

Burwash Parish Council

Full Council Meeting 11th June 2024

Burwash Parish Councillors are hereby notified that a meeting of the Full Council of Burwash Parish Council will be held on Tuesday 11th June 2024 at **7.00pm** at the Pavilion, Burwash Common.

Emma Neil

6th June 2024

Emma Neil – Clerk & RFO

Tel: 07375 809 660 Email: parishclerk@burwashpc.org.uk

Address: Burwash Parish Council, Parish Office, High Street, Burwash TN19 7EU

A G E N D A for 11th June 2024

For Information Only: Members of the Public and Press are welcome and encouraged to attend. There is no need to book to attend the meeting, everyone is welcome. There is public time at the beginning of the meeting where everyone has a chance to speak. Once the meeting has started, members of the public cannot speak, unless the meeting is paused by the Chair.

If you have a question for Councillors, please contact the Clerk to submit the question. Only items on the agenda below will form the basis of discussion and advice. Anything received post the agenda being published will be included on the next agenda for discussion. To contact the Clerk about a question please email parishclerk@burwashpc.org.uk.

1. Public Time.

2. Apologies for Absence.

3. Disclosures of Interest.

To receive any disclosures by Members of personal interests in matters on the agenda, the nature of any such interest and whether the Member regards the interest as a disclosable pecuniary interest under the terms of the Code of Conduct.

4. Reports from District & County Councillors.

Cllr. Eleanor Kirby-Green and Cllr. John Barnes to verbally update Council on items of change or importance.

5. Accuracy of the minutes of the previous meeting.

Councillors to receive and **RESOLVE** to adopt the minutes of the Annual Parish Meeting held on 14-05-24 as an accurate record of the meeting.

6. Finance & Administration Committee.

6.1 Members of the Finance & Administration Committee **RESOLVE** to agree the minutes of the meeting held on 05-06-24 as an accurate record of the meeting.

6.2 Full Council **RESOLVE** to adopt the minutes as above as an accurate record.

6.3 Full Council **RESOLVE** to adopt the following documents:

6.3.1 **RESOLVE** to adopt the bank statements for May 2024.

6.3.2 **RESOLVE** to adopt the income & expenditure statements as at 31-05-24.

6.3.3 **RESOLVE** to adopt the bank reconciliations for May 2024.

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- 6.3.4 **RESOLVE** to adopt the statutory balance sheet.
- 6.3.5 **RESOLVE** to adopt the payments schedule as at 31-05-2024.
- 6.3.6 **RESOLVE** to agree the updated Financial Regulations as submitted.
- 6.3.7 **RESOLVE** to agree the grants of £150.00 & £51.53 to the BPPA for the D-Day celebrations. This grant covers the DJ cost and the cost of t-lights being given to attendees.

7. Annual Governance Statement 2023-2024 – Section 1.

RFO requests Council **RESOLVE** to agree the following statements declaring the Council's responsibility for ensuring the sound system of internal financial control:

- i. **RESOLVE** - We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- ii. **RESOLVE** - We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- iii. **RESOLVE** - We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- iv. **RESOLVE** - We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- v. **RESOLVE** - We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- vi. **RESOLVE** - We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- vii. **RESOLVE** - We took appropriate action on all matters raised in reports from internal and external audit.
- viii. **RESOLVE** - We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
- ix. **Not Applicable** – But to note for Village Hall. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

8. Accounting Statements 2023-2024 - Section 2 (AGAR).

RFO request that Council **RESOLVE** to approve the accounting statements (AGAR) for 2023-2024 as submitted.

9. Planning Committee.

9.1 Members of the Planning Committee **RESOLVE** to agree that the minutes of the meetings dated 06-06-24 as an accurate record of the meeting.

9.2 Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.

9.3 Cllr. Lloyd to update Full Council on the following items:

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- 9.3.1 Linkway PIP Application.
- 9.3.2 Enforcement issues in the parish.

10. Community & Events Working Party.

- 10.1 Members of the Community & Events Working Party **RESOLVE** to agree that the minutes of the meeting dated 21-05-24 are an accurate record of the meeting.
- 10.2 Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.
- 10.3 Full Council to note there were no resolutions from this meeting.
- 10.4 Cllr. Newman to update Full Council on the following items:
 - 10.4.1 Kipling festival.

11. Environment & Maintenance Working Party.

- 11.1 Full Council to note that there has been no meeting since the last Full Council meeting.
- 11.2 Cllr. Johns to update Full Council on the following items:
 - 11.2.1 Status of the 2nd generator purchase & wiring.
 - 11.2.2 Lime tree bases.

12. Traffic & Transport Working Party.

- 12.1 Members of the Traffic & Transport Working Party **RESOLVE** to agree that the minutes of the meeting dated 04-06-24 are an accurate record of the meeting.
- 12.2 Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.
- 12.3 Full Council requested note that there were no recommendations to resolve at Full Council from this meeting.
- 12.4 Cllr. Franklin to update Full Council on the following items:
 - 12.4.1 Feasibility study School Hill.
 - 12.4.2 Yellow lines review.
 - 12.4.3 High street pavers.

13. Young Parishioners.

- 13.1 Full Council to appoint a new Councillor lead for the Young Parishioner's group.

14. Community Hub Update.

- 14.1 Full Council to note the survey deadline and **RESOLVE** to agree the process moving forward.

15. Village Hall.

- 15.1 Full Council to **RESOLVE** to appoint Councillors to serve on the Village Hall Committee.
- 15.2 Full Council to **RESOLVE** to agree on the first meeting date for the new Village Hall Committee.

16. Clerk's Correspondence.

- 16.1 Clerk to provide a verbal update on recent relevant correspondence to the Clerk.

17. Down Meadow.

Due to the nature of the business being disclosed, Full Council are requested to **RESOLVE** to exclude members of the public and press for this item under the Public Bodies (Admission to Meetings) Act 1960. This is a closed session.

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18. Items for noting or including on the future agenda.

19. Date of next meeting.

Tuesday 9th July 2024 – 7pm – Pavilion, Burwash Common.

ENDS