

BURTON AGNES PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF BURTON AGNES PARISH COUNCIL HELD AT BURTON AGNES SPORTS CLUB ON MONDAY 18 MAY 2026 AT 19:30PM

Present: Cllrs: L. Harrison (Chair), G. Cossins (Vice-Chair), C. Palmer, C.Hill, C. Bliss, K. Casada, J. Boynton.

In attendance: S. Todd (Clerk), Cllr. D. Howard, Cllr. J. Bibb, 1 x Member of Public.

As the Annual Parish Meeting had taken place immediately before the Annual Parish Council Meeting and members of the public had been given the opportunity to raise questions and matters of concern at that meeting, a separate Public Participation session was not included within the agenda for the Annual Parish Council Meeting.

	ACTIONS
<p>1. ELECTION OF CHAIR AND VICE-CHAIR</p> <p>1.1 <i>RESOLVED:</i> Cllr. Palmer proposed Cllr. Cossins for the role of Chair, seconded by Cllr. Harrison, a majority vote resulted in the motion being carried. Cllr. Cossins signed the Declaration of Acceptance.</p> <p>1.2 <i>RESOLVED:</i> Cllr. Cossins proposed Cllr. Palmer for the role of Vice-Chair, seconded by Cllr. Hill, a majority vote resulted in the motion being carried.</p> <p>2. APOLOGIES No apologies received from Parish Councillors as all were present.</p> <p>3. DECLARATIONS OF INTEREST No declarations of interest declared.</p> <p>4. APPROVAL OF MINUTES <i>RESOLVED:</i> Cllr. Bliss proposed that item 5. PLANNING, section (a) under Planning Decisions, Appeals and Updates, the following wording is removed: "Councillors in attendance expressed the view that the current offer was insufficient and requested that it be increased by at least 50%." All in favour. The wording was struck through and initialled by the person who chaired the meeting in question. <i>RESOLVED:</i> Cllr. Palmer proposed that the heading of item 12 has "BACG" removed, all in favour. The wording was struck through and initialled by the person who chaired the meeting in question.</p> <p>5. REPORTS FROM WARD COUNCILLORS Cllr. Bibb along with Cllrs. Howard and Owen attended a meeting at Foxholes with regard to the planning application submitted by Egdon Resources for gas drilling at Foxholes.</p> <p>20.10pm – Cllrs. Bibb and Howard left the meeting.</p>	

6. PLANNING

6.1 Planning Applications:

There were no planning applications received between the publishing of the agenda and the meeting.

6.2 Planning Decisions, Appeals and Updates:

There were no decisions, appeals or updates received between the publishing of the agenda and the meeting.

6.3 Planning Training

RESOLVED: Cllr. Hill to attend the 'Heritage issues and the Planning System' on 30/06/2026 at a cost of £20.00 + VAT. The Clerk will make the booking.

Clerk

7. FINANCE

7.1 Approval of Accounts

7.1.1 RESOLVED: The financial statements including payments and receipts lists, bank statements and bank reconciliations, were presented and approved by all present. The bank reconciliations were signed by the Chair.

7.1.2 RESOLVED: The asset register was approved by all but required one amendment to update the location of the projector.

7.1.3 RESOLVED: There were no changes required to bank signatories at present as there are plans to change bank in the near future.

Clerk

7.2 Approval of Annual Governance and Accountability Return 2025/2026

7.2.1 RESOLVED: The Certificate of Exemption was approved by all and signed by the Chair and RFO.

7.2.2 The Annual Internal Audit Report was noted.

7.2.3 RESOLVED: The Annual Governance Statement was approved by all and signed by the Chair and Clerk.

7.2.4 RESOLVED: The Accounting Statements were approved by all and signed by the Chair.

7.2.5 The Explanation of Variances were approved by all.

7.2.6 RESOLVED: The Year End Bank Reconciliation was approved by all and signed by the Chair.

7.2.7 RESOLVED: The Period of Exercise of Public Rights was approved by all.

7.3 Internal Auditor for 2026/2027

RESOLVED: All in favour to engage Elkerlodge Services Ltd as the internal auditor for 2026/2027.

Clerk

7.4 SLCC Membership Renewal

RESOLVED: All in favour to approve the continued membership of SLCC and for payment of the invoice on receipt.

7.5 Training Budget

RESOLVED: All in favour for the Clerk to undertake training as required without prior approval from full council providing the costs are included up to the value of the training budget. To review the training budget at the next meeting.

Clerk

7.6 Payroll Payments

RESOLVED: All in favour for staff salaries to be paid by Standing Order to streamline the process.

8. REVIEW OF THE ORGANISATION AND PROCEDURES OF THE COUNCIL

8.1 RESOLVED: All in favour to adopt the following policies: Data Protection Policy; Community Engagement Policy; Training and Development Policy.

8.2 All in favour to opt for CMB Computers to provide IT services required by the Council to meet Assertion 10 including the following: provision of MS365 Business Standard and set up of council email address; email addresses and MS365 Business Basic for each user; Endpoint security; Remote support; total cost approximately £50 per month; plus a one-off set up fee of £40.00.

Clerk

9. PLAY PARK REPAIRS AND REFURBISHMENT

The lease for the play park has now been received and this is to be circulated to Councillors. This item is to be added to the next agenda for discussion once the Annual Inspection has been completed.

Clerk

10. GRANSMOOR BENCH AND LITTER BIN

NOTED: This matter will be reviewed at a future meeting.

11. DIGITAL INCLUSION

11.1 RESOLVED: The information is to be forwarded to Reverend Maxine Waller at The Parish Church of St. Martin for information. Cllr. Palmer to forward contact details to the Clerk.

11.2 RESOLVED: All in favour for the Clerk to attend the conference to obtain further information and report back to council at the next meeting.

CP

12. COUNCILLORS' UPDATES AND REPORTS

- An update on the blocked drains was received – this is still an ongoing issue.
- Cllr. Bliss suggested joining with Rudston Parish Council to address the potholes on Rudston Road. Cllr. Bliss to liaise with Ward Councillors.

13. CLERK'S UPDATE AND CORRESPONDENCE RECEIVED

- Units 2 and 4 of CiLCA have now been passed with no referrals.
- The SIDS on offer from another council have now been taken by another council.
- ERYC have provided notice of the rent review for the play park.
- New noticeboards have now been installed and a set of keys presented to the Clerk.

Emails received and forwarded to councillors were noted.

14. DATE AND TIME OF NEXT MEETING

Monday 20 July 2026 7.00pm at Burton Agnes Sports Club

The date and time of the next meeting was noted by all present.

There being no further business to discuss the meeting closed at 21:20pm.