Colchester Road
  - 6) Progress on Plots 5 & 6 Cuckoo Hill

**8. Joint Bures Neighbourhood Plan (BPAP 4)**

- a) Update on progress of the NHP
- b) To report on grant applications
- c) To accept Steering Group and Wider Team meeting minutes

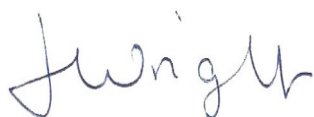
**9. Joint Parish Plan 2021-2022**

- a) To agree Parish Plan Review for 2022 – 2023
- b) To follow up on items on the Plan
- c) To report on cycle racks initiative (BPAP 2 vi)
- d) Joint parish magazine initiative

**10. Items for update, report and follow up as required**

- a) National Grid Bramford to Twinstead project
- b) P3 Scheme (BPAP (2 ii)
- c) Station Hill garden revamp
- d) Millennium footpath fencing
- e) First Aid/Defibrillator training
- f) Upgrade and use of telephone kiosk
- g) Application for Possessory Title for Essex Knowle
- h) Weed management

- 11. Audit and Finance Matters**
- a) To note External Auditors report for 2021/22 Accounting Statement received
  - b) To note Internal Audit Review provisionally booked 3<sup>rd</sup> or 10<sup>th</sup> October
  - c) Finance & Budget monitoring report – circulated
  - d) Bank reconciliation report and verifying bank statements – circulated/for signing
  - e) Queen's Jubilee Event finance report – circulated
  - f) To note mid year VAT claim submitted
- 12. Policies and Legal Topic Notes**
- a) To agree to sign up to the SLCC Civility & Respect Pledge
  - b) To agree Policy for recording and social media at meetings
  - c) To agree Policy for Health and Safety
  - d) To agree Policy for Environment
  - e) LTN 23 Health and Safety – circulated
  - f) PC6-22 Short Term Holiday Lets - circulated
- 13. Clerk's Report plus any correspondence received for action - circulated**
- 14. Physical Risk Assessment Report – Cllr Shackell**  
To update on items raised from previous report.
- 15. Reports:**
- a) Bures St. Mary PC – Cllr Aries
  - b) Cemetery
  - c) Sportsground (BPAP 3)
  - d) Community Centre
  - e) Rights of Way (BPAP 2 ii)
  - f) BALC & EALC
  - g) Transport
  - h) Station Adopters
  - i) Tree Warden (BPAP 2)
  - j) Bures Primary School
  - k) Bures Common
  - l) Bures in Bloom
- 16. Brief information & exchange for next agenda items**
- 17. Date of next meeting:** Monday 14<sup>th</sup> November 2022 to be held at  
Bures Community Centre, Nayland Road at 7.30pm  
Future meetings 2023: 16<sup>th</sup> January, 20<sup>th</sup> March, Joint APM – TBA,  
AGM 15<sup>th</sup> May, 17<sup>th</sup> July, 18<sup>th</sup> September



**Mrs. Jenny Wright,**  
**Clerk to Bures Hamlet Parish Council**  
**20<sup>th</sup> September 2022**