

# Bures St Mary Parish Council

Clerk: Mrs J. Wright

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## Notice of Parish Council Meeting

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

Dear Member

You are hereby summoned to attend the Parish Council Meeting of Bures St Mary on Thursday 21<sup>st</sup> November 2019 at the Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

This agenda makes reference to the Bures Parish Action Plan (BPAP) areas of focus:

1. Countryside and Village Appearance;
2. Community Spirit and Communication;
3. Community Assets and Values;
4. Retail Facilities;
5. Housing;
6. Traffic Management;

### AGENDA

1. **Apologies for Absence** – To note specific reason if absent from meeting
2. **Vacancy on Parish Council**  
To report on vacancy and advertising of such vacancy
3. **Declarations of Interests & Dispensation Requests**  
To receive any 'Pecuniary' or 'Non-pecuniary' interests and Dispensation requests
4. **Minutes of the Extraordinary Parish Council Meeting of 11<sup>th</sup> November 2019 to be approved and signed as a correct record (previously circulated)**
5. **Public Forum** – 15 minutes maximum public participation  
3 minutes for individual contributions unless agreed by the 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.
6. **Police**
  - a) To note police reports and police meeting dates – circulated and online
  - b) To report on ASB meeting with Suffolk Police
  - c) To report on any issues raised with Police Liaison Officer and CPT
7. **Highway Matters – JF (BPAP 6)**
  - a) Update on SCC Highways Community Self Help Scheme
  - b) Update on footpath resurfacing/ light provision leading to Pikes Marsh
  - c) Request submitted to consider installing a bollard at St Mary's, High Street
  - d) C733 20's Plenty signage
  - c) Update on SCC Passenger Transport timetables
  - d) Pothole at Hollow Lane – reported

## **8. Planning – MB**

- a) To report on applications received and any decisions made since the previous planning committee meeting – see attached list (BPAP 1)
- b) To consider a response to any applications received since the previous planning committee meeting – DC/19/04846 The Baptist Church
- c) To report on the following:
  - Judicial Review
  - Cuckoo Hill site
  - Land to rear of Cambridge Way
  - Garage site
  - To report on the following Enforcement Cases:
    - 17/00321/COU Knowle House (formerly Chambers Bus Yard)
    - S85633392 Field off Arger Fen Road
    - Buildings at Risk Register – barns at Over Hall

## **9. Bures Parish Action Plan Summary**

To receive Working Party reports and follow up on BSM matters

- a) Highway, Transport, Parking – entrance signs, Cuckoo Hill parking, Crossing point at school, Village Hall direction sign
- b) Retail Facilities – promotion of Post Office, frontage of Bridge Stores, Bank House, Central Stores, Chambers booking office, Tawney's Ride garages
- c) Street lighting

## **10. Matters arising which do not appear elsewhere on the agenda**

- a) Parking issues at Beaumont Close/Claypits Avenue **MB**
- b) Pikes Marsh estate (BPAP 3) **MB**
  - 1) BDC Lease 2) S106 contributions
- c) BSM Speed Watch Scheme/BMF grant application (BPAP 6)
- d) Superfast Broadband issues (BPAP 2)
- e) Walks leaflets – use of grants (BPAP 1)
- f) Christmas Lights Scheme
- f) Social Media & Parish Council magazine initiatives
- g) Parish Council member surgeries
- h) Riverside boards/BMF grant application
- i) Awards evening and display of awards/memorabilia
- j) Local Council Award Scheme
- k) Joint Emergency Plan
- l) Parish Contractor works list – attached

## **11. Draft Budget**

To approve presented 3 year draft budget 2020/21 – 23

## **12. Finance**

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation and verifying bank statements – circulated - for signing
- c) To note DD instruction for CAS One Suffolk subscription
- d) CIL Payment received from BDC 1<sup>st</sup> April to 30<sup>th</sup> September 2019 and to agree use of funds

**13. Audit Matters**

- a) To report on Internal Audit Review
- b) To approve review of Financial & Operational Risk Assessment
- c) To agree updated Asset Register
- d) To note The Pensions Regulator re-enrolment and re-declaration

**14. Draft Policies for consideration and approval**

- a) Donations & Grants
- b) Social Media
- c) Data Protection & Information Management
  - To consider and action ICO Factsheet on personal email addresses and devices
- d) Accessibility Statement for website

**15. Correspondence**

All the following correspondence has been circulated for information or follow up:  
Suffolk Parish Engagement Event – Cllr Aries and Clerk attended – Workshop  
Summary Report circulated

SALC Annual Conference ‘Shaping Suffolk’ – Cllr Jackson and Aries attended

UK Parliamentary Elections – 12<sup>th</sup> December 2019 duly advertised

SLCC National Conference – Friends of the Earth 20 Actions for parish councils

Insurers Came & Company – report on acquisition by the Gallagher Group

Information on Suffolk Police partner funded PCSOs

Briefing for parish and town councils on the Suffolk Electoral Review

Briefing update on BDC proposals to change name to South Suffolk Council

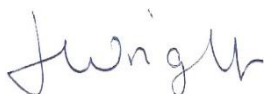
**16. Reports:**

- a. Asset report – Cllr T Saer
- b. Bures Hamlet PC – Cllr K McAndrew
- c. Cemetery
- d. Sportsground (BPAP 3) – to approve Assistant Clerk’s contract
- e. Community Centre
- f. Rights of Way (BPAP 3)
- g. Transport (BPAP 3) – Station Adopters report
- h. Tree Warden (BPAP 1)
- i. SALC
- j. Primary School (BPAP 3)
- k. Bures Common (BPAP 3)

**17. Brief information & exchange for next agenda items**

**18. Date of next meeting:** Thursday 16<sup>th</sup> January 2020 to be held at The Garrad  
Room, Bures Community Centre at 7.30pm

Future dates booked: 2020: 19<sup>th</sup> March, APM 23<sup>rd</sup> March,  
AGM 21<sup>st</sup> May, 23<sup>rd</sup> July



**Mrs Jenny Wright**

**Clerk to Bures St Mary Parish Council**

**16<sup>th</sup> November 2019**

