

BURCOMBE PARISH COUNCIL

Parish Clerk: Clare Churchill.

Telephone 07547 933 119

www.burcombepc@btinternet.com

6th May 2025

Cllrs Bramwell, Combes, Elkins, Mayhew and Stebbing.

You are hereby summoned to the Annual Meeting of Burcombe Parish Council to be held on Monday 12th May 2025 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

Mrs C Churchill, Parish Clerk

Agenda for the Annual Meeting of Burcombe Parish Council to be held on Monday 12th May 2025 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

Please note that all Councillors, following the Uncontested Election, must sign the Acceptance of Office form prior to the start of this meeting.

0664. Election of Chairman. To elect a Chairman for the council year ending May 2026.
Local Government Act 1972 ss15

0665. Declaration of acceptance of Office. The newly elected Chairman to sign.
Local Government Act 1972 s83(4)

0666. Apologies for absence and to consider whether to approve the reasons given.
Local Government Act 1972 s85(1)

0667. Council meeting minutes - to confirm and sign the minutes of the parish council meeting held on 3rd March 2025.
Local Government Act 1972 sch 12, para 41(1)

0668. 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.

0669. 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

0670. Election of Vice Chairman. To elect a Vice Chairman for the council year ending May 2026 and signing of the Declaration of Acceptance of Office.
Local Government Act 1972 ss34

Mrs C Churchill, Parish Clerk

0671. Year ending 31st March 2025.

- (i) To note the bank reconciliation
 - Opening balance £4,899.79.
 - Total receipts £3,630.00
 - Total payments £2,836.30
 - Closing balance £5,693.49The balance includes ring fenced reserves totalling £4,606.93.
- (ii) To confirm monies to be allocated as Ear Marked Reserves (EMR)
 - £99.00 into Community Orchard EMR
 - £199.70 into Property Maintenance EMR
 - £100.00 into Newsletter EMR
 - £100.00 into village event EMR
 - £100.00 into Highways / LHFIFG EMR
 - £79.58 into Training EMRMaking a total of £678.28
- (iii) To confirm the Asset Register

Annual Governance and Accountability Return (AGAR) 2024- 2025. 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 £3,630.00
 - Total expenditure £2,836.30Chairman of the meeting and RFO to sign.
- (viii) To confirm the dates for the period of the exercise of public rights as 3rd June to 12th July inclusive.
- (ix) To note that no explanation of significant variations are required this year.

0672. Year ending 31st March 2026.

- (i) To note the bank reconciliation
 - Opening balance £5,693.49
 - Total receipts £3,770.00
 - Total payments £4.25
 - Closing balance £9,459.24Balance of Lloyds Bank Account as of 30th April 2025 £9,459.24
The balance includes ring fenced reserves totalling at least £4,606.93
- (ii) To note the receipt of the annual Precept totalling £3,770.00
- (iii) To note there has been 1 payment since the last meeting (bank charges).
- (iv) To review and approve terms of expenditure as detailed in schedule of payments
- (v) To agree to close the second account Burcombe Parish Council – Village Hall account which has not been used for over 5 years.
- (vi) To confirm the existing bank signatories

0673. To confirm dates for parish council meetings for the forthcoming year.

Monday 1st September 2025
Monday 1st December 2025
Monday 2nd March 2026
Monday 11th May 2026 (second Monday due to Bank Holiday)

Mrs C Churchill, Parish Clerk

0674. Policies

(i) To Confirm Policies adopted by Burcombe Without Parish Council
Standing Orders
Code of Conduct
Publication Scheme
Reserves Policy
Complaints policy
Grant Awarding Policy
Lone Worker Policy
Email Policy
Safeguarding Policy
GDPR Policies

(ii) To adopt the recently reviewed Financial Regulations.

0675. 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)

0676 PLANNING.

- (i) To respond to the following planning application
[PL/2025/02636. Ugford Farmhouse, Ugford.](#)
Revamp Your Tank Scheme - Replacement of septic tanks with treatment plants
- (ii) To consider how to respond to Wiltshire Council on any planning applications made after the publication of this agenda.

0677. 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 2025.

0678. To receive updates on the following

- (i) Community Orchard
(ii) Rights of Way

0679. Update of Actions from the meeting dated 3rd March 2025.

(0654) The litter pick took place and rubbish was collected.
(0659) Nothing has been heard re an event for VE Day so as listed above the money is recommended to be allocated into Ear Marked Reserve.

0680. Correspondence / Clerk's report.

0681. To note items for the agenda and to confirm the date of the next meeting of the Parish Council as Monday 1st September 2025.
Any items for the agenda must be sent to the Clerk before 19th August 2025.

Mrs C Churchill, Parish Clerk