



Burbage Parish Council

Members of the Burbage Parish Council are hereby summoned to attend a
Council meeting at Burbage Church Centre on **Monday 16th June 2025** at 7.45pm

June Amor, Clerk to the Council, Clerk: 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

- 1490** Receive and accept apologies for absence:
- 1491** TO ELECT A CHAIRMAN FOR THE YEAR 2025/2026
- 1492** **Chairman to sign Acceptance of Office**
- 1493** TO ELECT A VICE CHAIRMAN FOR THE YEAR 2025/2026
- 1494** Vice Chairman to sign Acceptance of Office
- 1495** To appoint a new Chair of the Finance & Policy Committee
- 1496** To appoint a new Chair of the Planning Committee
- 1497** To appoint two Councillors to represent Burbage at the Pewsey Area Board meetings
- 1498** To appoint a Councillor to represent Burbage at the LHFIFG meetings
- 1499** Receive Declarations of Interest or requests for dispensation.
- 1500** Receive and confirm as a true record the Minutes of Meeting held on **Monday 14th April 2025**

Year End Accounts 24/25

Clerk/Councillor

- 1501** Receive Internal Auditor's Report and review effectiveness of Internal Audit
- 1502** Approve Annual Governance Statement 2024/2025
- 1503** Approve Accounting Statements 2024/2025

Community Updates & Correspondence

- 1504** Correspondence received since the last meeting:

Previous Actions & Issues

- 1505** Receive Report of Issues outstanding from the previous minutes/meetings:
 - a) Update from Clerk on s106 monies
 - b) Update from Cllr C. Wheeler on Playground Tree
 - c) Update from Cllr A. Wheeler on memorial bench on Suthmere Drive
- 1506** **Parish Open Meeting:**
 - a) Update from the Clerk on third party presentations
 - b) Update from Cllr C. Wheeler on obtaining four A1 copies of the plan for Seymour Pond for display at the Annual Parish Meeting.
 - c) Agree agenda items
 - d) Agree logistics for the meeting

1507 Planning Committee:

- a) Correspondence:
- b) Neighbourhood Plan
 - i) Update on the Neighbourhood Plan from the Steering Group
 - ii) Review of first draft of the Neighbourhood Plan
 - iii) Approve CNB Housing Insights Housing Needs Survey quote
- c) Report on planning decisions taken since the last Parish Council meeting:

Reference	Location	Applicant	Proposed Work	Comment by
PL/2024/09243	Tottenham House, Savernake, Marlborough	Esturmy Construction Limited	Listed building consent	13/06/2025 – update to be provided at the meeting

d) Planning decisions for review at the meeting:

Reference	Location	Applicant	Proposed Work	Comment by
PL/2024/09243	Tottenham House, Savernake, Marlborough	Esturmy Construction Limited	Listed building consent	13/06/2025 – update to be provided at the meeting
PL/2025/03471	North Park, Savernake,		Erection of a ground mounted photovoltaic array, creation of a drainage lagoon and soakaway; installation of a water mains connection; installation of subterranean connecting services and above ground pathways; landscape improvements including enhanced greening and tree planting; and other associated works.	20/06/2025
PL/2025/04692	8 Burroughs Drove	Mr & Mrs Vidal Ayithey	Garage conversion	03/07/2025
PL/2025/04395	Folly Cottage, Westcourt,		Replacement detached house	03/07/2025

1508 Village Open Spaces Committee:

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- a) Correspondence:
- b) Update on Seymour Pond and surrounding area
- c) Playground Update:
 - i. Update on repair or replacement of damaged playground equipment
 - ii. Review and approval of quotes for playground picnic benches and bins
- d) Village maintenance:
- e) Approve Parish Steward tasks
- f) Playground inspection rota:
 - 21st June - Cllr Giddings
 - 28th June - Cllr Walsh-Waring
 - 5th July - Cllr A Wheeler
 - 12th July – Cllr C Wheeler

1509 Finance & Policy Committee:

- a) Correspondence:
- b) Approve the use of online payment by two authorised councillors
- c) Approve RFO's expenses claim for £42.30

1510 Clerk/Finance /RFO Report:

Clerk/RFO

- a) RFO's monthly report
- b) Receive current liquidity statement & Bank Reconciliation for 31st May 2025
- c) Note receipts since last PC Meeting;
- d) Note payments since last Parish Council meeting:

Cheque Date	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
16/04/25	101219	P947C	Phoenix Brass Band for VE Day celebration	250.00	250.00	
16/04/25	101220	P948C	Ridgeway Press adverts in March and April	25.00	30.00	5.00
16/06/25	101221	P949C	Chris Wheeler Construction Ltd – clear outlet on Seymour Pond	866.50	1,039.80	173.30
16/06/25	101222	P950C	Cancelled cheque to Sky's the Limit bouncy castle	0.00	0.00	
16/06/25	101223	P951C	Sky's the Limit Entertainment bouncy castle	771.88	926.25	154.37
16/06/25	101224	P952C	WALC – training for Cllr Voorspruy	30.00	36.00	6.00
29/05/25	101225	P953C	Clearwater Pond & Lake Management – clearing of Seymour Pond	3,490.20	4,188.24	698.04
29/05/25	101226	P954C	Mr K Cox – Clean of playground equipment	300.00	300.00	
29/05/25	101227	P955C	Ridgeway Press Ltd – 1 page May issue	12.50	15.00	2.50
29/05/25	101228	P956C	WALC – Annual subscription for WALC and NALC	666.04	799.25	133.21
29/05/25	101229	P957C	Community First Trading Ltd – insurance premium, first year of new 3 year contract	820.64	820.64	

Cheque Date	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
29/05/25	101230	P958C	Burbage Village Hall – deposit for hire for Annual Meeting	75.00	75.00	
Totals				7,307.76	8,480.18	1,172.42

e) Approve new payments:

Cheque Date	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
16/06/25	101231	P959C	Idverde Ltd Ground Maintenance – May 2025	568.92	682.70	113.78
16/06/25	101232	P960C	RFO's salary /BB/phone April 2025	295.00	295.00	
16/06/25	101233	P961C	Clerk's salary/BB/phone April 2025	224.60	224.60	
16/06/25	101234	P962C	PAYE for Clerk & RFO April 2025	122.40	122.40	
16/06/25	101235	P963C	RFO's expense claim	42.30	42.30	
Totals				1,253.22	1,367.00	113.78

1511 Next Meeting:

Clerk

- a) Full Council Meeting – **Monday 14th July 2025** at 7.45 pm. Church Centre
- b) Annual Meeting – **Thursday 19th June 2025** at 7.30 pm. Village Hall

June Amor

Clerk to the Council