



## Burbage Parish Council

Members of the Burbage Parish Council are hereby summoned to attend a Council meeting at Burbage Church Centre on **Monday 19<sup>th</sup> February 2024** at **7.45pm**

June Amor, Clerk to the Council, Clerk: [clerk@burbagepc.org.uk](mailto:clerk@burbagepc.org.uk) 07899 960115

The Public and Press are invited to attend this meeting

To receive a report from Wiltshire Council – if available.

To receive Village Hall 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

**1306** Receive and accept apologies for absence:

**1307** Receive Declarations of Interest or requests for dispensation.

**1308** Receive and confirm as a true record the Minutes of Meeting held on **Monday 8<sup>th</sup> January 2024** and sign the minutes of the meeting held on **11<sup>th</sup> December 2023**

**1309** Receive update from the Community Transport Group:

**1310** Receive update from the Pewsey Area Board meeting:

**1311** Correspondence received since the last meeting, not relating to committees: PC Chris Rideout and PC Crabbe will attend the March Meeting of the Parish Council;

**1312** Receive update from WALC on certain legal items

**1313** Receive Report of Issues outstanding from the previous minutes – See Annexe A below

### **1314 Finance & Policy Committee:**

GP

a) Correspondence

b) Discuss the replacement of the Internal Auditor to replace Mr Gill who is retiring after completing the end of year internal audit for BPC

c) Open Blue Trust – discuss further funding

d) Approve the expense claim for the Clerk

e) Approve the expense claim for the RFO

### **1315 Planning Committee:**

GP

a) Correspondence:

b) Update on Seymour Court Planning Application

c) Report on planning decisions taken since the last Parish Council meeting:

d) Planning decisions for review at the meeting:

<b>PL/2024/00916</b>	9 Burroughs Drove, Burbage SN8 3TJ		Cherry Tree – Overall reduction by 2%	20.02.2024
<b>PL/2024/01099</b>	The Lindens, 2 Meadow View, High Street Burbage SN8 3AF		Requesting crown reduction of 30% for single Lime Tree	26.02.2024
<b>PL/2024/01186</b>	59 High Street, Burbage, Marlborough SN8 3AF	Listed Building Consent	Proposed single storey extension	07.03.2024
<b>PL/2024/00946</b>	59 High Street, Burbage, Marlborough SN8 3AF	Householder planning permission	Proposed single storey extension	07.03.2024

**1316 Village Open Spaces Committee:****AW**

- a) Correspondence. Email from Burbage Primary School re parking in Blackman's Lane; email re Bridleway/footpath sign at end of East Sands has fallen over – now leant against hedge; Wiltshire Bobby Van Trust Volunteer, Great British Spring Clean
  - i) Gigaclear Broadband
  - ii) Trees overgrowing fence line – Ailesbury Way
- b) Village maintenance:
  - i) Review map of Village to establish parameters of maintenance work
  - ii) Review of Idverde contract and confirmation of the number of bins that are currently emptied.
  - iii) Update on current projects/works
    - a) Stibb defibrillator
    - b) SIDS – confirmation of installation and review of Wiltshire Guidance
    - c) Ailesbury Way – public footpath surfacing
    - d) Playground fence repairs
  - iv) Approve scope and budget for instructing external counsel
  - v) Update on the footpath tender
- c) Update on Seymour Pond and surrounding area –
  - i) Update on cleaning work by Aquatic South West
- d) Approve specific Parish Steward tasks
- e) Playground:
  - i) Update on the repairs to the play equipment in the playground, as listed on the weekly inspection reports, including zip-wire repairs
  - ii) Discuss the playground upgrades for 2024
  - iii) Update on fencing repairs and tender
  - iv) Discuss quotes for playground
- f) Approve repair of two red telephone boxes
- g) Playground inspection rota:
  - 17<sup>th</sup> Feb Cllr C Wheeler
  - 24<sup>th</sup> Feb Cllr Blanchard
  - 2<sup>nd</sup> March Cllr Clarke
  - 9<sup>th</sup> March Cllr Colling
  - 16<sup>th</sup> March Cllr Giddings

**1317 Clerk/Finance /RFO Report:****Clerk/RFO**

- a) RFO's monthly report
- b) Receive current liquidity statement & Bank Reconciliation for 31<sup>st</sup> January 2024
- c) Note payments since last Parish Council Meeting;

Cheque Date	Chq No	Ref	Details	VAT Excl	Total Payments	VAT
02/02/2024	101077	P805C	Mr P Gill – Interim Internal Audit Dec 2023	60.00	60.00	
02/02/2024	101078	P806C	Idverde Ltd – Grounds Maintenance Jan 2024	462.58	555.10	92.52
			<b>TOTAL</b>	<b>522.58</b>	<b>615.10</b>	<b>92.52</b>

- d) Approve new payments:

Cheque Date	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
26/02/2024	101079	P807C	Mrs J Amor (Clerk) – Salary/Phone/BB	211.00	211.00	
26/02/2024	101080	P808C	Ms J Turner (RFO) – Salary/Phone/BB	251.00	251.00	
19/02/2024	101081	P809C	HMRC – PAYE for Clerk & RFO Feb 2024	110.00	110.00	
19/02/2024	101082	P810C	Mrs J Amor (Clerk) Expenses Feb 2024	43.16	49.99	6.83
19/02/2024	101083	P811C	Ms J Turner (RFO) Expenses Feb 2024	3.90	33.90	
19/02/2024	101084	P812C	Ridgeway Press Limited – 1 page Feb 2024	12.50	15.00	2.50
			<b>TOTAL</b>	<b>661.56</b>	<b>670.89</b>	<b>9.33</b>

**1318 Next Meeting:**

a) Full Council **Monday 11<sup>th</sup> March 2024** at 7.45pm. Church Centre

**Clerk**

**June Amor**

Clerk to the Council

**Annexe A – Actions outstanding from previous Minutes**

**Actions currently in progress**

<b>Open Spaces</b>	<b>When</b>	<b>Updates</b>
1. CCTV cameras		Ongoing
2. a. Defib required at Stibb Green b. Boxes need repainting and some refurbishment	Ongoing	Cabinet and Defibrillator delivered  Repainting to take place in Spring 2024
3. Damaged footpath signs to be replaced  The village name signs for new gates	Ongoing  Oct 2022	  The RFO to chase drivers Insurance Company
4. SID	Ongoing	Two SIDs due to be installed in January 2024
5. Bus Shelter Glass	Ongoing	Clerk requested a copy of the quote for glass that Cllr Wheeler obtained to send to Insurance Company
6. Clerk to continue to chase Milestone for a representative from Milestone to attend the next Parish Council Meeting	Ongoing	
7. Local Plan monitoring	Ongoing	