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Burton Agnes Parish Council

Email: burtonagnesclerk@gmail.com Tel. No. 07921 852217
Chair: Mrs Gayle Cossins Clerk: Mrs S Todd

Councillors are hereby summoned to attend a Parish Council Meeting of Burton Agnes Parish Council on Monday 21 September 2026 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: 15 September 2026

All Parish Council Meetings are open to the Public and Press

AGENDA

Monday 21 September 2026, 7.00pm, Burton Agnes Sports Club

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.

PUBLIC PARTICIPATION

To receive comments or questions from members of the public. Each speaker may address the Council for up to **3** minutes, with a maximum of **15** minutes in total for this session at the Chair's discretion. The Council is not required to respond to matters raised, and no decisions will be made on issues that are not included elsewhere on the agenda.

1. APOLOGIES

To note apologies.

2. DECLARATIONS OF INTEREST

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

3. APPROVAL OF MINUTES

To receive and sign the minutes of the Parish Council meeting held on the 20 July 2026 (circulated via email 5 August 2026).

To receive and sign the minutes of the Extraordinary Parish Council meeting held on the 5 August 2026 (circulated via email 15 September 2026).

4. REPORTS FROM WARD COUNCILLORS

To receive any reports and updates from Ward Councillors present.

5. PLANNING

5.1 Planning Applications:

5.1.1 26/02214 – Change of use of former business office to holiday accommodation and siting of an additional holiday lodge with associated decking, hot tubs, parking and landscaping at Fairways, Main Street, Thornholme YO25 4NN for Mr Anthony Walker.

Circulated via email 01/09/2026. Comments deadline 19/09/2026.

5.1.2 To consider any planning applications received between the publishing of this agenda and the meeting.

5.2 Planning Decisions, Appeals and Updates:

5.2.1 To discuss the response from Ridge Clean Energy regarding the Community Benefit Fund and agree any further actions.

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

6. FINANCE

6.1 To approve the financial statements. Bank Reconciliations and Statements to be signed by a Councillor.

6.2 To discuss and agree to pay monthly invoices from CMB Computers by Direct Debit and for the Clerk to process the Direct Debit arrangements.

6.3 To note the updated Street Lighting SLA agreement from ERYC and for Clerk to sign the agreement on behalf of the council.

6.4 To discuss and agree any Grant Applications received.

7. REVIEW OF THE ORGANISATION

7.1 To review and approve the Standing Orders.

7.2 To review and approve the Financial Regulations.

7.3 To review and approve the Council's Code of Conduct, and for Councillors to confirm that they have read, understood and agree to abide by its provisions.

7.4 To review and approve the Civility and Respect Checklist and agree any actions.

8. PLAY PARK PROJECT

Cllr. Hill would like to discuss and agree next actions with regard to the Play Park.

9. COUNCILLORS' UPDATES AND REPORTS

To receive any updates and reports from Councillors.

10. CLERK'S UPDATE AND CORRESPONDENCE RECEIVED

To advise of any updates to ongoing matters, to advise of any correspondence received and agree any actions.

- Digital Inclusion Conference attended, information forwarded to Rev. Maxine with a view to discussing further.
- CiLCA Qualification completed and passed.

EMAILS RECEIVED AND FORWARDED TO COUNCILLORS

Attached as a separate document.

11. EXCLUSION OF PRESS AND PUBLIC

To consider resolving to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) for the next item(s) on the agenda as it relates to confidential or staffing matters.

12. RECOMMENDATIONS FROM STAFFING WORKING GROUP

To receive recommendations from the Staffing Working Group following the staff appraisal of the Clerk/RFO including update of Contract of Employment and review of pay scale banding.

13. DATE AND TIME OF NEXT MEETINGS

Monday 16 November 2026 7.00pm at Burton Agnes Sports Club