

BURTON LEONARD PARISH COUNCIL

To members of the Council:

You are hereby summoned to attend an ordinary meeting of the Burton Leonard Parish Council on 9th September 2026 at 6.45 for 7.00pm at Burton Leonard Village Hall, Burton Leonard for the purpose

of transacting the following business:

Signed: Chair

Date: Friday 28th August 2026

AGENDA

Extraordinary Parish Council meeting Wednesday 9th September 2026 6.45pm at St Leonard's Hall, Station Lane

There will be a Public Participation Session starting at 6.45pm.

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda' Time for this session is limited to 15 minutes (3 minutes per person). All comments are to be directed to the Chair.

1. To **receive** apologies and approve reasons for absence.
2. To **receive** any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.
3. To **receive, consider and decide** upon any applications for dispensation.
4. To **confirm** and **approve** the minutes of the extraordinary meeting held on July 27th 2026 as a true and correct record.
5. **Employment Matters**
 - a) For the council to approve Jill Davis as the Locum Clerk/Proper Officer from 1 September 2026
 - b) For the council to approve the Locum Clerk as the RFO effective from 1 September 2026 as required under s151 of the Local Government Act 1972 (d. financial administration)

6. End of Year 2025/2026

- a) For the council to note that No Internal Auditor has been appointed
- b) For the council to consider approving the Bank Reconciliation
- c) For the council to consider approving the Explanation of Variances
- d) For the Council to note that the Certification of Exemption was approved at the Parish Council meeting held on 13 May 2026 and that the additional requirement was emailed to PKF Littlejohn on 28 August 2026.
- e) For the council to consider approving The Annual Governance Statement - section 1
- f) For the council to consider approving The Accounting Statements - section 2

g) For the council to note the dates for the Notice of Public Rights and Publication of the Annual Governance & Accountability Return Exempt Authority are from Monday 14 September 2026 - Friday 23 October 2026

7. To comment on **Parish Liaison** correspondence

8. To receive and comment on the following Planning notice:

26/04108/TPO - 13 Hymas Court Planning Application Consultation

To comment on HM Land Registry B13 Notice of an application to register easements documents regarding 2, The Square HG3 3RP. Hard copy of this was given to KT and CK.

9. Update on **SpeedWatch** scheme following further concern regarding speeding in the village.

10. To consider request from Dementia Forward charity team for a village Halloween Trail

11. Update on Barnes **tree report** work of 24/04/25. Review now due.

12. To consider villager request for extra dog waste bin

13. To consider villager request for funds to buy more daffodils to plant around the village.

14. To receive agenda items from Councillors to be considered at the next meeting.

15. To confirm the next meeting date as **Wednesday 4th November 2026** in St Leonard's Hall