

BURROUGH GREEN PARISH COUNCIL

Clerk: Karen Peck, email: clerk.bgpc@ymail.com

Chair: Ansa Khan, email: ansa911@hotmail.com

NOTICE OF MEETING: Annual Meeting of Burrough Green Parish Council
TIME: 7pm
DATE: Tuesday 18th May 2021
VENUE: Brinkley Village Hall for Parish Members ONLY
The Parish Council would request for members of the public, press and speakers to attend remotely if possible. Please contact the Parish Clerk

The Parish Meeting link is Meeting ID: 84777496647 Passcode: 828596 if you wish to raise any points within Public Participation, we ask that these are sent to the Parish Clerk 48 hours prior to the meeting.

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

MEMBERS	6
VACANCIES	1
QUORUM	3

AGENDA

- | | |
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| 180521/1 | TO ELECT OF CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE |
| 180521/2 | TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE |
| 180521/3 | TO RECORD APOLOGIES FOR ABSENCE |
| 180521/4 | MEMBERS' DECLARATIONS OF INTEREST |
| 180521/5 | TO SIGN AND APPROVE MINUTES OF MEETINGS OF:
Full Parish Council Meeting 11 th January 2021 and 22nd March 2021 |
| 180521/6 | TO NOTE COUNCILLOR RESIGNATION |
| 180521/7 | OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes)
At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chair |
| 180521/8 | TO APPROVE AND ADOPT THE STANDING ORDERS |
| 180521/9 | TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS |
| 180521/10 | TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES |
| 100521/11 | TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS |
| 180521/12 | INTERNAL AUDIT REPORT 2020/21 TO BE ACCEPTED AND APPROVED |

- 180521/13 **AGAR 20/21: EXTENAL AUDIT CERTIFICATE OF EXEMPTION**
- 180521/14 **AGAR 20/21: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**
- 180521/15 **AGAR 20/21: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**
- 180521/16 **APPOINTMENT OF INTERNAL AUDITOR 2021/22**
- 180521/17 **MATTERS ARISING**
1. Delegation Scheme – Appendix 1 to be approved.
 2. Westley Waterless Junction – update from last meeting
 3. Footpaths – update from last meeting
 4. Dog Waste Bins – update from last meeting
 5. Eco Initiatives Update – Green-Pond Update
 6. Parish Council Website – to discuss website provider/quptations and approve the transfer.
 7. Laptop Purchase – to agree the purchase for the Parish laptop and necessary equipment
 8. Play Area Annual Inspection Report- to discuss the repairs needed and note actions taken.
 9. Repair to swings – to discuss quotations and agree a resolution
 10. Tree Works – update from last meeting
 11. Reading Room Management Agreement – update if available
 12. Bin on Gypsy Lane – update from last meeting
 13. Scribe – to approve the quotation and implementation of accounting system.
 14. Red Shoes Accounting – to approve the use of Redshoe’s Accounting for payroll services.
 15. Online Banking – to add new Clerk and Councillor Rusk to Lloyds Account with online access and to give Councillor Khan, Way, and Penhaligan online banking access status.
 16. Speeding in Burrough Green – to discuss
 17. MVAS maintenance – to discuss quotations
 18. Refurbishment of White Gate and Footpath Map Board - to discuss
- 180521/18 **PLANNING**
TO DISCUSS:
21/00576/LBC Brook End Westley Waterless, Newmarket
Proposed replacement windows – No comment response recorded
- UPDATES:**
21/00221/FUL 4 Brinkley Road, Burrough Green
Ground Floor side extension – APPROVED
21/00416/TPO Quercus, Bradley Road, Burrough Green
T1 – Poplar – Reduce crown spread by up to 4 metres - APPROVED
- 180521/19 **FINANCE**
1. To approve payments and Bank Reconciliation up to 26th February 2021
 - a) Online Payments:
 - b) Direct Debits Made:
 - c) Income
- No further accounting details available at this time due to Clerk change over and banking access updates
- 180521/20 **DIARY DATES -TBC**

13th May 2021

K Peck

Karen Peck

Clerk & Responsible Finance Officer

Burrough Green Parish Council