



**BURTON UPON STATHER PARISH COUNCIL**  
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**Parish Clerk: Candace Brent**

Notice is hereby given that the **ANNUAL MEETING** of BURTON UPON STATHER PARISH COUNCIL  
Will be held on **TUESDAY 21<sup>ST</sup> MAY 2024 at 7.00pm**  
At the Village Hall, Todds Lane, Burton upon Stather  
when the following business will be transacted.

There will be a Public Open Session, commencing at 7.00pm lasting for a maximum of 15 minutes, where members of the public are welcome to attend and are invited to address the Parish Council. This will include reports from any Ward Councillors present. The full council meeting will commence at 7.15pm or at the closure of the Public Open Session, whichever is the sooner

## Agenda

1. Election of the Chair
2. Election of the Vice Chair
3. Apologies for absence
4. Declaration of interest – Code of Conduct adopted by this Council:
  - a. To record declarations of interest by any member of the Council in respect of the agenda items listed below.  
Members declaring interests should identify the agenda item and type of interest being declared
  - b. To note dispensations given to any member of the Council in respect of the agenda items listed below
5. Acceptance of minutes of the meeting held on Tuesday 16<sup>th</sup> April 2024
6. Clerk's report
7. Review of delegation arrangements to staff
8. Review of terms of reference for the Personnel Committee
9. Appointment of members and election of the Chair to the Personnel Committee
10. Appointment of members to carry out the quarterly financial review
11. To elect Councillors to represent this Council at the ERNLLCA district committee meetings, NATS meetings, Roxby Landfill, StoptheWharf and any other meetings as mentioned by the Council and to include arrangements for reporting back.
12. Review of:
  - a. Standing Orders
  - b. Financial Regulations
  - c. Complaints Procedure
  - d. Sickness Policy
  - e. Child Protection Policy
  - f. Arrangements for insurance cover
  - g. Council subscriptions
  - h. Council direct debits
  - i. Expenditure incurred under s137 of the Local Government Act
13. To agree the time and place of ordinary meetings until the next annual meeting
14. To consider and discuss any issues raised in the public session not covered on the agenda
15. Correspondence to be noted and resolved upon
16. Councillor's Forum: Councillor's information exchange (10 minutes)
17. To receive a draft response to the Standards in Public Life Consultation and resolve any actions arising (correspondence NALC 04/04)
18. To consider purchasing lamp post signs to commemorate D-Day and resolve any actions arising
19. To receive the agreement with Grange Windfarm for grant applications and resolve for the Clerk to sign it
20. To review the annual parish meeting held on Tuesday 7<sup>th</sup> May 2024
21. Reports: to receive the following reports and resolve any actions arising:
  - a. Burton Playing Fields to include an update on the storage container and installation of the trim trail
  - b. Village Hall Committee
  - c. Thealby Play Area
  - d. Burial ground

- e. Allotments
- f. Public Rights of Way/Footpaths/Burton Hills
- g. Kingsferry Wharf
- h. NLGEP

22. To consider the following planning applications:

- a. Any applications received after the date of the agenda being sent out
- b. Planning Applications

Planning Number	Application

c. Planning decisions made by NLC

Planning Number	Application	Decision
PA/2023/1636	Outline planning permission to erect a new dwelling with all matters reserved for subsequent consideration on land at 1 The Avenue, BUS	Permission refused
PA/2024/264	Planning permission to erect a single-storey rear and side extension and new roof over garage conversion at 33 Tee Lane, BUS	Permission granted

23. Finance:

- a. To consider and approve current income and expenditure.
- b. Monthly balances on accounts and unrepresented cheques in the accounting period
- c. To approve payment of accounts and receipts and any other outstanding payments

*C E Brent*

Candace Brent  
 Clerk to Burton upon Stather Parish Council  
 15th May 2024