

# BURCOMBE PARISH COUNCIL

Parish Clerk: Clare Churchill.

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26<sup>th</sup> August 2025

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

*You are hereby summoned to a Meeting of Burcombe Parish Council to be held on Monday 1<sup>st</sup> September 2025 at Burcombe Village Hall at 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 [burcombecp@btinternet.com](mailto:burcombecp@btinternet.com)

**Mrs C Churchill, Parish Clerk**

# **Agenda for a Meeting of Burcombe Parish Council to be held on Monday 1<sup>st</sup> September 2025 at Burcombe village hall at 6.30pm**

*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

To receive a report from the Wilton Neighbourhood Police Team

## **AGENDA**

### **0682. Apologies for absence and to consider whether to approve the reasons given.**

*Local Government Act 1972 s85(1)*

### **0683. Council meeting minutes** - to confirm and sign the minutes of the parish council meeting held on 12<sup>th</sup> May 2025 (appendix 1). *Local Government Act 1972 sch 12, para 41(1)*

### **0684. 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.*

### **0685. Exclusion of the press and public.** To agree, if required, any items to be dealt with after the public, including the press, have been excluded under. *Public Bodies (Admissions to Meetings) Act 1960*

## **Finance**

### **0686. Year ending 31<sup>st</sup> March 2025.**

The External Auditor has confirmed that Burcombe Parish Council met the criteria for Exempt Status.

### **0687. Year ending 31<sup>st</sup> March 2026.**

- (i) To note the bank reconciliation
  - Opening balance      £5,693.49
  - Total receipts      £3,770.00
  - Total payments      £ 828.65
  - Closing balance      £8,634.84

Balance of Lloyds Bank Account as of 25<sup>th</sup> August 2025 £8,634.84

The balance includes ring fenced reserves totalling at least £6,930.84

- (ii) To review the current General Reserve.

- (iii) To note the insurance premium for the year 31/8/2025 to 30/8/2026 has been paid (£214.00).

**Mrs C Churchill, Parish Clerk**

- (iv) To agree to award a grant of £450 to Burcombe Village Hall management committee. The information including the application form has been circulated to all Burcombe PC Members.
- (v) To review and approve terms of expenditure as detailed in schedule of payments
- (vi) To note that the second account Burcombe Parish Council – Village Hall account has now been closed. The balance was zero.
- (vii) To receive an update on the addition of Cllr Combes to the current bank signatories.
- (viii) To receive an update on the new audit requirements for the current financial year.

**0688. Policies**

To adopt an IT Policy in accordance with the new Assertion 10 for the 2025 – 2026 Audit requirements. This Policy will incorporate the existing Email Guidelines. (see appendix 2)

**0689 PLANNING.**

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

**0690. Highway matters**

- (i) To receive an update on the request to reduce the speed limit at Ugford from 40mph to 30mph. The Clerk attend the recent Local Highway and Footpath Improvement Group (LHFIG) meeting (25<sup>th</sup> June) and it was agreed that a traffic survey will be requested rather than a speed limit assessment. The cost to the parish of the SLA would be £812.50 with LHFIG contributing the balance of £2437.50.  
Please note the current LHFIG budget for this financial year has been allocated.
- (ii) To note any matters that need to be reported to Highways.
- (iii) To note matters previously reported to Highways
- (iv) To note the following dates for Parish Steward visits: (for details see appendix 3)  
10<sup>th</sup> September  
13<sup>th</sup> October  
12<sup>th</sup> November  
8<sup>th</sup> December.

**0691. To receive updates on the following**

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

**0692. Update of Actions from the meeting dated 12<sup>th</sup> May 2025.**

1. (0671.ii) The sumes have been transferred into the agreed Ear Marked Reserves.
  2. (0671.viii) The certificate of exemption was emailed to the External Auditor.
- Other actions appear under agenda items.

**0693. Correspondence / Clerk's report.**

Updates from Wiltshire Council – circulated  
 WALC newsletters – circulated (inc training dates)  
 Road closure information – circulated.  
 Fraud protection email – circulated. To agree whether to request a community drop in session.  
 SASS newsletter circulated.  
 WALC County Conference on 10<sup>th</sup> September – Clerk attending  
 Next South West Wiltshire Area Board meeting at Tisbury on 17<sup>th</sup> September – all welcome  
 Flood Warden training at Salisbury on 30<sup>th</sup> September (also in Marlborough on 16<sup>th</sup> Sept).

**0694. To note items for the agenda** and to confirm the date of the next meeting of the Parish Council as Monday 1<sup>st</sup> December 2025.  
 Any items for the agenda must be sent to the Clerk before Wednesday 19<sup>th</sup> November 2025.

**Mrs C Churchill, Parish Clerk**