

Burton Fleming Parish Council

Minutes of the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) Held Tuesday 06 May 2025 in the Village Hall at 7.00pm

Present:

Parish Councillors: B Southwell, E Hayton, S Kirven, S King, P Stansfield, K Mercer, M Wynne

Members of the Public: Mr Knowles, Mrs T Townsend

Wards Councillors/Police: none present

Jennifer Hobson (Clerk) recorded the minutes

35/25 Election of Officers 2025/26

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

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 S Kirven.

36/25 To Receive and Approve Apologies for Absence

Cllr C Skelton, Cllr S Wells

37/25 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

38/25 To Approve the Minutes of Previous Meeting – 07 May 2024

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 K Mercer and Seconded by Cllr S King.

39/25 To Approve HSBC Banking Signatories for 2025/26 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 E Hayton and Seconded by Cllr K Mercer

40/25 To Review Internal Control Arrangements for Annual Governance Statement 2025/26

- 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 K Mercer and Seconded by Cllr K Mercer**

41/25 To Receive and Approve the Financial Statement Year End March 2025

RESOLVED: (all in favour)

- (1) that the Financial Statement Year End March 2024/25 be approved
- (2) that the Certificate of Exemption be signed and returned to the external auditor
- (3) that the Internal Audit be noted – no issues were raised
- (4) that the Annual Governance Statement 2024/25 be completed and signed accordingly
- (5) that the Annual Accounting Statements 2024/25 be completed signed accordingly
- (6) that the Asset Register is up to date

Proposed by Cllr M Wynne and Seconded by Cllr K Mercer

42/25 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 2025 to 14 July 2025 be approved.

Proposed by Cllr M Wynne and Seconded by Cllr K Mercer

43/25 To Appoint an Internal Auditor for 2025/26

Thanks were expressed to Su Todd for giving her time to audit the accounts.

RESOLVED: (all in favour)

that Andrew Marr is approved as the Internal Auditor of accounts 2025/26 for Burton Fleming Parish Council.

Proposed by Cllr S Kirven and Seconded by Cllr M Wynne

44/25 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 K Mercer

45/25 To Review the Community Emergency Plan

- All Parish Councillor and Ward Councillor details to be updated to reflect updated information and telephone numbers
- The First Aider is to be altered to Emma Hayton
- Any information re the village shop to be removed
- All External Contact Details are checked and updated where necessary
- The Chair to be named as the individual who will keep the press informed
- The Chair's home to be updated as the new location for the Emergency Box and for Emergency meetings to be held

ACTION BY CLERK

46/25 To Approve Meeting Dates

RESOLVED: (all in favour)

that the meeting dates be set as:

Tuesday 08 July 2025

Tuesday 09 September 2025

Tuesday 04 November 2025

Tuesday 06 January 2026

Tuesday 03 March 2026

Tuesday 05 May 2026 (Annual Meeting of the Parish Council incorporating The Annual Parish Meeting)

Proposed by Cllr S Kirven and Seconded by Cllr K Mercer

47/25 To Receive Burton Fleming Annual Report 2024/25

The Chair confirmed that members of the public were welcome to take a copy, but supply was limited. A copy was available on the Parish Council website.

48/25 Public Participation

No members of the public present wished to speak.

49/25 Close of Meeting

The Chairman thanked everyone for their attendance and involvement. There being no further business the meeting closed at 7.14pm.

Chairman's Signature: Date: