

BURFORD PARISH COUNCIL

Clerk: Gaynor Long – clerk@burfordparishcouncil.gov.uk
3 Longmeadow, Burford, Tenbury Wells, Worcestershire, WR15 8DT

BURFORD PARISH COUNCIL 2025/26

Minutes of the Annual Meeting of Burford Parish Council held on Thursday, 15 May 2025 at 7.20 pm at Burford Village Hall, Burford, Tenbury Wells, Worcestershire, WR15 8JX.

PRESENT: Cllrs. C. Roberts, L. Hickling, J. Yardley and S. Kitchen (who left the meeting after 59/25 c.

IN ATTENDANCE: Mrs. G. Long (Clerk)

58/25 APOLOGIES:

Cllr. B. Thomas was on holiday.

59/25 ELECTION

- a) Cllr. B. Thomas was appointed as Chair, Declaration of Office as Chair to be signed as not present at meeting.
- b) Cllr. C. Roberts was appointed Vice Chair.
- c) S. Kitchen retired as Chair.

The above appointments were proposed by Cllr. Yardley and seconded by Cllr. Hickling and unanimously.

60/25 DECLARATIONS OF INTEREST:

The Councillors completed and signed Declaration of Acceptance of Office, Disclosable Pecuniary Interests and "Other Registrable Interests", Clerk to notify Shropshire Council.

61/25 THE MEETING WAS SUSPENDED FOR PUBLIC SESSION:

No questions raised.

62/25 MINUTES

To approve the Minutes of the meeting held on 10 April 2025.

Members considered the Minutes of the Parish Council held on 10 April 2025.

It was proposed by Cllr. Yardley and seconded by Cllr. Hickling and unanimously.

RESOLVED: The Minutes of the meeting of Burford Parish Council held on 10 April 2025 were confirmed as a true and accurate account of the meeting. The Minutes were duly signed by the Acting Chair as a true and correct record of the proceedings.

63/25 COUNCIL'S POLICY DOCUMENT REVIEW

Standing Orders, Financial Regulations, Risk Assessment, Asset Register and Code of Conduct were reviewed by the Councillors. It was proposed by Cllr. Yardley, seconded by Cllr. Hinkling and unanimously that all documents were correct.

Handwritten signature

64/25 FINANCE.

- a) Members received the bank reconciliation for the period ending 9 May 2025.
The account balances as at 9 May 2025 were confirmed as:

Current Account - £3,403.12

Deposit Account - £57,746.34

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

RESOLVED:

To confirm and note that the Council's bank accounts had been appropriately reconciled to the period 9 May 2025.

- b) **To consider the list of payments as circulated – proposed by Cllr. Hickling, seconded by Cllr. Yardley, all agreed.**

Date	Payments List	9 May 2025	Amount £
	Recipient	Details	
01/04/2025	Marion Griffith	Payroll	120.00
07/04/2025	Hugo Fox	Website monthly charge	11.99
07/04/2025	MTM Contracting	Repairs to gate & tree pruning	510.00
08/04/2025	YuEnergy	March energy use	33.01
08/04/2025	YuEnergy	March energy use	1,409.53
25/04/2025	G Long	Salary April	655.27
25/04/2025	SLCC	Training	144.00
07/05/2025	Hugo Fox	Website monthly charge	11.99
25/04/2025	SLCC	Training	144.00
06/05/2025	MTM Contracting	Repairs to benches	1,500.00
08/05/2025	YuEnergy	April energy use	31.83
08/05/2025	YuEnergy	April energy use	<u>899.94</u>
		Paid out	<u>£5,471.56</u>

(urgent decisions)

- c) **To consider list of income received as circulated – Proposed by Cllr. Hickling, seconded by Cllr. Yardley, all agreed.**

	Income List	9 May 2025	Amount
	Payee	Details	
10/04/2025	TSB	Interest	31.81
24/04/2025	Shropshire Council	Precept	40,000.00
25/04/2025	G Long	Overpayment of salary	<u>12.28</u>
		Income	<u>£40,044.09</u>

RESOLVED:

To approve the schedule of payments.

- c) **Summary of Receipts and Payments to 9 May 2025**

RESOLVED:

To note the receipts and payments summary to the period ended 9 May 2025.

Proposed by Cllr. Hickling, seconded by Cllr. Yardley and unanimously.

BT

- d) To consider the Annual Accounts & Annual Governance and Accountability Return Part 3: from 1 April 2024 to 31 March 2025:
- (i) To approve the Annual Audited Accounts from 1 April 2024 to 31 March 2025 as audited by Internal Auditor RLT Auditing. Proposed by Cllr. Roberts and seconded by Cllr. Hickling that the Annual Accounts be approved 2024/25. All in favour.
 - (ii) Proposal to consider Section 1 2024/25. Proposed by Cllr. Roberts and seconded by Cllr. Hickling that the Section 1 Annual Governance Statement be approved. All in favour.
 - (iii) Proposal to consider Section 2 2024/25. Proposed by Cllr. Roberts and seconded by Cllr. Hickling that the Section 2 Annual Governance Statement be approved. All in favour.
 - (iv) Consider the Internal Auditors Report & Recommendations (circulated) including checking on insurer's requirements for inspections of play areas, minuting the number of quotes sought for higher value purchases, include budget reporting in minutes and minuting the council's approval of pay award for the clerk as per NJC terms.

Accounts & Audit Regulations 2015

65/25 PLANNING

No planning applications.

66/25 PROGRESS REPORT

- a) The three benches have been repaired.
- b) Quotation for a knee high fence along the car park of the village hall received. It was agreed to accept the quotation for the plastic posts, wooden knee rail and bespoke gate.

67/25 RESPONSIBLE AREAS

- a) Playground – ascertain from insurance company their policy for inspections of play area. Clerk to contact insurance company and, if necessary, obtain quotes for employing a company to carry out inspections or cost to train either the Clerk or a Cllr. to be qualified to carry out inspections.
- b) Lighting – nothing to report.

68/25 INSURANCE

It was proposed by Cllr. Roberts and seconded by Cllr. Yardley that the renewal question from Zurich insurers be accepted.

69/25 NEW COUNCILLOR

Ashley Morris has agreed to co-opt to be reinstated as a councillor, Clerk to carry out necessary procedures.

70/25 TRAINING

No training carried out since last meeting. Clerk has enrolled on ILCA online course and is to attend a zoom Clerks the Knowledge course, Cllr. Thomas is enrolled on a zoom Chairmanship Skills Course and Cllr. Hickling is enrolled on a SALC zoom Councillors course.

BT

71/25 ANY OTHER BUSINESS

- a) The stile on the footpath next to the water pump station has been replaced.
- b) At each Parish Council meeting a policy document will be discussed, starting with biodiversity.

72/25 REPORT ON URGENT DECISIONS SINCE LAST MEETING

No urgent decisions.

73/25 CONFIRM DATE OF NEXT MEETING

10 July 2025 at 7 pm.

74/25 CLOSURE OF MEETING

The meeting closed at 8.00 pm.

Signed: _____

R Thomas

Date: _____

10/7/25