

# BURCOMBE PARISH COUNCIL

Parish Clerk: Clare Churchill.

Telephone 07547 933 119

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7<sup>th</sup> May 2024

*Cllrs Bramwell, Combes, Elkins, Mayhew and Murphy.*

*You are hereby summoned to the Annual Meeting of Burcombe Parish Council to be held on Monday 13<sup>th</sup> May 2024 at Burcombe Village Hall following the Annual Parish Meeting at 6.00pm*

*This meeting will not start before 6.15pm.*

*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](mailto:burcombepc@btinternet.com)

**Mrs C Churchill, Parish Clerk**

# **Agenda for the Annual Meeting of Burcombe Without Parish Council to be held on Monday 13<sup>th</sup> May 2024 at Burcombe village hall following the Annual Parish Meeting at 6.00pm**

*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**

**0601. Election of Chairman.** To elect a Chairman for the council year ending May 2025.  
*Local Government Act 1972 ss15*

**0602. Declaration of acceptance of Office.** The newly elected Chairman to sign.  
*Local Government Act 1972 s83(4)*

**0603 Apologies for absence and to consider whether to approve the reasons given.**  
*Local Government Act 1972 s85(1)*

**0604. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 4<sup>th</sup> March 2024.  
*Local Government Act 1972 sch 12, para 41(1)*

**0605. Interests.**

- (i) 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.
- (ii) 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.*

**0606. 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*

**0607. Election of Vice Chairman.** To elect a Vice Chairman for the council year ending May 2025 and signing of the Declaration of Acceptance of Office.  
*Local Government Act 1972 ss34*

**Mrs C Churchill, Parish Clerk**

**0608. Year ending 31<sup>st</sup> March 2024.**

- (i) To note the bank reconciliation
  - Opening balance £4,430.18
  - Total receipts £3,325.00
  - Total payments £2,855.39
  - Closing balance £4,899.79The balance includes ring fenced reserves totally £4,384.88
- (ii) To confirm monies to be allocated as Ear Marked Reserves
- (iii) To confirm the Asset Register

**Annual Governance and Accountability Return (AGAR) 2023- 2024. Form 2.**

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

- (iv) To note the report from the Internal Auditor (P.4 of the AGAR)
- (v) To confirm the Annual Governance Statement (section 1 of the AGAR).  
Chairman of the Meeting and RFO to sign.
- (vi) To approve the Accounting Statement (section 2 of the AGAR). Chairman of the meeting to sign.
- (vii) 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).  
During the financial year 2023/24 the total gross income or expenditure did not exceed £25,000
  - Total income £3325
  - Total expenditure £2,855Chairman of the meeting and RFO to sign.
- (viii) To confirm the dates for the period of the exercise of public rights as 3<sup>rd</sup> June to 12<sup>th</sup> July inclusive.
- (ix) To agree the explanation of significant variation.  
The only explanation required is for all other payments which was £849 less than the previous year (36.9%).
  - Expenses from 21/22 were paid in 22/23 £308.
  - Refurbishment of Telephone Box in 22/23 £475.

**0609. Year ending 31<sup>st</sup> March 2025.**

- (i) To note the bank reconciliation
  - Opening balance £4,899.79
  - Total receipts £3,630.00
  - Total payments £0.00
  - Closing balance £8,529.79Balance of Lloyds Bank Account as of 30<sup>th</sup> April 2024 £8684.79  
The balance includes ring fenced reserves totally £5,384.88
- (ii) To note there have been no payments made since the last meeting.
- (iii) To review and approve terms of expenditure as detailed in schedule of payments
- (iv) To confirm the existing bank signatories

**0610. To confirm dates for parish council meetings for the forthcoming year.**

Monday 2<sup>nd</sup> September 2024  
Monday 2<sup>nd</sup> December 2024  
Monday 3<sup>rd</sup> March 2025  
Monday 12<sup>th</sup> May 2025 (second Monday due to Bank Holiday)

**0611. Confirmation of Policies adopted by Burcombe Without Parish Council**

Standing Orders and Financial Regulations  
Code of Conduct  
Publication Scheme  
Reserves Policy  
Complaints policy  
Grant Awarding Policy

**Mrs C Churchill, Parish Clerk**

Lone Worker Policy  
Email Policy  
Safeguarding Policy  
GDPR Policies

**0612. To confirm responsibilities for the forthcoming year.** Current reps are in brackets.

Highways rep inc liaising with Parish Steward	(Clerk)
Flood Warden	(Cllr Combes)
SWWAB	(All Cllrs)
SWWAB Community Safety Group (currently not meeting)	(Cllr Mayhew)
Local Highway Footpath Improvement Group (LHFIG)	(Cllr Mayhew)
Emergency Volunteer	(Cllr Elkins)
Rights of Way	(vacant)
Dementia Champion	(Cllr Elkins)

**0613 PLANNING.** To consider how to respond to Wiltshire Council on any planning applications made after the publication of this agenda.

**0614. Highway matters**

- (i) To note any matters that need to be reported to Highways.
- (ii) To note matters previously reported to Highways
- (iii) To note the dates for Parish Steward visits in June and July 2024.

**0615 To receive updates on the following**

- (i) Community Orchard
- (ii) Emergency Plan. To consider the draft Emergency Plan (to be circulated).
- (iii) Rights of Way

**0616 Update of Actions from the meeting dated 4<sup>th</sup> March 2024.**

1. (0588) Wiltshire Council has been informed of the co-option of Cllr Murphy.
2. (0589) The Community Litter Pick took place.
3. (0591) Wiltshire Council has been informed of the no objection to the stopping up of the highway.
4. (0592) The Clerk has been in communication with WC re the Septic Tank campaign.
5. (0596) The Best Kept Village entry has been submitted to CPRE.
6. (0597) Cllr Mayhew has treated the wooden bench by the Post Box.

**0617. Correspondence / Clerk's report.**

WALC AGM will be on Monday 28<sup>th</sup> October 2024, venue tbc.

Wiltshire Council emails – forwarded

WALC newsletter - forwarded

Local Highways Footpath Improvement Group meet on 8<sup>th</sup> May at 2pm

SWWAB meets on 29<sup>th</sup> May at 6.30pm in Mere.

Clerk will attend a branch meeting of SLCC on 17<sup>th</sup> May

Clerk attended the Annual Forum of the Cranborne Chase Natural Landscape (formerly AONB).

**0618 To note items for the agenda** and to confirm the date of the next meeting of the Parish Council as Monday 2<sup>nd</sup> September 2024.

Any items for the agenda must be sent to the Clerk before 20<sup>th</sup> August 2024.

**Mrs C Churchill, Parish Clerk**