

BURTON-IN-KENDAL PARISH COUNCIL

www.burton-in-kendal-pc.gov.uk

Clerk to the Council

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16th May 2026

Members of the public are invited to attend the **Annual Parish Council Meeting** on Thursday 21st May 2026 at 7.30pm in Burton Memorial Hall.

Yours faithfully,

Christine Davidson

Clerk to the Council

AGENDA

- 1. To elect a Chairman for the Council Year 2026-27**
- 2. To receive the Chairman's Declaration of Acceptance of Office as Chairman.**
- 3. To appoint a Vice-Chairman for Council Year 2026-27**
- 4. Receive Apologies for Absence.**
- 5. Receive declarations of interest and to consider applications for dispensation.**
- 6. Authorise the Chairman to sign the minutes of the meeting of 16th April 2026**
- 7. To appoint Parish Council Representatives on the following Committees:**
 - a. Burton Education Foundation.
 - b. Memorial Hall Committee
 - c. Quarry Liaison Committee
 - d. School Governors.
- 8. To assign responsibility to the following activities and working groups:**
 - a. Boon Town Playground Maintenance
 - b. Boon Town Funding raising Group
 - c. Lengthsman Administrator.
 - d. Plain Quarry
 - e. Speed Indicator Device
- 9. Receive announcements by the Chairman.**
- 10. Open Forum**

Give Members of the public the opportunity to voice their concerns and offer suggestions
- 10. Receive reports from District Councillors**

11. Planning Applications

Formulate a response to the W & F Planning Department on the following applications:

- a) 2026/061/FPA Field located in the west boundary of Curwen Woods Estate
Change of use from agricultural field to secure dog exercise area
- b) 2026/0444/FPA Stables at Turnpike Lane, Holme
Proposed 40m x 25m Equestrian Manege

12. To Review and adopt updated Governance and Policy Documents:

- a) Standing Orders
- b) Code of Conduct
- c) Financial Regulations
- d) Data Protection
- e) Freedom of Information
- f) Digital & IT Policy
- g) Publication Scheme
- h) Grant Awarding Policy

13. To appoint Internal Auditor for 2026/27

14. To approve Final Income and Expenditure Account for year ended 31st March 2026

15. Annual Governance & Accountability

- a) Receive Internal Audit Report
- b) Approve Section 1 – Annual Governance Statement
- c) Approve Section 2 – Accounting Statements
- d) Confirm eligibility for exemption from external audit
- e) Resolve to certify the council exempt from external audit
- f) Sign the Certificate of Exemption (Chair and RFO)

16. Agree Calendar of Meetings for 2026/27

- 18th June 2026
- 16th July 2026
- 20th August 2026
- 17th September 2026
- 15th October 2026
- 19th November 2026
- 17th December 2026
- 21st January 2027
- 18th February 2027
- 18th March 2027

17. Consider the bank balances and the Income and Expenditure Account, noting the receipt of the precept for 2026/27

Authorise payment of the following accounts:

- | | |
|---------------------------------|---------|
| a) Clerk's Salary and Expenses | £452.30 |
| b) D & C Atkinson Grass Cutting | £300.00 |
| c) Insurance Premium – | £570.00 |
| d) Parish Online | £120.00 |
| e) Malcolm Richardson – Audit | £120.00 |
| f) D H Forestry & Maintenance | £871.88 |

18. Review and Update Outstanding Items

No	Item	Reported by	Action	Status
1	Traffic Calming Burton Traffic calming and speed reduction Clawthorpe			Clerk to arrange to speak to Helen in Highways to arrange meeting. Clerk to request update from 'Speedwatch' voluntary group.
2	Community Asset Register	FMH	CD	Ongoing
3	Meadow Close to Boon Town footpath	JCO/VH/Clerk		Cllr Oston is proceeding with formalisation of link from Meadow Close to Boon Town. Ongoing Works on Drainage and surface will be carried out by Highways September 26
4	19 Trees			Planting to be arranged. Saplings to be identified from neighbouring woodlands. Test holes dug and saplings will be planted later in year.
5	Market Cross work			Repair done. Pointing to be done and plinth for West side bench. 2 quotes received so far – need to wait until Spring now. One more quote required
7	Casual Vacancy			Still one Vacancy
8	Playground Working Group	VH		Group formed and grant applications are being put together. No meeting since last Parish Council meeting
9	Quarry Liaison Group			3 rd June 2026

19. To review Lengthsman's weekly logs on the Playground and to receive reports from Parish Councillors and the Clerk.

20. To receive and, if necessary, action communications received (see below).
CALC updates
W & F updates
2 x residents planning comments
Highways dept re 20mph
Resident re: Footpath issue

21. Date of next meeting: The next meeting will be held in the Memorial Hall on Thursday 18th June 2026