

BURSTOW PARISH COUNCIL

Minutes of the **Annual Meeting** of **Burstow Parish Council** held on Tuesday 12th May 2026 at 7.00pm in the Centenary Hall, Smallfield

OPEN FORUM: No members of the public attended. Cllr Greenfield recently elected to the shadow administration of East Surrey Unitary Council

Attendance: Cllr Bob Locke, Alison Lewis, Andrew Gilbert, Cat Dodman, Debbie Hale, Donna Morris and Eddie Lord. Nicholas Greenfield (Easy Surrey Councillor)

01 Election of Chairman

Nomination received for Cllr Bolton from Cllr Locke and seconded by Cllr Morris. No further nominations received. Carried unanimously.

02 Cllr Bolton will sign her declaration on her return.

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

04 Apologies received from Cllr Bolton, Mc Lean and Carney for reasons accepted by Council. Apologies also received from Cllr Steeds and Cllr Farr

05 The minutes of Full Council dated Tuesday 10th March 2026 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 remain as is.

07 Council deferred co-option to the Finance meeting on Tuesday

08 Receipt of Nominations to existing committees; Finance & General Purposes and Planning,

(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, 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
All Councillors are automatically appointed to the Finance & GP Committee

(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 Alison Lewis, Andrew Mc Lean, Cat Dodman, Debbie Hale, Donna Morris and Eddie Lord be appointed to the Planning Committee.
Seconded by Cllr Dodman and carried unanimously

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- 09 To appoint representatives to areas for responsibility or external groups and organisations. To include:
- Neighbourhood Plan Sub-committee – Cllr Debbie Hale
 - GATCOM – Cllr Eddie Lord and Mr Alan Jones
 - School Liaison – Cllr Donna Morris
 - Centenary Hall –
 - Hall Gardens –
 - Drainage – Cllr Bob Locke
 - Dowlands Lane Field – Cllr Cat Dodman
 - Allotments –
 - Keepers Corner Nature Garden – Cllr Ashleigh Bolton (potentially Cllr Andrew McLean to assist)
 - Men's Shed – Cllr Andrew Gilbert
 - Litter Angels – To be determined
 - Playgrounds & Recreation - Cllrs Andrew Gilbert and Debbie Hale
 - Car Parks – Cllr Alison Lewis
 - HR – Cllrs Ashleigh Bolton, Alison Lewis and Eddie Lord
- 10 Review of Standing orders and Financial Regulations delegated to Cllr Lord and the Clerk. They will report back at the next meeting.
- 11 Council delegated review the following
- Inventory of land and assets
 - Insurance cover
 - Membership of other bodies
 - Councils' complaints procedure and policy documents
- To Cllrs Locke and Gilbert; who will report back at the July 2026 meeting.
- 12 Meeting list previously circulated, paper copies issued on the day and appended to these minutes.
- 13 No declaration of Interest made and no dispensations required.
- 14 Chairman's Announcements – Cllr Locke thanks all for their support over the years he was Chairman of the Council
- 15 No matters arising
- 16 No reports from District or County Councillors
- 17 No letters of note received. The Clerk did mention that the BHF stewards have been in contact asking if they could use the village car park on the morning of the bike ride to brief the team. The Clerk confirmed that this would be ok, the car park would be open and that they were welcome to park and cars there.
- 18 Minutes from the Planning meetings of 10th March, and 14th and 28th April 2026 and the Finance minutes of 14th April 2026 were received by Council.

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- 19 Council approved the end of year accounts for the financial year 2025/26 and authorised the Chairman and Clerk to sign the AGAR. The VAT claim process is now digital and the Clerk has begun the process for registering.
- 20 Cllr Gilbert proposed that BPC submit a planning application for the Men's Shed structure to be located in the rear garden of the Centenary Hall. Seconded by Cllr Dodman and carried unanimously. The Clerk was asked to begin preparing the application documents.
- 21 Urgent items – The Clerk reported that residents have contacted the office regarding antisocial behaviour by school age children occurring in the southern section of Dowlands Lane out of school hours. The behaviour includes using catapults to fire stones at homes and vehicles, riding horses, small motorbikes and pony & traps up and down the public highway and often refusing to move aside to allow vehicles to pass and trespassing onto Keepers Farm. The Clerk was asked to contact the local PCSO and request some patrols after school hours and to also inform County Cllr Steeds regarding the farm as this is owned by Surrey CC. She was also asked to report a planning breach with the new wall being built to one of the traveller sites. Cllr Hale mentioned that she is looking to restart the parish Neighbourhood Watch

There being no further business, the meeting closed at 20:10.

Signed Dated