

BURFORD PARISH COUNCIL

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3 Longmeadow, Burford, Tenbury Wells, Worcestershire, WR15 8DT

BURFORD PARISH COUNCIL

Minutes of the Meeting of Burford Parish Council held on Thursday, 11 July 2024 at 7.00 pm at Burford Village Hall, Burford, Tenbury Wells, Worcestershire, WR15 8JX.

PRESENT: Cllrs. S. Kitchen (Chair), B. Thomas (Vice Chair) and L. Hickling

IN ATTENDANCE: Mrs. G. Long (Clerk)

23/24 APOLOGIES:

Members received and noted apologies for absence from Cllr. A Morris due to family commitments, Cllr. E. Beaumont due to work commitments and Cllrs. J. Yardley and S. Stone due to being on holiday.

24/24 DECLARATIONS OF INTEREST:

The Council will receive disclosures of pecuniary and personal interests from Councillors on matters to be considered.

25/24 THE MEETING WAS SUSPENDED FOR PUBLIC SESSION:

No questions raised.

26/24 MINUTES

To approve the Minutes of the meeting held on 16 May 2024.

Members considered the Minutes of the Parish Council held on 16 May 2024.

It was proposed by Cllr. Thomas and seconded by Cllr. Kitchen and unanimously.

RESOLVED:

The Minutes of the meeting of Burford Parish Council held on 16 May 2024 were confirmed as a true and accurate account of the meeting. The Minutes were duly signed by the Chair as a true and correct record of the proceedings.

27/24 COUNCIL'S POLICY DOCUMENTS

Members received the Standing Orders, Financial Regulations, Complaints Procedures and Code of Conduct and amended Risk Assessment and Fixed Asset Register for review.

RESOLVED:

All documents were confirmed as a true and accurate. All documents were duly signed by the Chair as true and accurate

28/24 FINANCE.

Members received the bank reconciliation for the period ending 30 June 2024.

The account balances as at 30 June 2024 were confirmed as:

Current Account - £2,843.73

Deposit Account - £57,239.01

It was proposed by Cllr. Thomas, seconded by Cllr. Hickling and unanimously:

RESOLVED:

To confirm and note that the Council's bank accounts had been appropriately reconciled to the period 30 June 2024.

SMK. 5-9-24

To consider the list of payments as circulated – proposed by Cllr Thomas, seconded by Cllr. Hickling, all agreed.

Payments List		30 June 2024	
Date	Recipient	Details	Amount £
07/05/2024	Hugo Fox	Website monthly charge	11.99
08/05/2024	YuEnergy	April energy use	1,283.02
08/05/2024	YuEnergy	April energy use	31.93
06/05/2024	HMRC	PAYE	41.60
16/05/2024	MTM Contracting	Mowing	882.00
16/05/2024	L Jenkins	Clerk Expenses	17.87
21/05/2024	G Long	Salary	627.88
29/05/2024	DM Payroll	Internal Audit Review	110.00
29/05/2024	Hall-Fast Supplies	Notice Board	220.12
29/05/2024	Zurich	Insurance	649.03
01/06/2024	Marion Griffiths	Payroll	80.00
01/06/2024	G Long	Clerk Expenses	88.41
05/06/2024	Hugo Fox	Website monthly charge	11.99
05/06/2024	HMRC	Dec 2023 Employer NIC	24.22
10/06/2024	YuEnergy	May energy use	1,191.74
10/06/2024	YuEnergy	May energy use	31.96
24/06/2024	G Long	Clerk Salary June	627.88
24/06/2024	MTM Contracting	Mowing	672.00
25/06/2024	Burford Village Hall	Hall hire	26.00
20/06/2024	Zurich	Insurance	93.12
30/04/2024	SALC	Affiliation Fees	627.99
Paid out			£7,350.75
(urgent decisions)			
07/07/2024	Hugo Fox (DD)	Website monthly charge	11.99
08/07/2024	YuEnergy (DD)	June energy use	1,044.74
08/07/2024	YuEnergy (DD)	June energy use	31.06
24/07/2024	G Long	Clerk Salary July	627.88
Due for payment			£1,715.67

Income List		30 June 2024	
Payee		Details	Amount
10/05/2024	TSB	Interest	45.34
21/05/2024	Shrop CC	Neighbourhood fund	236.65
10/06/2024	TSB	Interest	72.14
Income			£354.13

RESOLVED:

To approve the schedule of payments.

c) Summary of Receipts and Payments to 30 June 2024

RESOLVED:

To note the receipts and payments summary to the period ended 30 June 2024.

d) The Accounting Statement 2023/24 was approved unanimously.

SMK

29/24 PLANNING

- a) Planning applications granted since last meeting:
 - (i) 24/01512/FUL Orchard Leigh, Archers Way, WR15 8LB. Erection of single storey rear extension, replacement car port and fenestration works.
 - (ii) 23/04590/FUL Agricultural Workers Dwelling West Of Burford. Erection of a permanent agricultural workers dwelling.
- b) Planning applications received since last meeting: 24/01975/FUL The Bunker, Burford, WR15 8HW. Extension and alteration of former underground monitoring station to create safe access and ancillary areas to enable continued use of the bunker as holiday accommodation.

30/24 PROGRESS REPORT

- a) Funding for slide for playground and fence along edge of field. Lottery grant refused. Meeting arranged with Community Resource to discuss alternative funding.
- b) Notice board purchased and erected on side of village hall.
- c) Erection of barrier at A456 end of cut way between Stanbrook Road and A456. Email from Traffic Engineering Team stating they "will add this work to potential future works but given our budget constraints I cannot guarantee as to when this could be funded as we already have a long list of schemes to be done throughout the south of the county" was presented to the Councillors.
- d) Cutting of school hedge. Clerk to contact SALC/Highways to ascertain if they will cut the hedge.
- e) Dead tree on Boraston Drive. Clerk to email Tree Team giving what three words location.
- f) Repairs/replacement of wooden slats on three benches. Clerk reported that MTM are too busy at present to carry out repairs. It was reported that the bench in the Burford playground is dangerous and is worried that a child could get hurt. Clerk to contact MTM to see if they can carry out this repair as it is a danger.
- g) Wall Meadow Rise/Boraston Lane. It was reported that no repairs had been carried out. Clerk to contact SALC to ascertain the next step that the Council should take to rectify this matter.

31/24 RESPONSIBLE AREAS

- a) Playground – Cllr. Thomas had carried out an inspection of the playground, bench to be repaired (see above).
- b) Lighting – List of repairs to street lamps emailed to Prysmian. Clerk to email Frank Matthews to request that they cut the hedges near lamps on their property.

32/24 INTERNAL AUDITOR RESIGNATION

The Clerk advised that the internal auditor had given her resignation. Clerk to contact SALC to see if they could recommend a replacement.

33/24 TRAINING

The Clerk attended zoom meeting on Agendas and Minutes and VAT for Exempt Authorities. Clerk reported that the Agendas and Minutes meeting was useful but VAT for Exempt Authorities was more for larger councils.

SMK

34/24 ANY OTHER BUSINESS

- a) The Clerk reported that a VAT refund claim for £3,101.73 had been submitted.
- b) Road closure. Clee Hill Road, Burford on 4 September 2024.
- c) Survey. It was agreed that Cllr. Hickling complete a West Merica Police survey on behalf of the Council.
- d) Clerk to email Highways erecting a 'Footpath' sign on fence indicating a public right of way on WR15 8HH, A456.

35/24 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

Each Councillor is required to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectively reminded that this is not an opportunity for debate or decision making,

36/24 REPORT ON URGENT DECISIONS SINCE LAST MEETING

No urgent decisions.

37/24 CONFIRM DATE OF NEXT MEETING

5 September 2024 at 7 pm

38/24 CLOSURE OF MEETING

The meeting closed at 8.00 pm

Signed: SM Kitchen

Date: 5-9-24

