

BURROUGH GREEN PARISH COUNCIL

Clerk: Karen Peck, email: clerk@burroughgreenparishcouncil.org.uk

Chair: Tom Rusk

NOTICE OF MEETING: Annual Meeting of Burrough Green Parish Council
TIME: 7.30pm
DATE: Tuesday 7th May 2024
VENUE: Reading Room

MEMBERS 5
VACANCIES 2
QUORUM 3

MINUTES

Present: Councillor Rusk (TR), Batting (MB) and Way (GW). District Councillor Lay (JL) and District and County Councillor Sharp (AS). One member of the public.

070524/1 TO ELECT OF CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE

It was unanimously **RESOLVED** to elect Councillor Rusk as Chairman for the coming year. Councillor Rusk signed the Acceptance of Office as did the Proper Officer.

Proposed GW Seconded MB

070524/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE

It was unanimously **RESOLVED** to elect Councillor Batting as Vice Chairman for the coming year. Councillor Batting signed the Acceptance of Office as did the Proper Officer.

Proposed TR Seconded GW

070524/3 TO RECORD APOLOGIES FOR ABSENCE

Councillor Khan – work commitments. Apologies accepted.

070524/4 MEMBERS' DECLARATIONS OF INTEREST

GW - village green

070524/5 TO RECEIVE DISTRICT AND COUNY COUNCIL REPORTS

County and District Councillors provided and Annua Report in the Annual Parish Meeting. AS advised, he is still progressing developments on 23/00450/FUL.

070524/ 6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

It was unanimously **RESOLVED** to approve the Full Parish Council Meeting minutes of 18th March 2024 as a true and accurate record of the meeting. Motion carried.

Proposed TR Seconded MB

070524/7 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
No matters were raised.

070524/8 TO APPROVE AND ADOPT THE STANDING ORDERS

Having review the Standing Order it was unanimously **RESOLVED** to approve them. Motion carried.

Proposed TR Seconded MB

070524/9 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS

Having reviewed the Financial Regulation (2024) it was unanimously **RESOLVED** to approve them.
Motion carried.

Proposed TR Seconded MB

070524/10

TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES

Having reviewed the Council's Policies and Procedures it was unanimously **RESOLVED** to approve them. Motion carried.

Proposed TR Seconded MB

070524/11

TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS

Having reviewed the Standing Orders, it was unanimously **RESOLVED** to approve them. Motion carried.

Proposed TR Seconded MB

070524/12

INTERNAL AUDIT REPORT 2023/24 TO BE ACCEPTED AND APPROVED

Having reviewed the Internal Audit Report for 2023/24 it was unanimously **RESOLVED** to approve the report. Motion carried.

Proposed TR Seconded MB

070524/14

AGAR 23/24: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED

It was unanimously **RESOLVED** that statements 1-8 in the Annual Governance statement for 2023-24 should be answered "YES", statement 9 should be answered "N/A" and the document should be approved by council. The document was signed by the Chairman and the Clerk.

Proposed TR Seconded MB

070524/15

AGAR 23/24: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED

The Council considered the Accounting Statement 2023-24 as circulated to all councillors. It was unanimously agreed it should be approved. The document was signed by the Chairman and the Clerk.

Proposed TR Seconded MB

070524/16

APPOINTMENT OF INTERNAL AUDITOR 2024/25

It was unanimously **RESOLVED** to appoint S & J Accounting as the Internal Auditor for 2024-25.

Proposed TR Seconded MB

070524/17

MATTERS ARISING

a) Maintenance Report and update

A full monthly maintenance report was circulated to all prior to the meeting. A budget spends of £150 was approved for minor works required. The Annual Play Area Inspection has also been received and there were no matters for action and monitoring of the basket swing.

Proposed TR Seconded MB

b) Pond Update

MB updated on several site visits and the council discussed work specification. It was agreed to arrange another site visit for all Councillors in May/early June to finalise the specification.

c) CAPALC Affiliation Renewal

It was unanimously **RESOLVED** to renew the affiliation to CAPALC for £293.75.

Proposed TR Seconded MB

d) Update on playpark lease registration Land registry/Trustee ID

No update given.

e) Westley Green Proposal

No updated given.

070524/18

PLANNING

TO DISCUSS:

None

COMMENTS MADE/ AWAITING DECISION

24/00178/TRE Croft Cottage, Bradley Road, Burrough Green

T1 Cedar – Fell or heavily reduce. Tree is touching property and too close to property. T2 Prunus – reduce by 3m all round, T3 Hazel – Coppice to ground level – Approved

23/01388/FUL Long House, Church Lane, Burrough Green

Single storey side extension, garden pergola, swimming pool, driveway entrance gates and revocation work to existing cladding

With amendment to original application – Change of description to include swimming pool, Updated Design and Access statement – Approved

23/00450/FUL Site to the west of 1 – 20 Sheriff Court

Amendment involving – provision of a construction Environmental Management Plan

Construction of 5no. 1.5 storey, detached dwellings with detached garage

Amendment - Alterations to position of plots 1 and 5, Reorientating of plot 2 garage, alteration of plot 2,3,4,5 glazing, provision of ecology report and updated Design and Access Statement – pending consideration

23/01062/FUL The Old stable at the Folly, London Road, Six Mile Bottom

Change of use of redundant stables to residential to form an extension to the existing dwelling with internal and external alterations, associated works and infrastructure – Refused

070524/19

FINANCE

1. To approve payments and Bank Reconciliation up to April 2024

a) Online Payments:

Scribe - Accounts Package Renewal £207.36

S J Alexander – Internal Audit £65.00

HMRC, Wages and Expenses £379.26

Burrough Green Archives - donation £25.00

b) Direct Debits Made:

None as of issue date

c) Income

None as of issue date

All payments and bank reconciliation were **APPROVED** unanimously.

Proposed TR Seconded MB

070524/20

CO-OPTION OF PARISH COUNCILLOR

The Council were delighted to have received and application for co-option from Mr Alex Monks and Alex was asked to introduce himself to Council. The Council agreed unanimously to APPROVE his application and Mr Alex Monks was duly co-opted as a Parish Councillor for Burrough Green.

Proposed TR Seconded MB

070524/21

DIARY DATES – 15th July 2024 7pm

Meeting closed at 20.04

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K Peck

Karen Peck

Clerk & Responsible Finance Officer

Burrough Green Parish Council

Dated:15.7.2024

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T Rusk

Tok Rusk

Chairman

Burrough Green Parish Council