



Burbage Parish Council

Members of the Burbage Parish Council are hereby summoned to attend a Council meeting at Burbage Church Centre on **Monday 12 JUNE at 7.45pm**

Joyce Turner, Clerk to the Council, Clerk: clerk@burbage-pc.org.uk 01672 563718

The Public and Press are invited to attend this meeting

- 7.45 pm** To receive a report from Wiltshire Council - if available.
To receive a Police Report – if available.
To receive Village Hall report – if available
To receive Speedwatch report – if available
To receive questions from members of the public – not to exceed five minutes.
(These may be answered verbally at the meeting or later in writing at the Chairman's discretion).

AGENDA

Item:

Clerk/Councillor

- 532** Receive and accept apologies for absence: JT
- 533** Receive Declarations of Interest or requests for dispensation.
- 534** Receive and confirm as a true record the draft Minutes of Meeting held on Monday 8th May, 2017.
- 535** Correspondence received since the last meeting:
- 536 Neighbourhood Planning Steering Group:** GP
- a) Status update
- 537 Planning Committee:** SC
- a) Correspondence:
b) Receive report of Issues outstanding from the previous minutes:
c) Consider any new and existing applications for planning: None
d) Arrange date for upcoming planning visits, if required
- 538 Village Open Spaces Committee:** JA
- a) Correspondence: Complaint about noise from green spaces in Martingale Road
b) Receive report of Issues outstanding from the previous minutes:
See Annexe A below
c) Review quote to remove and store the telephone box in Webbs Way
d) Discuss quote for village cleaning contract
e) Review the tenders for a new piece of climbing equipment for the playground
f) Playground inspection rota until next meeting:-
17th June – Cllr Giddings
24th June – Cllr Fellows
1st July – Cllr Pearce
8th July – Cllr Rowland
- 539 Finance & Policy Committee:** GP
- a) Correspondence:
b) Receive report of Issues outstanding from the previous minutes:
See Annexe A below
c) Review the reformatted Asset Register
d) Review the Financial Regulations
e) Review the Standing Orders
f) Appoint a new cheque signatory
- 540 Clerk/Finance /RFO Report:** Clerk/RFO
- a) Correspondence:
b) Receive report of Issues outstanding from the previous minutes: None
c) **Year End Accounts 16/17**
1. Receive Internal Auditor's Report and review effectiveness of Internal Audit.
2. Approve Accounting Statements 2016/17
- d) Receive current liquidity statement & Bank Reconciliation for 31st May 2017: **£80,964.17**

e) Note receipts since last PC Meeting:

Date Cleared	Chq/SO/BACS	Ref.	Details	VAT Excl	Total Recp.
	BACS	R17/03	Bank Interest - Base Rate Reward account May 17	10.69	10.69
Totals				10.69	10.69

f) Note payments made as the result of an authorised contract:

Date Invoice Recd	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
14/05/17	100543	P274C	Burbage News – half page May 17	15.00	15.00	
17/05/17	100544	P275C	Nicholas Pearson Associates – NDP Landscape Appraisal	1,500.00	1,800.00	300.00
26/05/17	100545	P276C	Mr P Gill – Internal Audit 2016/17 accounts	45.00	45.00	
Totals				1,560.00	1,860.00	300.00

g) Approve new payments:

Date Invoice Recd	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
03/06/17	100546	P277C	Bawden Managed Landscapes – grass cutting May 17	536.18	643.42	107.24
02/06/17	100547	P278C	Community Heartbeat – defibrillator battery	235.00	282.00	47.00
28/06/17	100548	P279C	Clerk's salary/BB/phone June 2017	352.50	352.50	
12/06/17	100549	P280C	PAYE for Clerk June 2017	85.20	85.20	
12/06/17	100550	P281C	Clerk's expenses Apr-May 2017	40.02	40.02	
Totals				1,248.90	1,403.14	154.24

541 Next Meetings:

JT

- a) Full Council **Monday 10th July 2017** at 7.45pm in the Church Centre
- b) Committee Meetings: **Monday 26th June 2017** from 7.45pm in the Church Centre

Joyce Turner
Clerk to the Council

Annexe A – Actions outstanding from previous Minutes

Actions currently in progress

Planning	Who	When	Updates

Open Spaces	Who	When	Updates
1. Complaint about access on to the road by the bridges from Footpath 20. The metal crash barrier on the road prevents safe entry to and exit from the footpath, and has resulted in a member of the public having a fall on to the road. Cllr Stuart Wheeler has taken an action to contact the Rights of Way department at Wiltshire Council. The Clerk was instructed to also contact the Rights of Way Officer, copying in Cllr Stuart Wheeler, to stress that this is a safety issue.	Clerk	May	Issue logged with Wiltshire Council via the website. Ongoing The Clerk was asked to chase Wiltshire Council for some progress on this issue; and to suggest that a stile is erected across the barrier. Ongoing Wiltshire Council have logged it as “to be inspected”, but said that since it is not a safety issue then it may take some weeks for the inspection to happen.
2. CCTV cameras. Presentations to be given at the Parish Meeting in May, then the matter passed to the new Parish Council	JA/MR	May	Ongoing
3. Tree Preservation Orders – The Clerk has submitted the request for the four trees to Wiltshire Council	Clerk	Apr	Ongoing
4. Replacement roundabout sign – the Clerk asked Wiltshire Council to replace the damaged sign at the Hungerford approach to the roundabout. Chased several times by the Clerk. Wiltshire Council say it is in progress. Cllr Stuart Wheeler agreed to chase it again	Cllr Wheeler	Apr	Ongoing
5. Jubilee Tree bench – the Parish Council to purchase and install a plaque on the bench to commemorate the Queen’s Jubilee. Cllr Colling to send Cllr Chris Wheeler a copy of the wording that had been agreed. Cllr Chris Wheeler to obtain the plaque. Also agreed to arrange a memorial plaque for Miss Gladys Smith by the new piece of play equipment funded by her bequest	CW	Apr	Ongoing

<p>9. Maintenance points raised by Mr David Butler:</p> <p>a) Broken kissing gate. Cllr Chris Wheeler said it was owned by him, and he would repair it.</p> <p>b) Overgrown footpath past Scout Hut. Cllr Acheson volunteered to speak to the owner about getting it cleared.</p> <p>c) Two other overgrown footpaths. The Parish Council agreed to fund the clearing, up to a maximum cost of £100 each. Cllr Acheson to arrange.</p> <p>d) Speed limit sign by Persimmon Homes entrance damaged. The Clerk has written to Persimmon to ask them to replace it. Awaiting reply</p>	CW	Apr	Ongoing
	JA	Apr	
	JA	Apr	
	Clerk	Apr	Sign replaced. CLOSED

Finance & Policy	Who	When	Status
Emergency Plan	SC	Jun	Cllr Colling has sent the draft plan to the Good Companions, the Church, the Village Hall, the surgery, and Woman's Own for comment.
Proposed 20mph limit in Burbage for the roads east of the High Street.	SC	Oct	Ongoing

Clerk/RFO	Who	When	Status