

Draft Minutes of the Annual Meeting of Burcombe Without Parish Council held on 9th May 2022 at Burcombe village hall

Present; Cllrs Bramwell, Combes, Elkins, Hankey and Mayhew.
In attendance; Mrs C Churchill (Clerk). 1 member of the public.
Apologies: Wiltshire Cllr Nabil Najjar

There were no further questions from members of the public.

Report from Wiltshire Cllr Nabil Najjar. Apologies received.

Cllr Hankey opened the meeting at 6.43pm

0452. Election of Chairman. To elect a Chairman for the council year ending May 2023. Burcombe Without PC resolved to elect Cllr Hankey as its Chairman.
Local Government Act 1972 ss15

0453. Declaration of acceptance of Office. The newly elected Chairman to sign. Cllr Hankey signed the declaration.
Local Government Act 1972 s83(4)

0454 There were no apologies for absence.
Local Government Act 1972 s85(1)

0455. Council meeting minutes - to confirm and sign the minutes of the parish council meeting held on 7th March 2022. Burcombe Without PC resolved to approve the previously circulated Minutes without amendment, and these were signed by the Chairman.
Local Government Act 1972 sch 12, para 41(1)

0456. 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.
None declared.
- (ii) In accordance with the Dispensation Procedure, any requests for a grant of dispensation must be submitted prior to this meeting.
None received.

Cllrs were 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.

0457. Exclusion of the press and public. To agree any items to be dealt with after the public, including the press, have been excluded under. Not required.
Public Bodies (Admissions to Meetings) Act 1960

0458. Election of Vice Chairman. To elect a Vice Chairman for the council year ending May 2022 and signing of the Declaration of Acceptance of Office. Burcombe Without PC resolved to elect Cllr Mayhew as its Vice Chairman. Cllr Mayhew signed the Declaration of Acceptance.
Local Government Act 1972 ss34

0459. Platinum Jubilee of Her Majesty The Queen. This unique event takes place in June 2022 and to mark the occasion there is an additional bank holiday, the late May bank holiday Monday has been moved to the end of the week so there is a four day weekend.

- (i) To receive an update on the events planned at The Ship Inn
Cllr Bramwell reported there will be a Garden kitchen (outside catering), Morris Dancers and live music at various times during the weekend.
- (ii) To receive an update regarding a flagpole and Union flag.inc the purchase of a Union Flag.
The flagpole has been checked and needs minor adjustments. Cllr Hankey
A Union Flag has been sourced, no requirement to purchase a new one.
- (iii) To receive an update on any other events taking place in the parish
The Village Hall Management Committee is organising an event on Sunday 5th June with Pimms and a Jubilee Cake.
Could Burcombe Without PC please contribute to the event?
- (iv) To confirm any matters requiring the authorisation of Burcombe Without PC.
Contribution to the Village Hall celebrations (see above)
Resolved – the Village Hall Management Committee to submit a grant application form. £100 is available for this event.
Clerk to send the Treasurer the grant application form and policy.

0460. Year ending 31st March 2022.

- (i) To note the bank reconciliation

Opening balance	£4,034.18
Total receipts	£3,091.00
Total payments	£2,368.53
Closing balance	£4,756.65

The balance includes ring fenced reserves totally £3,985.27.

- (i) To confirm monies to be allocated as Ear Marked Reserves
Burcombe Without PC resolved to transfer £1198.70 from the 2021/22 budget to EMR.
£350 from Clerks expenses to Clerk's expenses EMR
£350 from training to training EMR
£100 from grants to special events EMR
£99.70 from property rent and maintenance to property maintenance EMR
£99 from Community Orchard to special events EMR
£100 from highway safety to highways / CATG EMR
£50 from VE commemorations to be allocated to special events EMR
£50 from newsletter to newsletter EMR

- (ii) To confirm the Asset Register
Burcombe Without PC resolved to confirm the Asset Register.

The following items were deferred, an additional meeting to deal with these items will be arranged before 29th June.

- (iii) To note the report from the Internal Auditor
- (iv) To confirm the Annual Governance Statement
- (v) To approve the Annual Return
- (vi) 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.

0461. Year ending 31st March 2023.

- (ii) To note the bank reconciliation
Opening balance £4,756.65
Total receipts £3,221.00 (Parish precept and ICO refund)
Total payments £0.00
Closing balance £7,977.65
The balance includes ring fenced reserves totalling £5183.97.
- (iii) To note payments made since the last meeting. None made. The issue regarding the direct debit to the Information Commissioner has been resolved with the overpayment refunded to Burcombe Without PC (inc in receipts above).
- (iv) To review and approve terms of expenditure as detailed in schedule of payments.
Burcombe Without PC resolved to authorise payments totalling £399.86.
- (v) To confirm the existing bank signatories
Cllrs Bramwell and Mayhew are the bank signatories.
- (vi) To confirm the addition of Cllr Hankey as a bank signatory.
Clerk will send details to Cllr Hankey so he can complete the mandate online which then needs to be signed by Cllrs Bramwell and Mayhew.
- (vii) To confirm the grant application to SWWAB for kissing gates.
Cllr Hankey has not been able to contact Mr Howson at WC. Ongoing

0462. To confirm dates for parish council meetings for the forthcoming year.

Monday 5th September 2022

Monday 5th December 2022

Monday 6th March 2023

Monday 8th May 2023 (second Monday due to Bank Holiday)

0463. To confirm responsibilities for the forthcoming year.

Highways rep inc liaising with Parish Steward

Flood Warden

Cllr Combes

SWWAB

All Cllrs

SWWAB Community Safety Group (4 meetings pa)

Cllr Mayhew

Local Highway Footpath Improvement Group (LHFIG) previously CATG Cllr Mayhew

Emergency Volunteer

Vacant

Rights of Way

Cllr Hankey

Dementia Champion

Cllr Elkins

0464. Maintenance of Parish Council assets.

- (i) **Red Telephone Kiosk** – to agree to maintenance and repainting.
1 quote received. Cllr Hankey to circulate previous quote. Cllr Hankey
- (ii) **Wooden Bench near the postbox** – update on the annual maintenance .
Mr Martin has recently treated this, no further action required at present.
- (iii) **Bus Shelter on the A30** – Cllr Bramwell to reported that it was ok, some ivy was removed. The Post Box had been removed and the post covered with a Royal Mail bag so it was assumed this was removed by the Royal Mail and not stolen.

0465. PLANNING. To consider how to respond to Wiltshire Council on any planning applications made after the publication of this agenda. None received.

0466. Highway matters

- (i) To note any matters that need to be reported to Highways.
None reported.
- (ii) To note matters previously reported to Highways
The 30mph roundel on Burcombe Lane has not yet been repainted.

0467. To receive updates on the following

- (i) Chalke Valley Speed and Flood Group.
Wiltshire Cllrs Naijar and McClelland (Cabinet member for Highways) held a meeting which focussed on road drainage. The 30mph was raised by Cllr Mayhew.
This was a one off meeting.
- (ii) Community Orchard
To approve the wording for a sign. Clerk to redraft and circulate for the September meeting. Clerk
- (iii) Emergency Plan.
To consider the template from WC.
Cllrs reported this was not attached to the email. September agenda.
- (iv) Welcome Packs
Some more information required, Cllr Elkins to send details to Clerk so document can be amended and considered at the next meeting. Cllr Elkins / Clerk
- (v) Rights of Way – nothing to report.
- (vi) Burcombe Churchyard – nothing received.

0468. Policies required.

To consider and adopt the following draft policies

- Social media
- Press and media

After a short debate it was agreed that both were covered by the existing GDPR Policies.

0469. Update of Actions from the meeting dated 7th March 2022.

All actions appear as agenda items.

0470. Correspondence / Clerk's report.

Community Safety Group meets on 8th June at 1pm

Local Highways Footpath Improvement Group meet on 8th June at 2pm

Operational Flood Working Group meets on 22nd June at 10am

SWWAB meets on 29th June at 6.30pm

Clerk attending a branch meeting of SLCC on 20th June

0471. To note items for the agenda and to confirm the date of the next meeting of the Parish Council as Monday 5th September 2022 at 6.30pm.

There will be a short extraordinary meeting before 30th June to approve the AGAR.

Cllr Hankey closed the meeting at 7.46pm