

BURES ST. MARY PARISH COUNCIL

Clerk: Mrs Jenny Wright
38 The Paddocks
Bures CO8 5DF
Tel: 01787 227750
Email: buresparishcouncils@gmail.com

Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting of Bures St. Mary to be held on Thursday 17th May 2018 at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

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), Sportsground (3 + Chairman), Community Centre (1), SALC (1)
Tree Warden (1), Parish Rights of Way (1), First Aid Officer (1), Planning (All),
Other Responsibilities: Highway & Parking, Health, Legal, Primary School,
Community, Emergency Co-ordinator
4. **Declarations of Interest & Dispensation Requests**
To declare any 'pecuniary' or 'non-pecuniary' interests
5. **Minutes of the previous Parish Council Meeting of 22nd March 2018,
and Joint Annual Parish Meeting of 26th March 2018
to be approved and signed as correct records (previously circulated)**
6. **Public Forum** – 15 minutes maximum public participation
3 minutes for individual contributions unless agreed by the Chairman
7. **Police**
To note police reports and police meeting dates – circulated
To report on anti-social parking at Cuckoo Hill
To follow up on Police 'Speed Check Area' signs
8. **Highway Matters - JF**
Items awaiting action via Joint Parish Action Plan:
 - a) High Street traffic calming
 - b) Unofficial school crossing point
 - c) Speed issues at Sudbury Road and Nayland Road
 - d) Parking issues

Other Highway matters:

- a) The Waldegraves unadopted estate and trip hazard
- b) Potholes at St Edmunds Lane
- c) Action on reported logged Highway issues
- d) Repair of leaning and damaged signs in parish
- e) To report on follow up of SCC Community Self Help Scheme

9. Matters arising which do not appear elsewhere on the agenda

- 1) Pikes Marsh estate management, open space and play area: **LP**
 - a) Land transfer
 - b) Grass maintenance
 - c) Access route & ditch maintenance
 - d) Play equipment & S106 contributions
- 2) Joint Emergency Plan
- 3) Website
- 4) Suffolk Speed Watch Scheme
- 5) Babergh Electoral Review
- 6) Parish Contractor works, insurance certificate updated and Hi-Vis jacket
- 7) Parking of 7.5ton truck at Friends Field

10. Planning - LP

All applications received and comments made – see attached list
To report on Application No: DC/18/00929 and arranged site meeting
To report on Community Infrastructure Levy bids
To report on Babergh & Mid Suffolk Joint Local Plan proposals
To note Clerk had subscribed to BDC Notifications of Committee items

11. Data Protection

To update on information received to date and to progress management of the personal data held

12. Joint Action Plan/Parish Plan

To present Joint Draft Action Plan for approval and follow up
To update on Parish Plan and any follow up
To report on NHP meeting held at Hadleigh Town Hall 20th April

13. Finance

- a) Finance & Budget monitoring report – circulated
- b) Bank reconciliation and verifying bank statements – circulated - for signing
- c) To note year end 2017/18 HMRC Clerk's salary & tax completed
- d) To note Employment Briefing E01-18 2018-19 National Clerk's Salary Award implemented from 1st April 2018
- e) To agree to bring Clerk's hours worked in line with BHPC
- f) To re-authorise 3 Annual Standing Order payments – RST, Colne Stour and Community Centre
- g) To note VAT claim for 2017/18 submitted to HMRC
- h) To note PWLB Balance outstanding - circulated
- i) To note CAS Membership 2018/19 renewed

14. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 4th October 2017
- b) To approve by resolution and sign the Annual Governance Statement 2017/18
- c) To consider, approve by resolution, sign and date Annual Accounting Statement 2017/18
- (d) Audit items to approve:
 - Internal Auditor's report 2017/18 and to follow up on any matters raised
 - Appointment of Internal Auditor and Fees for 2018/19
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £5
 - Asset Register
 - Insurance policy
 - Financial Regulations
 - Standing Orders
 - Risk Assessments
 - Model Publication Scheme
 - Complaints Procedure
 - Equality Policy

15. Correspondence

All the following correspondence has been circulated for information and any follow up:
HM Government Consultation: Powers for dealing with unauthorised development and encampments – **response sent 16/04/18**

Letter from BDC and Mid Suffolk DC's Leaders to update on Merger Process

Alternative Visitor Information Services Workshops – **for follow up**

Delivering a Vision for Prosperity in Sudbury Engagement Analysis

Details of Suffolk Walking Festival 2018

AONB updates March and April

Stour Valley Marathon 3rd June

Colchester Mayor's Charity Walk 9th June

To note thank you donation letters received from:

Bures School PSA, Kernos Centre, AONB, SARS, St Mary PCC

16. Bures Joint Sportsground Committee

To agree Re-drafted Terms of Reference – circulated

17. Reports:

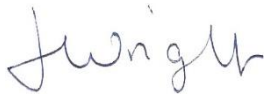
- a. Asset report – Cllr Tracy Saer
- b. Bures Hamlet PC – Cllr David Lee
- c. Cemetery
- d. Sportsground
- e. Community Centre
- f. Rights of Way
- g. Transport
- h. Tree Warden
- i. SALC – Clerk and Vice–Chair to attend Agenda/Minutes Workshop
- j. Primary School
- k. Bures Common

18. Any other business Items to note and for the next agenda

19. Date of next meeting: 19th July 2018

Future dates booked 2018: 20th September, 22nd November

2019: 17th January

A handwritten signature in blue ink, appearing to read 'Jenny Wright'.

Mrs Jenny Wright

Clerk to Bures St Mary Parish Council,

10th May 2018

