

BURFORD PARISH COUNCIL 2023/24

Minutes of the Annual Meeting of Burford Parish Council held on Thursday 25th May 2023 at 7:45pm at Burford Village Hall, Burford, Tenbury Wells, WR15 8JX.

PRESENT: Cllrs. E. Beaumont (arrived at 7:55pm), S. Kitchen, A. Morris and B. Thomas

IN ATTENDANCE: Mrs L. Bruton (Acting Clerk), Cllr. R. Huffer (Shropshire Council) and 1 member of the public.

MINUTES

1. Apologies.

Members received and noted apologies for absence from Cllr. J. Yarnold due to attending another meeting and Cllr. A. Yarnold (Work Commitments)

2. Elections.

a) Appoint Chair and signing of Declaration of Office as Chair.

Cllr. Thomas proposed Cllr. Kitchen as Chair which was seconded by Cllr. Morris. There being no further nominations it was unanimously,

RESOLVED:

That Cllr. S. Kitchen was duly elected as Chair of Burford Parish Council for the period up to the Annual meeting of the Council to be held in May 2024.

Cllr. Kitchen duly signed the Declaration of Acceptance of Office in the presence of the Proper Officer.

b) Appoint Vice-Chair

Cllr. Morris proposed Cllr. Thomas for the appointment of Vice-Chair, which was seconded by Cllr. Kitchen. There being no further nominations it was unanimously,

RESOLVED:

That Cllr. Thomas be duly elected as Vice-Chair for Burford Parish Council for the period up to the Annual Meeting of the Council to be held in May 2024.

4. Declarations of Interest:

- a. Register of Interest. Councillors are reminded of the need to update their register of interests.
- b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

None

- c. To declare any Other Disclosable Interests in items on the agenda and their nature.

None.

- d. Written requests for the Council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

None requested.

Democratic Period / Public Time

Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting. **In accordance with Standing Orders democratic time shall not exceed fifteen minutes nor anyone speak for more than two minutes. All comments are to be directed to the Chair of the meeting.**

None

5 Minutes.

To approve the minutes of the Parish Council Meeting held on 13th April 2023.

Members considered the minutes of the Parish Council held on 13th April 2023.

It was proposed by Cllr. Thomas seconded by Cllr Morris and unanimously,

RESOLVED:

The minutes of the meeting of Burford Parish Council held on 13th April 2023 were confirmed as a true and accurate account of the meeting. The minutes were duly signed by the Chair as a true and correct record of the proceedings.

6 Council's Policy Documents.

Members received the Standing Orders, Financial Regulations, Risk Assessment, Asset Register, Code of Conduct for review. There being no amendments it was unanimously,

RESOLVED:

Council agreed to adopt the following policy documents:

- (i) Standing Orders**
- (ii) Financial Regulations**
- (iii) Risk Assessment**

- (iv) **Asset Register**
- (v) **Code of Conduct**

7 Finance.

a) Bank Reconciliation 5th May 2023.

Members received the bank reconciliations for the period ending 5th May 2023.

The account balances as at 5th May 2023 were confirmed as:

Current Account - £32,778.74
Deposit Account - £26,789.85

It was proposed by Cllr. Thomas seconded by Cllr. Morris and unanimously,

RESOLVED:

To confirm and note that the Council bank accounts had been appropriately reconciled to the period 5th May 2023.

b) Receipts, Payments up to 22nd May 2023.

The schedule of payments and receipts was examined by Members.

It was proposed by Cllr. Thomas seconded by Cllr. Morris and unanimously

RESOLVED:

To approve the schedule of payments and note the Precept received from Shropshire Council.

c) Summary of Receipts and Payments Year to Date to 5th May 2023.

RESOLVED:

To note the receipts and payments summary to the period ended 5th May 2023.

d) To approve purchase of Metal Fido Dog waste bin and express delivery in Red for Boraston Lane and a Plaza Litterbin with ground fixings black or dark blue.

Following a discussion on the location of the waste bins, it was unanimously,

RESOLVED:

To purchase one Metal Fido Dog waste bin and a Plaza litterbin with ground fixings from Glasdon Limited at a cost of £500.00.

Cllr. Beaumont arrived at 7:55pm.

8 Resignation of Cllr. Hayley Griffin as Parish Councillor

The resignation of Cllr. Griffin was noted by Members. The Notice of Vacancy has been displayed, following the legal requirement and the Chair stated that the Council should be in the position to co-opt at the next Council meeting.

9 Planning

There were no planning application consultations to be considered.

It was noted that the planning application relating to Archers Way had been approved.

10 Reports from Representatives:

- a. Shropshire Unitary Councillor (response to questions raised for a response)

Report provided at the Annual Parish Meeting

- b. Village Hall update

Details in Annual Parish Report.

- c. Police Report

No report was received from the Safer Neighbourhood Police Team.

It was noted that the team are undertaking monthly speed checks.

11 Progress Reports

Jubilee Bench

The funding for the Platinum Jubilee bench has been agreed however the bench has yet to be ordered from David Ogilvie Engineering Ltd.

12 Responsible areas

- a. Playground

- i. Repairs

Cllr. Kitchen requested a quotation for works required on the play area as recommended in the RoSPA inspection report. The works included repairs to fencing, the spring on the gate, cutting bolts on the sign and replace rotten wood on the balance bar.

A quotation of £150.00 plus VAT had been received from MTM Contracting Ltd. If it is not possible to repair the gate spring, the cost to replace the spring will be an additional £230.00 plus VAT.

It was noted that this will be a finance item to be considered at the next meeting.

The Chair stated she had cleared the moss from under the play equipment however a small area with graffiti requires cleaning.

ii. New items & Grants

It was noted that a lottery grant application could now be submitted to fund further works in the play area.

iii. General maintenance

No update.

iv. Regular Checks

No update.

v. Grass Play Area

No update.

b. Lighting

No update.

c. Bins & Dog Fouling

Funding for two new bins agreed under agenda item 7d.

14 The King's Coronation

A tree has been planted to commemorate the King's Coronation on Monday 8th May at the Junction of Boraston Drive and Boraston Lane. The Chair stated that there was a good turnout for the ceremony and once the tree is established the tree should be visible from the A456.

15 Neighbourhood Plan Update

The Chair stated she had spoken with the Chair of the Neighbourhood Plan Group who is currently reviewing the documentation. A meeting will be arranged shortly, with the Chair, Cllr. Kitchen and Cllr. Beaumont to attend and represent Burford.

16 Any Urgent Items not covered elsewhere on the agenda.

The Clerk (Mrs. Hirst) has reported to the Chair that there is an issue with outstanding payments for the footway lighting electricity. This is due to the direct debit being cancelled and not being reinstated correctly. It is anticipated that the issue will be resolved in June.

17 Councillors reports and items for future agenda.

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

- Maintenance quotation for play area
- Update on roads and pavement issues
- Location of pedestrian crossing

18 Date of next meeting.

Thursday 29th June 2023 at 7pm

Meeting Closed at 8:15pm

Signed:

Date: