**BURCOMBE PARISH COUNCIL**

**Parish Clerk: Clare Churchill.**

 **Telephone 07547 933 119**

[**www.burcombepc@btinternet.com**](http://www.burcombepc@btinternet.com)

9th May 2023

Cllrs Bramwell, Combes, Elkins and Mayhew.

You are hereby summoned to the Annual Meeting of Burcombe Parish Council to be held on Monday 15th May 2023 at Burcombe Village Hall following the Annual Parish Meeting at 6.15*pm*

*This meeting will not start before 6.30pm.*

In accordance with the Local Government Act 1972 sch 12 paras 10 and 26.

If you are unable to attend please inform the Clerk as soon as possible,

Regards

Clare Churchill

Clerk to Burcombe Parish Council

Burcombe Parish Council Clerk: Clare Churchill

Tel: 07547 933 119 burcombepc@btinternet.com

**Agenda for the Annual Meeting of Burcombe Without Parish Council**

**to be held on Monday 15th May 2023 at**

**Burcombe village hall following the Annual Parish Meeting at 6.15pm**

*Members of the Public are welcome to attend and are invited to speak if they so wish. If a member of the public wishes to speak, please could they advise the clerk of this intention on arrival?*

*The running order of the Agenda is at the discretion of the Chairman and may not always follow the sequence as listed. In order to ensure being present during the consideration of an Agenda item (wherever it may appear on the list of items to be considered), Councillors and members of the public are advised to be present at the meeting from the time given above.*

A short period of time will be set aside prior to the start of the meeting for questions or statements from members of the public on any matter concerning the village.

To receive a report from Wiltshire Cllr Nabil Najjar

**AGENDA**

**0533. Election of Chairman.** To elect a Chairman for the council year ending May 2024.

*Local Government Act 1972 ss15*

**0534. Declaration of acceptance of Office.** The newly elected Chairman to sign.

*Local Government Act 1972 s83(4)*

**0535 Apologies for absence and to consider whether to approve the reasons given.**

*Local Government Act 1972 s85(1)*

**0536. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 7th March 2023.

*Local Government Act 1972 sch 12, para 41(1)*

**0537. Interests.**

1. Cllrs to declare any Disclosable Pecuniary Interests related to any matters to be considered in this agenda that do not appear in the Cllr’s Register of Interests.
2. In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.

Cllrs are reminded that it is their responsibility to ensure their register of interests on the WC website is kept up to date.

*Localism Act 2011. S 33*.

**0538. Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under.

*Public Bodies (Admissions to Meetings) Act 1960*

**0539. Election of Vice Chairman.** To elect a Vice Chairman for the council year ending May 2024 and signing of the Declaration of Acceptance of Office.

*Local Government Act 1972 ss34*

**0540. Year ending 31st March 2023.**

## To note the bank reconciliation

Opening balance £4,756.65

Total receipts £3,221.00

Total payments £3,547,47

Closing balance £4,430.18

The balance includes ring fenced reserves totally £4,698.67

1. To confirm monies to be allocated as Ear Marked Reserves
2. To confirm the Asset Register

**Annual Governance and Accountability Return (AGAR) 2022- 2023. Form 2.**

Note; Form 2 is for Councils with income / expenditure was less than £25,000.

1. To note the report from the Internal Auditor (P.4 of the AGAR)
2. To confirm the Annual Governance Statement (section 1 of the AGAR).

Chairman of the Meeting and RFO to sign.

1. To approve the Accounting Statement (section 2 of the AGAR). Chairman of the meeting to sign.
2. To resolve to certify that the council is exempt from a limited assurance review by the external auditor and that they meet the qualifying criteria. P.3 of the AGAR).

Chairman of the meeting and RFO to sign.

1. To confirm the dates for the period of the exercise of public rights as 5th June to 14th July inclusive.
2. To agree the explanation of significant variation.

**0541. Year ending 31st March 2024.**

## To note the bank reconciliation

Opening balance £4,430.18

Total receipts £3,245.00

Total payments £0.00

Closing balance £7,795.18

The balance includes ring fenced reserves totally £4,698.67

1. To note there have been no payments made since the last meeting.
2. To review and approve terms of expenditure as detailed in schedule of payments
3. To confirm the existing bank signatories
4. To confirm the grant application to SWWAB for kissing gates.

**0542.** **To confirm dates for parish council meetings for the forthcoming year.**

Monday 11th September 2023 (second Monday due to unavailability of Clerk)

Monday 4th December 2023

Monday 4th March 2024

Monday 13th May 2024 (second Monday due to Bank Holiday)

## 0543. To confirm responsibilities for the forthcoming year. Current reps are in brackets.

Highways rep inc liaising with Parish Steward (Vacant)

Flood Warden (Cllr Combes)

SWWAB (All Cllrs)

SWWAB Community Safety Group (4 meetings pa) (Cllr Mayhew)

Local Highway Footpath Improvement Group (LHFIG)

Emergency Volunteer (vacant)

Rights of Way (vacant)

Dementia Champion (Cllr Elkins)

**0544. Provision of a publicly available defibrillator and First Aid training.**

(i) To consider costs and options for a Defibrillator.

(ii) To consider costs and options for First Aid Training.

(iii) To consider the application for grant funding for either or both of the above.

(iv) To authorise the Clerk to submit a grant application if closing date is before the date of the next meeting.

**0545. PLANNING.** To consider how to respond to Wiltshire Council on any planning applications made after the publication of this agenda.

**0546. Highway matters**

1. To note any matters that need to be reported to Highways.
2. To note matters previously reported to Highways
3. To note the dates for Parish Steward visits in June and July 2023.

Please see attached blank request form.

**0547. To receive updates on the following**

1. Community Orchard
2. Emergency Plan.
3. Rights of Way

**0548. Update of Actions from the meeting dated 13th March 2023.**

1. (0519). The Clerk informed Barford PCC of the decision re the request for funding.

2. (0520). Cllr Bramwell completed the map and report, this was scanned and emailed to CPRE with the entry form.

3. (0523). The grant submitted to SWWAB bu Burcombe village hall was awarded.

4. (0524). The Coronation tea party took place.

5. (0527). The two applications for kissing gates have been submitted and should be on the agenda for the next LHFIG meeting.

## 0549. Co-option of Councillor.

To co-opt to fill the current vacancy that has been advertised and may now be filled by co-option.

## 0550. Correspondence / Clerk’s report.

WALC Conference on 9th June at West Lavington

Wiltshire Council emails – forwarded

WALC newsletter - forwarded

Local Highways Footpath Improvement Group meet on 31st May at 2pm

SWWAB meets on 28th June at 6.30pm

Clerk attending a branch meeting of SLCC on 19th May

**0551. To note items for the agenda** and to confirm the date of the next meeting of the Parish Council as Monday 11th September 2023.