



Agendas and Minutes can be viewed on the Burton Agnes Parish Council website

Scan the QR code to view the website

Burton Agnes Parish Council

Contact Details:

Email: burtonagnesclerk@gmail.com Tel. No. 07840 800614

Chair: Mr Clive Neale

Clerk: Mrs Su Todd

Councillors are hereby summoned to attend the Annual Parish Council Meeting of Burton Agnes Parish Council on Monday 13 May 2024 at 7:30pm at Burton Agnes Sports Club. The meeting will consider the items set out below on the Agenda.

Please acknowledge receipt of this document, and confirm your attendance. If you are unable to attend, please forward your apologies to the Clerk with the reason for absence.

S Todd

Clerk to Burton Agnes Parish Council

Date: 1 May 2024

All Parish Council Meetings are open to the Public and Press

Members of the Public who wish to speak at the meeting are requested to contact the Clerk no less than 5 working days prior to the meeting.

AGENDA

1. Election of Chair and Vice-Chair, Co-option of Councillors

- 1.1 To elect a Chair for 2024-2025 and receive the Chair's Declaration of Acceptance of Office.
- 1.2 To elect a Vice-Chair for 2024-2025.
- 1.3 Council to receive any applicants for co-option to the Council and to co-opt new members as agreed.

2. Acceptance of apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

3. Declarations of interest, members to declare any interest they may have in agenda items (Disclosable Pecuniary Interests)

4. **To receive and sign the minutes of the Annual Parish Council meeting held on the 8 April 2024** (distributed via email 1 May 2024).

5. Planning

Planning Applications:

(a) **24/00990/PLF** – Installation of air source heat pump unit in the rear garden of stable block building at Coach House Café, Burton Agnes Hall, Hall Road, Burton Agnes, for Burton Agnes Preservation Trust.

Circulated via email 29/04/2024. Comments deadline 17/05/2024.

(b) To consider, discuss and agree actions on any planning applications received between the publishing of this agenda and the meeting.

Planning Decisions, Appeals and Updates:

(a) **24/00310/STVARE** – Variation of Condition 2 (Green Link cable route to Fraisthorpe).

To receive an update from Cllr Denise Howard regarding S106 agreements.

(b) **23/00041/REFUSE** – Retrospective application at Land East of Stray Cat Cottage.

To receive an update from Cllr Denise Howard regarding any action planned with regard to removal of constructions erected without planning permission.

6. Finance

(a) Council is asked to approve the accounts for April 2024 to May 2024. Details will be provided at the meeting.

(b) To consider and agree whether to apply for the ERYC D-Day 80 Community Fund available for grants of up to £500.00.

(c) To note that a VAT reclaim has been submitted for a total of £1,149.44.

(d) To consider and agree request from Clerk for contribution of £32.70 (split with other councils) towards membership renewal of SLCC (total cost £188.00), and to give authorisation to the Clerk to pay the invoice when due.

(e) To approve the asset register.

(f) To update bank signatories following any changes of council members.

(g) Approval of Annual Governance and Accountability Return 2023/24/

1. To consider and sign the Certificate of Exemption – AGAR 2023/24 Form 2, page 3.

2. To receive and consider any actions of the Annual Internal Audit Report 2023/24, page 4.

3. To approve and sign Section 1 – Annual Governance Statement 2023/24, page 5.

4. To approve and sign Section 2 – Accounting Statements 2023/24, page 6.

5. To consider and approve the Analysis of Variances.

6. To consider and approve the Bank Reconciliation.

7. To consider and approve the Period of Exercise of Public Rights 17/06/2024 – 26/07/2024.

7. Review of the Organisation and Procedures of the Council

To consider and review the current organisation of the Council and determine any changes required. The review to include the following:

1. Delegation arrangements to the Clerk

2. Standing Orders of the Council

3. Financial Regulations

4. Code of Conduct (all councillors to sign to say they have read and abide by)

5. Current organisation of Committees/Working Groups

8. King's Portrait

A free copy of the King's portrait has been received. To consider and agree where to place or consider donating to a local community venue.

9. Emails Received and Forwarded to Councillors

29/04/2024 – ERYC D-Day 80 Community Fund

29/04/2024 – ERYC Town & Parish Councillors' Bulletin

29/04/2024 – ERYC Notice of Temporary Road Closure Moor Lane Level Crossing

29/04/2024 – ERYC ASB Report

29/04/2024 – ERYC 24/00990/PLF Planning Application

29/04/2024 – ERYC Support re Legacy Funeral Directors

10. Date and time of next meeting

29 July 2024