

Burford Parish Council

DRAFT Minutes of Burford Parish Council meeting held at Burford Village Hall on 10th August 2023 at 7.00pm

Present Cllrs Kitchen (Chair) Thomas, Yardley, Morris, Lynda Hickling, 1 Vacancy.

In attendance: C Hirst (Clerk)

1. **Apologies for absence:**

Absent: Shropshire Councillor Huffer. Parish Cllr. Beaumont

2. **Declarations of Interest and Dispensations:** The Council will receive disclosures of pecuniary and personal interests from Councillors on matters to be considered at the meeting. None

The meeting was suspended for Public Session.

No questions raised.

3. **Accept and approve the minutes of meeting 29th June 2023.** Cllr. Hickling reported that Item 10 Boraston Drive should read Boraston Lane. Proposed Cllr Thomas and Seconded by Cllr Yardley that the Minutes of 29th June 2023 be approved subject to correction . All in favour.

4. **Finance:**

a. **To consider the Formal Bank Reconciliation for year end to 8th August 2023.** Noted

b. **To consider the Budget Monitoring Report to 8th August 2023** Noted.

c. **To Consider list of due payments to 10th August 2023.** Cllr. Kitchen Proposed and Cllr. Hickling Seconded that all payments be approved. All in favour.

| | Payments List | Aug 10th 23 | |
|-------------|------------------------------------|--|------------------|
| Date | Recipient | Details | Amount |
| 02/07/2023 | C Hirst | Clerk expenses x 2 meeting (meetings 6 weekly) | £ 91.90 |
| 03/07/2023 | Burford Village Hall | Hall hire | £ 26.00 |
| 04/07/2023 | YU Energy | Streetlight energy | £ 31.38 |
| 04/07/2023 | YU Energy | Streetlight energy | £1,076.47 |
| 06/07/2023 | Glasdon | Litterbins | £ 367.73 |
| 11/07/2023 | MTM Contracting Ltd | Grass Cutting June & 1 cut July | £ 852.00 |
| 19/07/2023 | C Hirst | July Salary | £ 461.45 |
| 19/07/2023 | HMRC | July Tax | £ 115.40 |
| 08/08/2023 | YU Energy | Streetlight energy | £ 32.15 |
| 08/08/2023 | YU Energy | Streetlight energy | £1,106.36 |
| 08/08/2023 | PKF Littlejohn | Ext Audit | £ 252.00 |
| | TOTAL Payments for approval | | £4,412.84 |

d. **Notice of the Conclusion of External Audit with PKF 2022/23.** The clerk reported that the external audit had now concluded and that there was nothing picked up by external audit for the year 2022/23. The notice has been uploaded to the PC website.

5. **Planning:**

- 23/23/02125/FUL - Proposed Residential Development Land East of Stepside, Boraston Lane, Burford, Shropshire - Erection of 1No dwelling, formation of vehicular access – Withdrawn.
- 23/03219/FUL - 1 Dean Park Cottage- Erection of Front Single Storey Extension- CONSULTATION to 1st September 2023. Councillors to look at the planning application and feed comments to Cllr. Thomas and be collated by Cllr. Thomas and sent to the Clerk to upload to planning portal.

- 23/03332/FUL - 41 Stanbrook Road- To construct a new brickwork leaf over the existing concrete panels and to form a new pitched roof over the single storey side extension with new doors to lean-to – CONSULTATION to 7th September 2023. Councillors to look at the planning application and feed comments to Cllr. Thomas and be collated by Cllr. Thomas and sent to the Clerk to upload to planning portal.

6. Reports from Representatives:

a. Shropshire Unitary Councillor (Cllr. Huffer) The questions below were sent to Cllr. Huffer for an update.

Emails were circulated prior to the meeting with updates.

b. Village Hall update – (Cllr. Morris)

The hall continues to be making steady process in all areas mainly focusing on Health and Safety and Maintenance. The committee are planning more fund-raising events such as another quiz night and a fashion show.

The Committee have discussed concerns around the longer-term maintenance plan for the car park with the extra use since the school have added a rear entrance to the school with parents using the car park to drop and collect their children to and from school.

c. Police Report – report circulated.

7. Projects.

a. Jubilee Bench report – (Cllr. Kitchen)

I have emailed company to see if the benches are still available but have not heard back from them.

8. Responsible areas.

a. Playground –Cllr Thomas and Cllr Yardley report

There is nothing to report as all the repairs to be carried out have been noted and there is no change. We await the timing of the commencement of the work. We will liaise with Cllr Kitchen during the meeting.

b. Lighting – to report any lights that are out to be repaired before the autumn.

I am aware that there are some lights out and with someone else will collate the information with what 3 words and give to the Clerk to inform Prysmium

c. Bins & Dog Fouling – (Cllr. Kitchen report)

New bin has been put up on Boraston lane and county council are waiting for key so it can be emptied unfortunately I have mislaid it so I have ordered a new one. I will inform them when it has arrived.

9. Neighbourhood Plan

Date of 14th September has been set for a meeting.

10. Wall on Boraston Lane in poor condition.

Cllr. Kitchen has spoken to one of the owners to check their deeds. The occupiers say it is not on their deeds.

11. 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. **NONE.**

None.

12. Correspondence for information – All correspondence circulated on receipt by the clerk and where appropriate has been added to the agenda.

13. Report on urgent decisions since last meeting –. None

14. Confirm next meeting date 21st September 2023 which will be an Ordinary meeting of the Parish Council.

meeting closed 7.40pm