

Draft Minutes of the Annual Meeting of Burcombe Without Parish Council held on Monday 13th May 2024 at Burcombe village hall at 6.00pm

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

There were no questions from members of the public.

To receive a report from Wiltshire Cllr Nabil Najjar

- No longer Portfolio holder for Heritage etc
- Now Portfolio holder for education and skills.
- South West Area board meets on 29th May – all welcome.
- Will enquire about the painting of the railings on the bridge
- Cultural Strategy will be available soon with a consultation.
- The Police and Crime Commissioner has been re-elected
- Closure of the A360 – work should be completed on time and he asked if there were any issues related to this closure to contact him.

Please get in touch if he can help in any way.

Cllr Mayhew opened the meeting at 6.20pm

0601. Election of Chairman. To elect a Chairman for the council year ending May 2025.
Burcombe Without PC resolved to elect Cllr Mayhew as Chairman for the year ending May 2025
Local Government Act 1972 ss15

0602. Declaration of Acceptance of Office. The newly elected Chairman to sign.
Cllr Mayhew signed the Declaration of Acceptance of Office.
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 4th March 2024.
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)

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.
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.

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. Not required.
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.
This item was deferred to the next meeting.
Local Government Act 1972 ss34

0608. Year ending 31st 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

Burcombe Without PC resolved to note the financial information, there were no questions.

- (ii) To confirm monies to be allocated as Ear Marked Reserves
The following monies were allocated to the following Ear Marked Reserves.
 - £99 to Community Orchard EMR
 - £199.70 to Property Maintenance EMR
 - £100 to Highways / LHFIG EMR
 - £100 to Special Event EMR
 - £100 to Newsletter EMR
 - £228.35 to Training EMR
 - £40 to Audit EMRMaking the total of Ear Marked Reserves £6251.93
- (iii) To confirm the Asset Register
Burcombe Without PC resolved 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)
Burcombe Without PC resolved to note the Internal Audit and that no issues were raised.
- (v) To confirm the Annual Governance Statement (section 1 of the AGAR).
Chairman of the Meeting and RFO to sign.
Burcombe Without PC resolved to answer all the Assertions with Yes.
The Annual Governance Statement was signed by the Chairman and Clerk.
- (vi) To approve the Accounting Statement (section 2 of the AGAR). Chairman of the meeting to sign.
Burcombe Without PC resolved to approve the Accounting Statement and this was signed by the Chairman.
- (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.
Burcombe Without PC resolved to confirm that it was exempt from the limited assurance review and this was signed by the Chairman and Clerk.

- (viii) To confirm the dates for the period of the exercise of public rights as 3rd June to 12th July inclusive. Burcombe Without PC resolved to confirm the dates as above.
- (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.
Burcombe Without PC resolved to agree the explanation of significant variances.

0609. Year ending 31st March 2025.

- (i) To note the bank reconciliation
Opening balance £4,899.79
Total receipts £3,630.00
Total payments £0.00
Closing balance £8,529.79
Balance of Lloyds Bank Account as of 30th April 2024 £8684.79
The balance includes ring fenced reserves totally £5,384.88
- Burcombe Without PC resolved to note the financial information, there were no questions.
- (ii) To note there have been no payments made since the last meeting.
Burcombe Without PC resolved to note there were no payments.
- (iii) To review and approve terms of expenditure as detailed in schedule of payments
Burcombe Without PC resolved to approve the terms of expenditure..
- (iv) To confirm the existing bank signatories.
Burcombe Without PC resolved to confirm existing signatories as Cllrs Bramwell and Mayhew. Cllr Combes to be added.

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

- Monday 2nd September 2024
 - Monday 2nd December 2024
 - Monday 3rd March 2025
 - Monday 12th May 2025 (second Monday due to Bank Holiday)
- Burcombe Without PC resolved to meet on the dates listed above.

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
Lone Worker Policy
Email Policy
Safeguarding Policy
GDPR Policies
Burcombe Without PC resolved to confirm the Policies listed above.
Standing Orders and Financial Regulations to be reviewed.

0612. To confirm responsibilities for the forthcoming year.

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. There were none.

0614. Highway matters

- (i) To note any matters that need to be reported to Highways.
None reported.
- (ii) To note matters previously reported to Highways
Bridge railings which should be done this year.
Roundel at the eastern end of the village still needs repainting.
The road by the western 30mph is poor, severe delamination.
- (iii) To note the dates for Parish Steward visits in June and July 2024.
Noted.

0615 To receive updates on the following

- (i) Community Orchard
Cllr Combes reported that the ground was wet.
- (ii) Emergency Plan. To consider the draft Emergency Plan (to be circulated).
Clerk to confirm and circulate with the agenda for the next meeting aready for adoption.
Cllr Combes will speak to the owners of the Church re use in an emergency.
- (iii) Rights of Way
No update

0616 Update of Actions from the meeting dated 4th 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. Droup.etails to be circulated on the village WhatsApp
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.
7. Cllr Mayhew has painted the Ugford noticeboard.

0617. Correspondence / Clerk's report.

WALC AGM will be on Monday 28th October 2024, venue tbc.
Wiltshire Council emails – forwarded
WALC newsletter - forwarded
Local Highways Footpath Improvement Group met on 8th May at 2pm. Cllr Mayhew attended.
SWWAB meets on 29th May at 6.30pm in Mere.
Clerk will attend a branch meeting of SLCC on 17th 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 2nd September 2024.

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

Burcombe Without PC resolved that the next meeting will be held on Monday 2nd September at 6.30pm

Cllr Mayhew closed the meeting at 7.36pm