**BURNHAM MARKET PARISH COUNCIL**

**ANNUAL GENERAL MEETING**

Wednesday 7TH May 2025 at 6.30pm | Burnham Market & Norton Village Hall PE31 8EN

Councillors are summoned to the above meeting; members of the public and press are invited to attend.

*A Dovey |* Clerk *|* 27/02/25

AGENDA

1. **Welcome**
2. **Election of Chair & Vice Chair**
3. **Apologies and consideration of acceptance for absence**
4. **Members’ declarations of interest and requests for dispensations for items on the agenda**

Councillors - If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form, then you must declare an interest. You may not participate in discussion or vote on the matter and must withdraw from the meeting.

1. **To receive any questions from members of the public concerning items on the agenda -** 15 minutes in total for this item, maximum 3 minutes per speaker as per the Quick Guide.
2. **To receive and agree minutes from the Parish Council Meeting held on 5th March 2025 2024** 
   1. **Matters Arising from 5th March 2025**
3. **Annual Governance as per Standing Orders**
   1. Review of delegation arrangements to committees, sub-committees, staff and other local authorities
      1. Review of Delegation Policy & Schedule ( Rewritten and updated)
   2. Group Membership
      1. Review the Group Membership Policy and Register (NEW POLICY)
      2. Appointment of members to groups
         1. Planning Advisory Group
         2. Finance Group
         3. Projects Group
   3. Appointment of any new committees in accordance with standing order 4;
   4. Review and adoption of appropriate standing orders and financial regulations
      1. Standing Orders (No Change)
      2. Financial Regulations (Updated for bimonthly meetings and in-line with new guidance)
   5. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
   6. Review of representation on or work with external bodies and arrangements for reporting back
   7. Review of inventory of land and other assets including buildings and office equipment;
      1. Review of assets and Land (valuations)
      2. Review of assets and land (maintenance)
   8. Confirmation of arrangements for insurance cover in respect of all insurable risks
   9. Review of the Council’s and/or staff subscriptions to other bodies
   10. Review of the Council’s complaints procedure (no change)
   11. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
       1. FOI & Record management Policy
       2. Data Protection & GDPR policy
   12. Review of the Council’s policy for dealing with the press/media;
       1. Communication policy
   13. Review of the Council’s employment policies and procedures
       1. Co-option Policy
       2. Equality & Diversity Policy
       3. Grievance Policy
       4. Training Policy
       5. Pension Policy
       6. Work from Home Policy
       7. Anti Bullying & Harassment Policy
   14. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

1. **To receive reports & updates**
   1. County Council
   2. Borough Council
      1. Borough Housing development plan update
   3. Clerks Report
   4. Working / External Groups
      1. Flooding Update
   5. Projects
   6. Councillor reports & updates
2. **Planning**.
   1. **To Consider ratifying Planning Delegated Decisions** (Full report attached and made public on the website)
   2. To consider planning applications
      1. 25/00442/LB | Listed Building Application for: Rear extension & annotated works to provide additional retail space at Gunhill Clothing  70 Market Place
      2. 5/00162/F | Rear extension to provide additional retail space | at Gunhill Clothing 70 Market Place
   3. To note KLWNBC decisions ( eport attached and on website)
   4. To note withdrawn applications – none
   5. Enforcements Updates
      1. 25/00051/UNOPDE - Addison House 6 Church Walk
   6. MHCLG Housing Delivery Test Results Recalculation (26 March 2025)
3. **Governance**
   1. Councillor Vacancies & Co-option
   2. Policy & Process review ( to review policies and processes not prescribed in the AGM governance)
      1. New Policies and Polices with edits
         1. Internal Controls process
         2. Memorial Tree & Bench Policy
         3. IT security & Usage
         4. Policy Review & Register
         5. Risk Management Policy & Register
         6. Complaints Policy
         7. Operation Menai Bridge
      2. Policies with no change
         1. Planning Policy
         2. Reserves Policy
         3. Biodiversity Policy
         4. Code of Conduct
         5. Financial Reserves Policy
4. **Finance** 
   1. Receive April 2025 Finance Report (for March 2025Month End)
      1. Matters Arising
      2. To ratify delegated decisions
         1. April Expenditure approval
         2. March Payments approval
         3. March Reconciliation approval
   2. To receive End of Year Report
      1. Matters Arising
      2. To Consider approving Direct Debit, regular payments, standing orders and contracts List for 2025 – 2026
      3. To Approve Expenditure transparency report for publishing
      4. To Approve Annual reconciliation
      5. To Approve Annual Return and Variances Explanation Sheet
      6. To review Section 137 report and approve
      7. To receive Section 106 (CIL) report and Approve
      8. To receive VAT Report & Approve
   3. To received End of Month Report May 2025
      1. To Consider approving May expenditure
      2. To Consider approving May 2025 Reconciliation
   4. Funding / CIL Updates
   5. To consider Grant Applications
      1. Brave Futures - local, independent children's charity
   6. Consider Members Allowances
5. **Assets & Amenities**
   1. To consider Pavillion use request
      1. Rates and requirements
   2. Allotments
      1. Deer proofing
      2. New tenants
      3. Payment issues
      4. Deposits
   3. Maintenance work
      1. SAM2 maintenance and management
   4. Email | Bespoke Bench Move request
   5. Play Area Inspections & maintenance
      1. Update on gate
      2. Receive Inspection advice
      3. Consider approving contractor
   6. Approve MOU Memorial Bench
6. **Agenda items & projects**
7. **Correspondence** 
   1. Email: Request to contact UKPN on behalf of parishoner | responded to ask for reference number so I can follow up
   2. Email | UKPN | request permission to clean Ivy from poles on playing field
   3. Email |Borough | Interim Report on Local Government Review & Devolution
   4. Parishoner | Request for Permission to use Greens for Dog Show
   5. Parishoner | email | Video | reversing lorry at Sutton Lea.
   6. Parishoner | Email | centenarian
   7. Parishoner | email | introduction & experience | Council Vacancies
   8. Parishoner | Wedding day greens pick up.
   9. Email | Cllr directed query as to estate boards policy
   10. Police | email | SNAP Meeting dates
   11. Email | Querying Council tax Special Expenses
   12. Email | Old Railway Line Walking Route
   13. **To note as received**
8. Any Other Matters Arising
9. **Any Late Notices**
10. **Matters for the next agenda**
11. **To receive any questions from members of the Public** - 15 minutes in total with 3 minutes per speaker. **NOTE any reports for Highways, Planning or police issues should be reported directly via the Highways website, the planning website or the police website ( or 101)**
12. **Upcoming Meetings**
    1. 1. Confirm AGM arrangements

**EXCLUSION OF THE PRESS AND PUBLIC -**Resolution to close the meeting to the press and public: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Nothing required.**