

Burton Fleming Parish Council

Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) Held Tuesday 05 May 2026 in the Village Hall at 7.00pm

Present:

Parish Councillors: B Southwell, E Hayton, S Kirven, S King, P Stansfield, S Wells, C Skelton, A Cropper

Members of the Public: none present

Wards Councillors/Police: none present

Jennifer Hobson (Clerk) recorded the minutes

32/26 Election of Officers 2026/27

RESOLVED: (all in favour)
that Cllr B Southwell is elected as Chair of Burton Fleming Parish Council.
Proposed by Cllr C Skelton and Seconded by Cllr S Kirven.

RESOLVED: (all in favour)
that Cllr S King is elected as Vice Chair of Burton Fleming Parish Council.
Proposed by Cllr B Southwell and Seconded by Cllr C Skelton.

33/26 To Receive and Approve Apologies for Absence

Ward Cllr Jonothan Owen, Ward Cllr Jonathan Bibb

The Chair reported that Cllr K Mercer had resigned from the Parish Council. It was agreed that the Clerk would send a letter of acknowledgement and thanks.

ACTION BY CLERK

34/26 Code of Conduct (01 July 2012)

(a) To record Declarations of Pecuniary and Non-Pecuniary Interests. Members declaring interest should identify the agenda item and state which interest is being declared.

(b) To note Dispensations in Respect of Agenda Items Below

35/26 To Approve the Minutes of Previous Meeting – 06 May 2025

RESOLVED: (all in favour)
that the minutes of the previous annual meeting were approved and signed as a true and correct record.

Proposed by Cllr C Skelton and Seconded by Cllr B Southwell.

36/26 To Approve HSBC Banking Signatories for 2026/27 following Election of Officers

RESOLVED: (all in favour)
that following election of officers the banking signatories remain the same as Cllr B Southwell – Chair, Cllr S King – Vice Chair and Miss J Hobson – Clerk to the Council.

Proposed by Cllr C Skelton and Seconded by Cllr T Stansfield

37/26 To Review Internal Control Arrangements for Annual Governance Statement 2026/27

RESOLVED: (all in favour)
(1) that members acknowledge responsibility to ensure a sound system of internal control, including the preparation of accounting statements.

- (2) that these measures have been reviewed for the continued effective financial management of the Parish Council.

Proposed by Cllr S Kirven and Seconded by Cllr S King

38/26 To Receive and Approve the Financial Statement Year End March 2026

RESOLVED: (all in favour)

- (1) that the Financial Statement Year End March 2025/26 be approved
(2) that the Certificate of Exemption be signed and returned to the external auditor
(3) that the Internal Audit be noted – 4 recommendations were made:
- (i) that the Risk Assessment be updated and reviewed annually – an updated copy of this was approved and it was agreed that the approval of transactions now take place directly on the banking screen rather than via email. The Clerk to set up online registration for Cllr B Southwell and Cllr S King.
 - (ii) that the council should adopt model Standing Orders as per those presented.
 - (iii) that the council should adopt model Financial Regulations as per those presented.
 - (iv) that the council should publish past agendas on the website – it was agreed that this was not necessary as the minutes should be sufficient.

- (4) that the Annual Governance Statement 2025/26 be completed and signed accordingly
(5) that the Annual Accounting Statements 2025/26 be completed signed accordingly
(6) that the Asset Register is up to date apart from the location of the bench which has now been installed at the cemetery and is no longer at the home of Cllr S Wells.

Proposed by Cllr S Kirven and Seconded by Cllr E Hayton

ACTION BY CLERK

39/26 To Approve Adoption of Dates for the Period of Exercise of Public Rights

RESOLVED: (all in favour)

that the annual accounts inspection period of 03 June 2026 to 14 July 2026 be approved.

Proposed by Cllr S Wells and Seconded by Cllr S Kirven

40/26 To Appoint an Internal Auditor for 2026/27

RESOLVED: (all in favour)

that Samantha Rounding is approved as the Internal Auditor of accounts 2026/27 for Burton Fleming Parish Council.

Proposed by Cllr C Skelton and Seconded by Cllr S King

41/26 To Review the Cemetery Fees & Regs

RESOLVED: (all in favour)

- (1) that all regulations remain the same
(2) that all cemetery fees remain the same

Proposed by Cllr B Southwell and Seconded by Cllr S King

42/26 To Review the Community Emergency Plan

- Cllr M Wynne to be replaced with Cllr A Cropper
- Cllr B Southwell to get the Emergency Box from Andrew Marr (previous Chair)
- Village Hall contact details be changed from Kate Mercer to Richard Southwell
- Village Hall committee to check the Emergency Box stored at the Village Hall

ACTION BY CLERK

43/26 To Remind Councillors of the Member Code of Conduct

The Chair confirmed that all members should remind themselves of the Member Code of Conduct.

44/26 To Approve Meeting Dates

RESOLVED: (all in favour)
that the meeting dates be set as:
Tuesday 14 July 2026
Tuesday 08 September 2026
Tuesday 10 November 2026
Tuesday 12 January 2027
Tuesday 09 March 2027

Tuesday 11 May 2027 (Annual Meeting of the Parish Council incorporating The Annual Parish Meeting)

Proposed by Cllr B Southwell and Seconded by Cllr S King

45/26 To Receive Burton Fleming Annual Report 2025/26

The Chair confirmed that a copy of the Annual Report was available on the Parish Council website.

46/26 Public Participation

No members of the public present.

47/26 Close of Meeting

The Chairman thanked everyone for their attendance and involvement. There being no further business the meeting closed at 7.15pm.

Chairman's Signature: Date: