



Burbage Parish Council

Members of the Burbage Parish Council are hereby summoned to attend a Council meeting at Burbage Church Centre on **Monday 8th January 2024** 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

1294 Receive and accept apologies for absence:

1295 Receive Declarations of Interest or requests for dispensation.

1296 Receive and confirm as a true record the Minutes of Meeting held on **Monday 11th December 2023**

1297 Receive update from the Community Transport Group:

1298 Receive update from the Pewsey Area Board meeting:

1299 Correspondence received since the last meeting, not relating to committees:

1300 Receive Report of Issues outstanding from the previous minutes – See Annexe A below

1301 Finance & Policy Committee:

GP

- a) Correspondence
- b) Approve the budget for the FY 2024/2025
- c) Approve the precept figures for 2024/2025
- d) Approve the expense claim for the Clerk
- e) Approve the expense claim for the RFO
- f) Approve Chair and Clerk's training
- g) Confirm the approval of the purchase of the 2 SIDs at a cost of £5,400

1302 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:

PL/2023/11042	East Down House, 6 Eastcourt, Burbage SN8 3AG	Proposed works to trees in a Conservation Area	Lombardy Poplar Tree – remove 2 or 3 large stems	10.01.2024
PL/2023/10001	Margreen Farm, Collingbourne Road, Burbage SN8 3RT	Full Planning Permission	Renewal of farmyard with concrete	11.01.2024
PL/2023/09737	Lamerton House, 145 High Street, Burbage SN8 3AA	Householder application	Addition of veranda to rear of property	10.01.2024

1303 Village Open Spaces Committee:

AW

- a) Correspondence.
 - 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 (including scope of tasks) and role of Parish Steward – establish balance of responsibilities
 - iii) Agree timing for completion of outstanding Village works

- iv) Approve scope and budget for instructing external counsel
- v) Approve footpath renovation plan for 2024
- c) Update on Seymour Pond and surrounding area –
 - i) Update on cleaning work by Aquatic South West
 - ii) Discuss further clearing out works, as raised in November 2023 meeting
 - iii) Approve next steps for the pond development project
- 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) Approve replacement of broken bins
 - iv) Agree Fencing and footpath repair/replace
- i) Playground inspection rota:
 - 13th Jan Cllr Pearce
 - 20th Jan Cllr Terry
 - 27th Jan Cllr Voorspruy
 - 3rd Feb Cllr Walsh-Waring
 - 10th Feb Cllr A Wheeler

1304 Clerk/Finance /RFO Report:

Clerk/RFO

- a) RFO's monthly report
- b) Receive current liquidity statement & Bank Reconciliation for 31st December 2023
- c) Note payments since last Parish Council Meeting;
- d) Approve new payments:

Cheque Date	Chq No.	Ref.	Details	VAT Excl	Total Payments	VAT
08/01/2024	101071	P799C	Idverde Ltd – Grounds Maintenance Dec	462.58	555.10	92.52
24/01/2024	101072	P800C	Mrs J Amor (Clerk) – Salary/Phone/BB	211.00	211.00	
24/01/2024	101073	P801C	Ms J Turner (RFO) – Salary/Phone/BB	251.00	251.00	
08/01/2024	101074	P802C	HMRC – PAYE for Clerk & RFO Jan	110.00	110.00	
08/01/2024	101075	P803C	Mrs J Amor (Clerk) Expenses Dec 2023	18.00	18.00	
			TOTAL	1,052.58	1,145.10	92.52

1305 Next Meeting:

- a) Full Council **Monday 12th February 2024** at 7.45pm. Church Centre

Clerk

June Amor

Clerk to the Council

Annexe A – Actions outstanding from previous Minutes

Actions currently in progress

Open Spaces	When	Updates
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	