

Burford Parish Council

DRAFT Minutes of Burford Parish Council meeting held at Burford Village Hall on 23rd November 2023 at 7.00pm

Present Cllrs Kitchen (Chair) Thomas, Yardley, Morris, Lynda Hickling, Cllr. Beaumont, Cllr. Stone (joined the meeting from item 5 – Finance).

In attendance: C Hirst (Clerk),

1. **Apologies for absence:** None

Absent: Shropshire Councillor Huffer.

2. **Declarations of Interest and Dispensations:** The Council will receive disclosures of pecuniary and personal interests from Councillors on matters to be considered at the meeting.

None received.

The meeting was suspended for Public Session.

No questions raised.

3. **Accept and approve the minutes of meeting 21st September 2023.** Proposed Cllr Yardley and Seconded by Cllr Thomas that the Minutes of 21st September 2023 be approved. All in favour.

4. **To consider Susan Stone for Co-option to Burford Parish Council as Councillor.** Cllr. Hickling Proposed and Cllr. Thomas Seconded that Susan Stone be co-opted onto the parish council. All in favour.

5. **Finance:**

- a. **To Note the Formal Bank Reconciliation for year end to 5th November 2023.** Noted

- b. **To Consider list of due payments to 23rd November 2023.** Cllr. Kitchen Proposed and Cllr. Thomas Seconded that all payments be approved. All in favour.

	Payments List	9th November 23	
Date	Recipient	Details	Amount
02/10/2023	YU Energy	Streetlight energy	£ 1,085.81
02/10/2023	YU Energy	Streetlight energy	£ 31.45
03/10/2023	Burford Village Hall	Sept Meeting hire	£ 13.00
12/10/2023	MTM Contracting Ltd	Aug and sept GM	£ 1,692.00
20/10/2023	C Hirst	Oct Pay	£ 461.65
20/10/2023	HMRC	Oct Tax	£ 115.20
	C Hirst	Office expenses 9 week period to 23rd November	£ 83.32
03/11/2023	YU Energy	Streetlight energy	£ 1,300.28
03/11/2023	YU Energy	Streetlight energy	£ 32.09
10/11/2023	Poppy appeal	Wreath	£ 27.50
14/11/2023	MTM Contractors	Grounds Main/hedges	£ 516.00
14/11/2023	Microsoft Office	Office 365	£ 59.99
20/11/2023	C Hirst	Nov Pay/backpay	£ 683.18
20/11/2023	HMRC	Nov tax and NIX (Employers)	£ 184.27
	TOTAL Payments for approval		£ 6,285.74

Receipts received

01/11/2023	HMRC	VAT to end of sept 23	£2,138.86
		TOTAL	£2,138.86

- c. **To Note the Budget Monitoring Report to 5th November 2023** Noted.
- d. **To set the budget for 2024/25 and approve the Precept for 2024/25.** Cllr. Kitchen Proposed and Cllr. Thomas Seconded that the precept for 2024/25 be set at £37,510. An increase of 55% on the 2023/24 budget. The large increase is mainly due to the cost of energy for streetlighting. All in favour.
- e. **National Lottery Awards For All Funding for a project scheme.** National Lottery Awards For All funding has now been increased to £20,000. A project has to be applied for and not a pot of money. The PC decided that a play scheme needs to be pulled together to apply for the funding. Cllr. Beaumont agreed to take the lead.
- f. **To consider costs for creation of a new website.**
Hugo Fox Websites have 3 packages: Bronze £9.99 a month; Silver £19.99 a month; Gold £29.99 a month all plus VAT. Currently the PC has been on the Bronze package. A quote to create a new website from Parishcouncilwebsites.co.uk was costed at £449 + VAT to create plus £21.85 + vat monthly hosting costs.
Cllr. Beaumont Proposed and Seconded by Cllr. Kitchen that the Bronze package at £9.99 plus vat per month Hugo Fox be approved. All in favour.
- g. To note that the National Association of Local Councils (NALC) have issued the annual pay award for 2022/23 which is backdated to April 1st 2023. All pay grades have been awarded a £1 per hour pay increase. (full details as circulated.)

6. Planning:

- 23/03213/FUL- 7 Castle Close Burford- Conversion of integral garage to a bedroom and en-suite- GRANTED.
- 23/04590/FUL - Proposed Agricultural Workers Dwelling West Of, Burford, Shropshire- Erection of a permanent agricultural workers dwelling to replace the temporary dwelling already on site- Consultation to 27th November 23. The Parish Council supports this application and the clerk agreed to respond to the planning portal to this affect.
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7. Reports from Representatives:

- a. **Shropshire Unitary Councillor** (Cllr. Huffer) no report received.
- b. **Village Hall update** – (Cllr. Morris)

The Village Hall continues to be open and the committee continue working on health and safety, maintenance and fund raising. Recently holding a fashion show event and Christmas market event.

- c. **Police Report** – reports circulated as received.

7. Projects.

- a. **Jubilee Bench report** – (Cllr. Kitchen)

Ongoing

8. Responsible areas.

- a. **Playground –Cllr Thomas and Cllr Yardley report**

The repairs have been carried out as previously discussed at Parish Council.

All the play equipment is in good order.
The usual litter is everywhere.

b. **Lighting** – to report any lights that are out to be repaired before the autumn.
(Cllr. Kitchen – Report)

Most of the lights have been done 2 days after they were reported, not sure if the ones on the main road have been done yet, also the one at the bottom of Forresters Road has not been done as the hedge needs cutting around it for them to access pole.

Contractor did say that providing the what-3-words was a great help to locate the poles. So, a project is to eventually have a list of all poles with what-3-words going forward.

c. **Bins & Dog Fouling** – (Cllr. Kitchen report)

I note that the bins on Boraston Drive and Boraston Lane are not always being emptied twice weekly and also not being emptied weekly as in the last week.

9. **Neighbourhood Plan**

An email has been circulated to all Councillors on 8/11/23 from Cllr Britain Tenbury Town Council re how to go forward with it or to abandon it as it has to be restarted and could take 11 yrs to complete with very little advantage to us.

I have asked Lesley Bruton Town Clerk at Tenbury TC to investigate if all the money that was invested previously has been used up.

10. **Wall on Boraston Lane in poor condition.**

Email was sent to Cllr Richard Huffer and Andrew Keyland but no response from either of them. Cllr. Kitchen to further explore ownership. Cllr. Stone agreed to explore this and maybe contact land registry.

11 Councillors reports and items for future agenda. Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

- Cllr. Hickling raised– Tree/hedge planting, correspondence received 2nd November from Ross Cowie, the Strategic Treescape Officer for Shropshire Council. link to the current Shropshire Council community tree scheme as guidance for the 2024/25 season. (<https://www.shropshire.gov.uk/environment/trees-woodlands-and-hedges/shropshire-council-community-tree-scheme-202324/>) - To be discussed at the January Meeting.
- Future meetings set are 4th January, 8th February and 21st March 2024 in line with the availability of the locum clerk who starts on 1st January 2024.

12 **Correspondence for information and action.**

- 80th Anniversary Celebration of D Day staging on 6th June 2024 – Beacons were discussed and where the beacon would be placed. **Deferred to the next meeting.**

13 **Confirm next meeting date January 4th, 2024, which will be an Ordinary meeting of the Parish Council.**

meeting closed 7.55pm

