**Burwardsley Parish Council Meeting**

**DATE: Tuesday 27th May 2025**

**VENUE:** Burwardsley Village Hall

**TIME:** **7.30 p.m**.

**AGENDA**

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| **No.** | **Agenda Item** |
| 1. | **Apologies** |
| 2. | **Declarations of Interest**  To receive Disclosable Pecuniary Interests or Other Disclosable Interests from members on matters to be considered at the meeting |
| 3. | **Open Forum**  Members of the public to have the opportunity to comment and raise questions on matters affecting the parish.  The press and public may not speak when the Council is in session unless invited to do so by the Chair. |
| 4. | **Chairman**  To elect a chairman for the year 2025 – 2026 |
| 5. | **Chairman’s Report**  To receive Chairman’s Report |
| 6. | **Casual Vacancies**  To consider co-option to fill the one Casual Vacancy |
| 7. | **Minutes**  To approve the minutes of the Meeting held on 29th April 2025 |
| 8. | **Internal Controls**  To discuss the updating of the following: -   * Standing Orders * Financial Regulations |
| 9. | **Matters Arising**  To report on Matters Arising from the Minutes of the Meeting held 15th May 2025 which are not covered by the Agenda |
| 10. | **Highways**  To receive general update / progress of all highway’s issues. |
| 11. | **Finance**  14.1 To approve accounts and bank reconciliation including receipts received  14.2 To approve the following payments: -   |  |  | | --- | --- | | **Paid**  CHALC Annual Subs  Clerks Salary  Zurich Insurance  **Payee** | **Amount**  £53.82  £279.88  £213.21  **Amount** | | Hire of Village Hall  Clerk salary and expenses | £25.00  £326.98 | |
| 12. | **Annual Audit 2024 – 2025**  15.1 To agree to sign the Certificate of Exemption as neither the gross income nor incurred gross expenditure exceeds £25,000.00  15.2 To agree and approve the Annual Governance Statement  15.3 To accept and approve the Statement of Accounts 2024 – 25 and Annual Return for Audit purposes  15.4 Internal Audit:- to prepare for audit and agree any actions and timescale. |
| 13. | **Bank Signatory**  To receive update regarding new bank signatory |
| 14. | **Planning**  18.1 Planning Applications received:- to the planning register  18.2 Planning Updates:- to receive any updates  18.3 To receive report from meeting with Bolesworth Estate |

**Signed:-** Jane Cooke **Dated:- 20**/05/25

Clerk to the Council

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| **The Annual Parish Meeting will follow immediately after the Business Meeting**  Meetings of a parish meeting are a forum for parish councils to engage with the local electorate. The parish meeting of a parish must assemble annually on some day between 1st March and 1st June, in every year.  A parish meeting consists of the local government electors of a parish and the purpose of the meeting is to discuss parish affairs.  Parishioners are welcome to attend and raise any parish matters. |

**Meeting Dates:**

Tuesday 30th July 2025

Tuesday 24th September 2025

Tuesday 3rd December 2025