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Burton Agnes Parish Council

Email: burtonagnesclerk@gmail.com Tel. No. 07921 852217

Chair: Mrs Liz Sellers

Clerk: S Todd

Councillors are hereby summoned to attend the Annual Parish Council Meeting of Burton Agnes Parish Council on Monday 19 May 2025 at 7:00pm 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: 14 May 2025

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

1.1 To elect a Chair for 2025-2026 and receive the Chair's Declaration of Acceptance of Office.

1.2 To elect a Vice-Chair for 2025-2026.

CHAIR'S WELCOME AND MEETING INFORMATION

Welcome to this meeting of Burton Agnes Parish Council. Members of the public have the right to attend parish council meetings as observers. Participation is not a statutory requirement and is granted at the discretion of the Chair or by prior arrangement with the Clerk. Members of the public may only speak or ask questions when invited by the Chair and within the time limits set.

2. APOLOGIES

To note apologies.

3. DECLARATIONS OF INTEREST

Members to declare any interest they may have in agenda items (Disclosable Pecuniary and Non-Pecuniary Interests).

4. APPROVAL OF MINUTES

4.1 To receive and sign the minutes of the Full Annual Parish Council meeting held on the 18 March 2025 (distributed via email 14 April 2025).

4.2 To receive and sign the minutes of the Extraordinary Parish Council meeting held on the 28 April 2025 (distributed with this agenda).

5. PLANNING

5.1 Planning Applications:

5.1.1 25/01202/TCA – BURTON AGNES CONSERVATION AREA – Crown reduce 1 no. Lime tree (T1) by reducing limbs overhanging children's play equipment by 3-5 metres; Crown reduce 1 no. Sycamore tree (T2) by reducing limbs overhanging children's play equipment by 4 metres; Fell 1 no. Ash tree (T3) due to extensive basal decay and ash die-back diseases at Burton Agnes Hall, Hall Road, Burton Agnes, for Mr Jeremy Palmer.

Circulated via email 12/05/2025. Comments deadline 22/05/2025.

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

5.2 Planning Decisions, Appeals and Updates:

5.2.1 To consider any notices of decisions, appeals and updates on planning applications received between the publishing of this agenda and the meeting.

6. FINANCE

6.1 Approval of Accounts

6.1.1 To approve the Financial Statements.

6.1.2 To discuss and agree amounts to be moved into General and Earmarked Reserves.

6.1.3 To approve the Asset Register.

6.1.4 Update bank signatories following any changes of council officers.

6.2 Approval of Annual Governance and Accountability Return 2024/2025

6.2.1 To consider and sign the Certificate of Exemption – AGAR 2024/25 Form 2, page 3.

6.2.2 To receive and consider any actions of the Annual Internal Audit Report 2024/25, page 4.

6.2.3 To approve and sign Section 1 – Annual Governance Statement 2024/25, page 5

6.2.4 To approve and sign Section 2 – Accounting Statements 2024/25, page 6.

6.2.5 To consider and approve the Explanation of Variances.

6.2.6 To consider, approve and sign the Bank Reconciliation.

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

6.3 SLCC Membership Renewal

To agree the continued Membership of the SLCC (Society of Local Council Clerks) at a cost of £34.20 (split with other councils) towards the renewal cost (total is £190) and give authorisation for the Clerk to pay the invoice.

6.4 Payroll Services

To note the increase of £3.00 per quarter (from £16.50 to £19.50) by the payroll provider to commence from 01/04/2025.

6.5 New Contact Number

To note the change of the Council's contact number which is now 07921 852217. This number is shared with Burton Agnes Parish Council.

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:

7.1 Delegation arrangements to the Clerk

7.2 Standing Orders of the Council

7.3 Financial Regulations

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

7.5 Current organisation of Committees/Working Groups

8. PLAY PARK REPAIRS AND REFURBISHMENT

To discuss and agree a plan for the refurbishment and improvement to the play park.

9. MOVING OF BENCH AND LITTER BIN IN GRANSMOOR

Councillor Palmer would like to discuss this matter.

10. RUDSTON ROAD STREET LIGHTS

Councillor Palmer would like to discuss this matter.

11. BURTON AGNES DEFIBRILLATOR

Councillor Palmer would like to discuss this matter.

12. EMAILS RECEIVED AND FORWARDED TO COUNCILLORS

17/03/2025 – ERYC HEY LNRS Webinars

17/03/2025 – ERYC Design Code

18/03/2025 – ERYC Notice of Road Closures

18/03/2025 – ERYC Notice of Speed Restrictions

26/03/2025 – Orsted Community Benefit Funds Spring Newsletter

07/04/2025 – ERYC Surface Dressing of Roads 2025

09/04/2025 – Humberside Police – Communities Better Together Event 2025

14/04/2025 – Ron Bailey, Update on Lithium-ion Battery Safety Campaign

14/04/2025 – HWRA April Newsletter

22/04/2025 – Humberside Police Newsletter

23/04/2025 – ERYC Annual Town & Parish Council Planning Liaison Meetings

12/05/2025 – ERYC 25/01202/TCA Planning Application

13. DATE AND TIME OF NEXT MEETING

2 July 2025