

# **BURTON SALMON PARISH COUNCIL**

**The Annual Meeting of the Council is to be held on Wednesday 29th May 2024 at  
6:45pm in Burton Salmon Village Hall**

Members of the press and public are welcome to attend to listen to the proceedings

*D Meir*

Debi Meir  
Burton Salmon Parish Council Clerk  
22<sup>nd</sup> May 2024

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## **AGENDA**

1. Appointment of Chairman
2. Appointment of Vice Chairman
3. To receive signed Declarations of Acceptance of Office forms
4. Present and apologies
5. Members of the public – Subjects raised
6. Declarations of interest
7. Councillor Vacancy – To consider any applicants and co-opt a suitable candidate
8. To approve the minutes of the Parish Council Meeting held on 13th March 2024.
9. Appointment of Council Representatives -
  - 9.1.1. Joint Burial Committee
  - 9.1.2. Monk Fryston Education Foundation
10. Review and approval of Financial Regulations
11. Review and approval of Standing Orders
12. Review and approval of other Parish Council policies and documents -
  - 12.1. Code of Conduct
  - 12.2. Complaints Procedure
  - 12.3. Privacy Notice
  - 12.4. Website Accessibility Statement
  - 12.5. Document Retention and Disposal Policy
  - 12.6. Data Audit
  - 12.7. Publication Scheme
  - 12.8. Joint Burial Committee Terms of Reference

13. Risk assessment, assets and insurance cover -
  - 13.1. Review and approve the risk assessment
  - 13.2. Review and approve the asset register
  - 13.3. Review cover and approve insurance renewal
  
14. Biodiversity –
  - 14.1. To consider the councils duty to protect and enhance biodiversity and agree any actions
  - 14.2. To review and approve the Biodiversity Policy
  
15. Ongoing Matters – To receive updates and agree any further actions:
  - 15.1. School parking
  - 15.2. Street lights
  - 15.3. Street cleaning
  - 15.4. Litter picking
  - 15.5. New Lane speed limit
  - 15.6. War Memorial inspection
  - 15.7. Beech Grove parking
  
16. Hall Purchase – To receive an update and agreed any actions
  
17. Village Improvements – To receive an update on the purchase of the noticeboard and agree any actions
  
18. Planning – To review the planning register and agree any comments or further actions
  
19. Correspondence –
  - 19.1. Community Alerts – To note the various warnings, advice and information provided
  - 19.2. Rural Services Network – To note the various newsletters and funding bulletins
  - 19.3. Up for Yorkshire – To note the various community updates.
  - 19.4. North Yorkshire Council – To note the various consultations, newsletters and updates provided.
  - 19.5. Office of the North Yorkshire Police, Fire & Crime Commissioner – To note the various newsletters, and updates provided.
  - 19.6. Time Team – To consider the request to erect a Heritage Information Board in the village with the help of the local history group.
  - 19.7. Yorkshire Wildlife Trust - To note the Network Rail Biodiversity Programme and online survey
  - 19.8. Lord Foster and Electrical Safety First – To consider the request to support the campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.
  
20. To receive updates –
  - 20.1. Village Hall Committee
  - 20.2. Village Defibrillator
  - 20.3. Burial Committee
  - 20.4. Monk Fryston Education Foundation
  
21. Finances -
  - 21.1. To receive an update on bank signatories
  - 21.2. To approve payment of clerks overtime for 2023-24
  - 21.3. To consider the Burial Committee precept request and agree any actions
  - 21.4. To approve expenditure items

- 21.5. To confirm the accuracy of the bank reconciliation
- 21.6. To review the budget report and agree any actions
- 22. Annual Return 2023-24 –
  - 22.1. Review Internal Audit report and system of internal control and agree any actions
  - 22.2. To review and approve the Annual Governance Statement
  - 22.3. To review and approve the Annual Accounting Statement
  - 22.4. To review and approve the Certificate of exemption from External Audit
  - 22.5. To note the period for the exercise of public rights
- 23. Minor matters – To notify the clerk of minor matters for action or inclusion on the next agenda
- 24. Date and time of next meeting