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# Burton Agnes Parish Council

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Chair: Mrs Liz Sellers

Clerk: Mrs S Todd

Councillors are hereby summoned to attend the Annual Parish Council Meeting of Burton Agnes Parish Council on Monday 18 May 2026 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: 12 May 2026

**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**

Monday 18 May 2026, 7.00pm, Burton Agnes Sports Club

### **1. ELECTION OF CHAIR AND VICE-CHAIR**

- 1.1 To elect a Chair for 2026-2027 and receive the Chair's Declaration of Acceptance of Office.
- 1.2 To elect a Vice-Chair for 2026-2027.

### **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**

To receive and sign the minutes of a full council meeting held on the 16 March 2026 (circulated via email 21 April 2026).

## **5. REPORTS FROM WARD COUNCILLORS**

To receive any reports and updates from Ward Councillors present.

## **6. PLANNING**

### **6.1 Planning Applications:**

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

### **6.2 Planning Decisions, Appeals and Updates:**

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

### **6.3 Planning Training**

Cllrs. Bliss and Hill are booked to attend 'An Introduction to Planning', a free course provided by ERNLLCA on 03/06/2026. To discuss and agree if attending any of the other courses available would be of benefit to the council.

## **7. FINANCE**

### **7.1 Approval of Accounts**

**7.1.1** To approve the Financial Statements. Chair to sign bank/reconciliation/s.

**7.1.2** To approve the Asset Register.

**7.1.3** To update bank signatories following any changes of council members.

### **7.2 Approval of Annual Governance and Accountability Return 2025/2026**

**7.2.1** To consider and sign the Certificate of Exemption – AGAR 2025/26 Form 2, page 3.

**7.2.2** To receive and note the Annual Internal Audit Report – AGAR 2025/26, Form 2, page 4, and consider and agree any actions from the recommendations received.

**7.2.3** To approve and sign Section 1 – Annual Governance Statement 2025/26 – AGAR 2025/2026 Form 2, page 5.

**7.2.4** To approve and sign Section 2 – Accounting Statements 2025/26 – AGAR 2025/2026 Form 2, page 6.

**7.2.5** To consider and approve the Explanation of Variances.

**7.2.6** To consider, approve and sign the Year End Bank Reconciliation.

**7.2.7** To consider and approve the Period of Exercise of Public Rights 03/06/2026 – 14/07/2026.

### **7.3 Internal Auditor for 2026/2027**

To consider and agree the engagement of an internal auditor for 2026/2027. Any quotes received will be presented at the meeting.

### **7.4 SLCC Membership Renewal**

To consider and agree the continued membership of the SLCC (Society of Local Council Clerks) at a cost of £69.52 (split with another council) towards the renewal cost (total of £158) and give authorisation for payment of the invoice once received.

### **7.5 Training Budget**

To consider and approve that the Clerk may undertake any training identified as beneficial to their role and to the Council, without prior approval from Full Council, provided that the cost is met with the agreed training budget.

## **7.6 Payroll Payments**

To consider and approve the payment of the Clerk's basic monthly salary, including PAYE tax and National Insurance contributions, by standing order to streamline the payroll process. The salary will be paid in equal monthly instalments in accordance with NJC Green Book conditions. Any variations to the standard payment, including overtime, national pay awards or other adjustments, will continue to be presented to Full Council for approval as they arise.

## **8. REVIEW OF THE ORGANISATION AND PROCEDURES OF THE COUNCIL**

**8.1** The following policies have been sourced and amended and are presented to the Council for adoption: Data Protection Policy; Community Engagement Policy; Training and Development Policy.

**8.2** Quotes/updates on progress with regard to Assertion 10 will be presented at the meeting for a final decision on the provider.

## **9. PLAY PARK REPAIRS AND REFURBISHMENT**

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

## **10. MOVING OF BENCH AND LITTER BIN IN GRANSMOOR**

Councillor Palmer would like to discuss this matter.

## **11. DIGITAL INCLUSION**

**11.1** To consider the opportunity to apply for funding and participate in the Digital Inclusion for All (DI4A) programme, including the potential establishment or support of a local Digital Hub within Burton Agnes, and to assess whether this would provide a benefit to the community.

**11.2** To further consider and approve the Clerk's attendance at the East Riding Digital Inclusion Conference 2026 in order to gather information, explore partnership opportunities, and report back to Council.

## **12. COUNCILLORS' UPDATES AND REPORTS**

Councillors to advise of any issues raised and subsequently reported.

- Blocked drains at St Martins Close reported – to receive update.

## **13. CLERK'S UPDATE AND CORRESPONDENCE RECEIVED**

- CiLCA Units 2 and 4 passed with no referrals.
- The second-hand SIDS from Lydiard Millicent Parish Council have now been taken by another council.
- ERYC Notice of Rent Review for play park received.
- New noticeboards now installed - key holders and use of boards to be noted.

## **14. EMAILS RECEIVED AND FORWARDED TO COUNCILLORS**

07/04/2026 – ERNLLCA – East Riding District Committee Meeting 08/04/2026

08/04/2026 – Jane Evison Bridlington Local Community Lift information

13/04/2026 – Eastern Green Link 2 Public Information Events

13/04/2026 – ERNLLCA Meeting Slides

13/04/2026 – Wold Newton PC re Egdon Resources Planning Application

13/04/2026 – ERNLLCA Planning Training

14/04/2026 – Community Vision – Digital Inclusion Funding & Conference

14/04/2026 – Humberside Police April Newsletter

27/04/2026 – ERYC Public Consultation – Revised Planning Enforcement Plan 2026

05/05/2026 – ERNLLCA Newsletter April 2026

11/05/2026 – EGL2 construction works near Gransmoor commencing 11/05/2026

## **15. DATE AND TIME OF NEXT MEETING**

20 July 2026 7.00pm Burton Agnes Sports Club