

Burford Parish Council

DRAFT Minutes of Burford Parish Council meeting held at Burford Village Hall on 13th April 2023 at 7.00pm

Present Cllrs Kitchen (Chair) Thomas, Yarnold, Yardley, Beaumont,

In attendance:

1. **Apologies for absence** Cllr. Griffin, Cllr. Morris
Absent: Shropshire Councillor Huffer.
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 23rd February 2023 Cllr. Yardley
Proposed and Seconded by Cllr. Yarnold that the Minutes of 23rd February 2023 be approved. All in favour.
4. **Finance:**
 - a. **To consider the Formal Bank Reconciliation for year end to 31st March 2023.** Noted
 - b. **To consider the Budget Monitoring Report to 1st April 2023** Noted.
 - c. **To Consider list of due payments to 13th April 2023.** Cllr. Kitchen Proposed and Cllr. Thomas Seconded that all payments be approved. All in favour.

Thomas Seconded that all payments be approved. All in favour.

	Payments List	April 13th 23	
Cheque No.	Recipient	Details	Amount
BACS	C Hirst	March Pay	£ 461.65
BACS	HMRC	March Tax	£ 115.20
BACS	YU Energy	Streetlight energy March	£ 94.77
		Clerk expenses to 13th April	
BACS	C Hirst		£ 116.30
BACS	Burford Village Hall	Hall Hire	£ 12.00
BACS	DM Payroll Services Ltd	Internal Audit	£ 100.00
		National Insurance from 2022/23	
BACS	HMRC		£ 11.74
BACS	YU Energy	Streetlight energy March	£ 43.39
	TOTAL Payments for approval		£ 955.05

Receipts received

10/02/2023	HMRC	VAT reimbursement	£1,351.00	2023 / 24
		TOTAL	£1,351.00	

- d. To consider the Annual Accounts & Annual Governance and Accountability Return Part 3: from April 1st, 2022, to 31st March 2023
 - (i) To Approve the Annual Audited Accounts from April 1st, 2022, to 31st, March 2023 as Audited by Internal Auditor Mrs Diane Malley. Cllr. Kitchen Proposed and Cllr. Yardley Seconded that the Annual Accounts be approved. All in favour.
 - (ii) Proposal to consider Section 1 2022/23. Cllr. Kitchen Proposed and Cllr. Beaumont Seconded that the Section 1 Annual Governance Statement be approved. All in favour.
 - (iii) Proposal to consider Section 2 2022/23. Cllr. Kitchen Proposed and Cllr. Seconded that the Section 2 Annual Accounting Statements be approved. All in favour.

Accounts & Audit regulations 2015

(iv) Consider Internal Auditor's Report & Recommendations (circulated) including restating box 8 for 2021/22 from zero to £36,494 which was mistakenly submitted by the previous Clerk and Item G which I have written to Marion at our Payroll Services and this is now resolved. Cllr. Kitchen Proposed and Cllr. Thomas Seconded that the Internal Auditors report and recommendations be approved. All in favour. The Clerk will write to AGAR PKF to restate Box 8 2021/22.

(v) To consider the period of dates for the Exercise of Public Rights 2022/23. The Parish Council agreed that the period of dates for the Exercise of Public Rights be set as Monday 5 June – Friday 14 July 2023. Cllr. Kitchen Proposed and Cllr. Yarnold Seconded that the period of dates for the Exercise of Public Rights 2022/23 be approved. All in favour.

- e. To approve the Grounds Maintenance contract for the next 3 years and tender arrangements. A tender Grid from 3 contractors was circulated for discussion prior to the meeting. Cllr. Kitchen Proposed and Cllr. Yardley Seconded that MTM Contracting Ltd be appointed for 3 years from April 2023. All in favour. The clerk will write to other contractors to let them know the outcome.
- f. To consider amending the 2023/24 budget from £6500 for streetlight Energy to £22,000 following review of streetlighting and new contract. Cllr. Kitchen Proposed and Cllr. Beaumont Seconded that the budget be reviewed for streetlight energy from £6500 to £22000. All in favour.

5. Planning:

23/01292/FUL- PP-11915215- Orchard Leigh Archers Way Burford Tenbury Wells Shropshire WR15 8LB- Proposed demolition and rebuild including extension of existing garage and link together with internal alterations – CONSULTATION. The Parish Council decided that a comment on this application was not necessary.

6. Reports from Representatives:

a. Shropshire Unitary Councillor (Cllr. Huffer) The questions below were sent to Cllr. Huffer for an update. ***No response received and Cllr. Huffer was not in attendance to update Councillors.***

Cllr. Thomas raised the awful condition of the road from Teme Bridge along to the end of the 40-mph speed limit, the road towards Kidderminster?

The potholes are becoming more prevalent and dangerous. Cllr. Huffer expressed his disappointment at the state of these roads.

Cllr. Griffin previously asked if Cllr. Huffer could look into providing the School with signs about parking. The parking is getting worse at school with people parking on the junction and on the nonclear zig zag lines which Cllr. Kitchen and I have reported and yet to hear back.

b. Village Hall update – (Cllr. Morris)

We have installed a new cooker to replace the old one that was deemed unsafe for the building.

We have increased our hire charges to £13 per hour for confirmed regular bookings and £15 per hour for one off bookings.

The hall has recently had a fire risk assessment and the committee will look to implement any recommendations.

We have lost the line dancing group on a Thursday evening due to a lack of interest shown in the group.

The new committee are hosting our first easter quiz night to try and support the hall with fund raising.

The AGM is due this month.

The committee are continuing to try and find ways of future proofing the hall and raising much needed funds to support projects.

c. Police Report – No report received.

7. Projects.

a. Jubilee Bench report – Bench not yet ordered. Cllr. Kitchen to investigate and present the finances for the next meeting.

8. Responsible areas.

a. Playground – (Report below from Cllr. Griffin)

Park:

I'm still struggling to carry out inspections alone.

I don't have tools to tighten bolts.

From the park inspection that was carried out I would like to point out what needs to be fixed as part of the report. Some of these are low risk, some are medium.

- Fence broken, needs welding or bolting.
- one gate is welded shut.
- spring broken on the gates.
- Post by the park with a dog poo sign has a bolt that is too long and needs cutting back.
- An information sign (dog poo) displaying (all) the minimum information is not provided at equipment facilities in an easily conspicuous form.
- Broken bench, sharp edges - replace back of bench.
- Bottom of the slide has holes and dips from where it was removed. This needs filling or removing.
- Balance beam has recently been fixed but has been picked up the one beam is rotting and needs replacing (under the beam that was replaced)
- rope climb - bold cover missing needs replacing as the bolt is on show.
- moss growing under the rope climb - needs removing as slippery.
- ropes are kinked and twisted again - tLegs are also slightly loose in the ground.
- graffiti on the inside of the tyres.

b. Lighting – (Cllr. Kitchen report)

I carried out an audit of our current light for the new supplier. I found that we had 1 less light that was on the inventory. I gave this information to Prysmian who mend our streetlights for them to update the inventory to be sent to the current supplier. This has all now been completed and hopefully we are now being billed correctly. In future we have 3 months to update our records with western power.

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

We need to order a new bin for the village hall as previously reported, I was stopped by a resident if we could put an additional dog bin up along the Boraston Lane, I put it back to him to suggest the ideal place for this bin. I am not sure how we go about getting it emptied as the others are.

9. To discuss the King's Coronation and any plans to commemorate. (Cllr. Kitchen report)

I have emailed FP Matthews re a donation of a tree to recognise the forthcoming coronation. Cllr. Yarnold to explore further possibilities for donations.

10. Neighbourhood Plan

No date has been set yet for a meeting.

We need one other councillor to go on the group from Burford PC

I have documentation re the work that has been done previously if anybody wants to read it. Cllr. Beaumont agreed to become the second representative.

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.

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

All other correspondence was for information and noting. Letters from the school regarding plastic recycling bins required for the school. Cllr. Beaumont will let the school know to contact Shropshire County Council.

13. Report on urgent decisions since last meeting –. The Clerk has completed year end accounts and Internal Audit and will now submit the AGAR 2022/23 to PKF for external audit and the required information on the PC website.

14. Confirm next meeting date 18/05/2023 which will be the Annual Parish Meeting and AGM of the Parish Council.

meeting closed 8.16pm