

**Members of Little Burstead Parish Council are hereby summoned to attend the
LITTLE BURSTEAD PARISH COUNCIL**

Annual General Meeting & Ordinary Parish Council Meeting

to be held at the Village Hall on **Tuesday, 20th May 2025**, commencing at **7:30 p.m.**
for the transaction of business as set out below.

Members of the public and press are cordially invited to attend.

Mrs. Nandita Nandi

Clerk to Little Burstead Parish Council

AGENDA

1. To receive notification from any person or persons present of intent to record the meeting

2. Apologies for Absence

To receive and agree apologies for absence.

3. Members' Declarations of Interest in items on the agenda

4. Declaration of Acceptance of Office

5. Election of Chairman

6. Election of Vice Chairman

7. Minutes

Members to consider and approve the Minutes of the Ordinary Parish Council Meeting held on **Tuesday, 18th March 2025**.

8. Clerk's Report

9. Finance

- To approve and sign payments at this meeting.
- Members to approve the accounts/bank reconciliation for May 2025.

10. Annual Governance Statement

1. Following the annual review of the effectiveness of its systems of internal control, members to consider and complete the draft Annual Governance Statement (Section 1 of the Annual Return).
2. Members to review the proposed Section 1 and approve the Annual Return 2024/2025 and sign the Annual Governance Statement.

11. Annual Accounting Statement

1. Members to consider the criteria for filing an Exemption Certificate and decide whether they wish to certify themselves as exempt from a limited assurance review.
2. Members to consider the Accounting Statement (Section 2 of the Annual Return) prepared and signed by the RFO.
3. Members to review and approve the proposed Accounting Statement to be signed by the Chairman and minuted accordingly.

12.Fixed Asset Register

Members to review the Fixed Asset Register for 2025/26 as prepared by the Clerk.

13. Insurance Renewal

Members to consider the quotes for renewal of the insurance received by the Clerk and decide which provider to select for the Parish Council's insurance.

14. Policy Review & Risk Assessment

To review and consider the following policies and assessments for the year 2025:

- **Risk Assessment –**

- Financial Regulations
- Standing Orders
- Publication & Photography Policy
- Freedom of Information
- Equality & Equal Opportunities Policy
- Privacy statement (Extended)

Discussion to cover any necessary updates, amendments, or actions required for compliance and best practice.

15. Data Protection Fee

To review and consider the annual Data Protection Fee, including compliance requirements and any necessary actions for renewal or payment.

16. Planning

To consider the following planning applications received since the last meeting and those determined under delegated authority by the Clerk:

Application Reference: 25/00522/COND

Address: Valkyrie Broomhills Chase Billericay Essex CM12 9TE

17.Hatches Farm Road

- Discussion on the complaint regarding the removed direction post
- Proposal to move the blue road name sign
- Consideration of commissioning a new direction post
- Possible financial contribution from the Green Burial Ground

18. The Village Pond

- Proposal for a new duck house
- Discussion on whether ducks need to be introduced or will arrive naturally

19.The Times

- Content planning for the next issue
- Review of feedback

20.Highways

Issues with speed limit warning sign, chicane bollard, and twisted speed limit sign
Decision on whether to liaise with Highways or handle repairs independently

21. RAG Sheet Review

- Discuss updates and live tracking during meetings
- Ensure regular action updates for accountability

22. Matters for Information

An opportunity for Councillors to report matters of interest and to suggest items for future agendas.

Contact Information:

 Email: littlebursteadpc@gmail.com

 Website: [Home - Little Burstead Parish Council](https://www.littlebursteadparishcouncil.gov.uk)

