

# BURSTOW PARISH COUNCIL

Minutes of the **Annual Meeting** of **Burstow Parish Council** held on Tuesday 14<sup>th</sup> May 2024 at 7.00pm in the Centenary Hall, Smallfield

**OPEN FORUM:** One member of the public attended and asked some questions regarding the draft Neighbourhood Plan and how much the Council has spent to date and may spend in the future. Council explained that less than £1,000 has been spent so far aside from any external grant funding. Council anticipates a further expenditure of £4k for professional fees.

**Attendance:** Chairman Bob Locke, Cllr Ashleigh Bolton, Alison Lewis, Cat Dodman, Debbie Hale, Eddie Lord, Linda Herwig and Nick Bush, Cllr Morris attended via Zoom

## 01 Election of Chairman

Nomination received for Cllr Locke from Cllr Dodman and seconded by Cllr Lewis. No further nominations received. Carried unanimously.

## 02 Cllr Locke signed his declaration of office as Chairman

## 03 Election of Vice-Chairman – Nomination received from Cllr Bolton from Cllr Locke and seconded by Cllr Dodman. No further nominations. Carried unanimously.

## 04 Apologies received from Cllrs Carney and Gilbert for reasons accepted by Council. Apologies also received from Councillor Steeds.

## 05 The minutes of Full Council dated Tuesday 12<sup>th</sup> March 2024 were signed as a true record of the meeting.

## 06 Council reviewed the of delegation arrangements and terms of reference to committees, sub-committees and employees (previously circulated) and agreed that each committee would consider the arrangements at the first meeting and make recommendation to Council at the July meeting Finance & General Purposes, Planning, Properties & Projects, Neighbourhood Plan Sub-Committee, Flood Action Group

## 07 Receipt of Nominations to existing committees and representation on external bodies; Finance & General Purposes, Planning, Properties & Projects, Neighbourhood Plan Sub-Committee, Flood Action Group

(i) Finance & General Purposes - That the Council appoint the following representatives to the Finance & General Purposes committee with full delegated powers for: All aspects of finance including preparing budgets for Full Council; Administration; Staff & Recruitment including staff appraisals; Legal matters including leases etc;

Cllr Lewis proposed that Cllrs Ashleigh Bolton, Andrew Gilbert, Eddie Lord, John Carney and Cat Dodman be elected to the F&GP Committee, seconded by Cllr Herwig and carried unanimously

(ii) Planning - That the Council appoint the following representatives to the Planning committee with full delegated powers for all aspects of planning

Cllr Hale proposed that Cllrs Debbie Hale, Cat Dodman, Linda Herwig, Donna Morris and Nick Bush be appointed to the Planning Committee. Seconded by Cllr Lewis and carried unanimously

(iii) Properties & Projects - full delegated powers to cover the following areas:

Allotments – Plough Road, Burstow Gardens, Keepers Corner and the land at Keepers Corner, Car Parks – both at Centenary Hall & Keepers Corner; Surgery grounds; Centenary Hall – all aspects including maintenance; Community Café; All aspects of Youth including recreation and the playgrounds; Street furniture and the VAS; Parish gardens; Highways, new projects

Cllr Locke proposed that Cllrs Andrew Gilbert, Cat Dodman, Debbie Hale, Alison Lewis, Linda Herwig, and Donna Morris be elected to the Properties & Projects Committee. Seconded by Cllr Herwig and carried unanimously

(iv) Neighbourhood Plan Sub-Committee – Cllr Debbie Hale, the Clerk and Mr Peter Bond

(v) Flood Action Group – Ashleigh Bolton

(vi) GatCom – Nomination received for Mr Alan Jones, Eddie Lord will be his deputy

(viii) Social Media – Nick Bush. Cllr Codman suggested the Council ask a marketing consultant to advise on how to have a 'social media plan'. Cllr Bush has received some training through SALC and will attend a specific training session.

(viii) School Liaison – Donna Morris and Linda Herwig as deputy

The Chairman and Vice-Chairman are ex officio on all Committee's, sub-committees and working parties.

08 Council delegated a review standing orders and financial regulations to sub-committee consisting of Cllrs Lord and the Clerk. They will report back at the July 2024 meeting.

09 Council delegated review the following

- Inventory of land and assets
- Insurance cover
- Membership of other bodies
- Councils complaints procedure and policy documents

To Cllrs Bush and Gilbert; who will report back at the July 2024 meeting.

10 Meeting list to be circulated by Clerk

11 No declaration of Interest made

12 Chairman's Announcements – Cllr Locke directed all to read his column in the parish magazine

- 13 Matters arising –  
Cllr Hale reported she and the clerk attended a meeting with the new TDC officer, Catherine Danke. She thanked Cllr Farr for organising the meeting.  
Cllr Hale also reported that the highway work carried out in the Cravens remains not fit for purpose and she has been in communication with CC Lesley Steeds regarding this.
- 14 Update by District Councillor – Cllr Farr congratulated Cllr Bolton on her successful election to the District Council. Cllr Locke, on behalf of the parish council, congratulated Cllr Farr on her appointment to Chairman of the district council.
- 15 Letters received – Nothing of note
- 16 Council accepted minutes from the committee meetings for the following dates – dates to be listed at the next meeting.
- 17 The Council affirmed its intent to exercise the Power of General Competence. Sufficient members have been elected to serve office and the Clerk has successfully completed the training. The Council has a training budget for Councillors and the Clerk will email a link to the website. Chairman training is open to all, not just current Chairmen. Council has asked the Clerk to investigate Planning training for all. Cllr Bolton said she would be attending speed watch training and going to the conference.
- 18 Annual Return – Following discussion it was unanimously resolved to approve the End of Year accounts and to authorise the Chairman and Clerk to sign and submit the accounts to the external auditor.  
The Clerk was directed to submit the End of Year VAT claim.
- 19 Council approved the monthly accounts. These were then signed by the Chairman and Clerk. For time purposes, the Clerk was advised to circulate the accounts in advance of the meeting and Council would approve. The signing of the month reports could then be completed outside the body of the meeting.
- 20 No other items

Signed ..... Dated .....