

Draft Minutes of the Annual Meeting of Burcombe Parish Council held on 12th May 2025 at Burcombe village hall

Present; Cllrs Bramwell, Combes (from item 670), Elkins, Mayhew and Stebbing.
In attendance; Mrs C Churchill (Parish Clerk). 1 member of the public.

Community Engagement

A parishioner wished to highlight the efficiency of the Wiltshire Council reporting system for highway issues. Having reported one issue it was resolved within days and a second issue of an overgrown footpath cleared within a week.

To receive a report from Wiltshire Cllr Nabil Najjar
Apologies received.

Apologies had been received as well as a report from the Neighbourhood Police Team which was read out by Cllr Mayhew.

Theft at Burcombe village hall from a secure locked shed. Report closed, no further lines of enquires.

Prior to the start of the meeting, Councillors present, signed the Acceptance of Office form in the presence of the Parish Clerk.

Cllr Mayhew as outgoing Chairman, opened the meeting at 6.15pm and welcomed everyone to the meeting.

0664. Election of Chairman. To elect a Chairman for the council year ending May 2026.
Burcombe PC resolved to elect Cllr Mayhew as Chairman for the forthcoming year ending May 2026.
Local Government Act 1972 ss15

0665. Declaration of acceptance of Office. The newly elected Chairman to sign.
Cllr Mayhew signed the declaration of acceptance of the office of Chairman.
Local Government Act 1972 s83(4)

0666. Apologies for absence and to consider whether to approve the reasons given.
There were no apologies.
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.
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)

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.
Cllr Mayhew declared an interest in item 676(i).

- (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.

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.

Not required.

Public Bodies (Admissions to Meetings) Act 1960

Cllr Combes arrived and signed his acceptance of office.

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.

Burcombe PC resolved to elect Cllr Combes as Vice Chairman.

Cllr Combes signed the declaration of acceptance of the office of Vice Chairman.

Local Government Act 1972 ss34

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 £5,693.49

The balance includes ring fenced reserves totalling £4,606.93.
Burcombe Without PC resolved to note the financial information, there were no questions.
- (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 / LHFIG EMR
 - £79.58 into Training EMR
 - Making a total of £678.28

Burcombe PC resolved to transfer the sums listed above into the Ear Marked Reserve listed.
- (iii) To confirm the Asset Register
- (iv) Burcombe PC resolved this was correct.

Annual Governance and Accountability Return (AGAR) 2024- 2025. Form 2.

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

- (v) To note the report from the Internal Auditor (P.4 of the AGAR)
Burcombe PC resolved to note the completed Internal Audit and that no issues were raised.
- (vi) To confirm the Annual Governance Statement (section 1 of the AGAR).
Chairman of the Meeting and RFO to sign.
Burcombe PC resolved to answer assertions 1 – 9, and the completed form signed by the Chairman and RFO.
- (vii) To approve the Accounting Statement (section 2 of the AGAR). Chairman of the meeting to sign.
Burcombe PC resolved to approve the Accounting Statement which was then signed by the Chairman.
- (viii) 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 £2,836.30

Chairman of the meeting and RFO to sign.
Burcombe PC resolved that it was exempt from a limited assurance review and the certificate was signed by the Chairman and RFO.

- (ix) To confirm the dates for the period of the exercise of public rights as 3rd June to 12th July inclusive.
Burcombe PC resolved to agree the dates.
- (x) To note that no explanation of significant variations are required this year.
Burcombe PC resolved to to note that no explanation of variances was 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 | £9,459.24 |

Balance of Lloyds Bank Account as of 30th April 2025 £9,459.24

The balance includes ear marked reserves totalling at least £4,606.93

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

- (ii) To note the receipt of the annual Precept totalling £3,770.00
Burcombe PC resolved to note the receipt.
- (iii) To note there has been 1 payment since the last meeting (bank charges).
Burcombe PC resolved to note the expenditure.
- (iv) To review and approve terms of expenditure as detailed in schedule of payments
Burcombe Without PC resolved to approve the terms of expenditure..
- (v) To agree to close the second account Burcombe Parish Council – Village Hall account which has not been used for over 5 years.
Burcombe PC resolved that the Clerk should close this account.
- (vi) To confirm the existing bank signatories
Current signatories are Cllrs Bramwell and Mayhew.
Clerk to add Cllr Combes which will require action from Cllrs Bramwell and Mayhew and also Cllr Combes.

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)

Burcombe PC resolved to meet on these dates.

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

Burcombe PC resolved to confirm the Policies listed.

- (ii) To adopt the recently reviewed Financial Regulations.
Burcombe PC resolved to adopt the recently reviewed Financial Regulations..

0675. To confirm responsibilities for the forthcoming year.

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

7.03pm Cllr Mayhew handed over the Chairman's role to Cllr Combes and left the meeting for item 0676(i)

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
Burcombe PC resolved to support the application.

7.04pm Cllr Mayhew returned and resumed the role of Chairman.

- (ii) To consider how to respond to Wiltshire Council on any planning applications made after the publication of this agenda. There were none.

0677. Highway matters

- (i) To note any matters that need to be reported to Highways.
No further items to be reported
- (ii) To note matters previously reported to Highways
The roundel at the east end of the village requires repainting.
The give way markings at the village hall junction have not been repainted.
- (iii) To note the dates for Parish Steward visits on 11th June and 10th July 2025.
Noted

0678. To receive updates on the following

- (i) Community Orchard
Cllr Combes confirmed there were no issues to report.
- (ii) Rights of Way
No issues reported.

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.

Cllr Mayhew closed the meeting at 7.21pm