

# BOURTON PARISH COUNCIL

The Annual Meeting of Bourton Parish Council will be held on  
Monday 16 May 2016  
at 1900 hrs in the Village Hall

## AGENDA

1. To elect a new Chairman to serve until the next Annual Parish Meeting
2. To receive the Chairman's Declaration of Acceptance of Office
3. To elect a Vice-Chairman to serve until the next Annual Parish Meeting
4. To elect an Internal Auditor to serve until the next Annual Parish Meeting
5. Apologies for absence
6. Declarations of Interest
7. Minutes of meeting held on 25 April 2016
8. Matters arising
9. Questions from Members of the Public
10. Finance
  - a) To approve payment to Fred Jefferies for work in April
  - b) To renew annual insurance with AON at £323.10 (£312.77 paid last year)
  - c) To approve accounts for year ending 31 March 2016
  - d) To approve Annual Return for year ending 31 March 2016
  - e) To consider applying for a Transparency Grant for Councils
11. Planning Issues
  - a) To note planning had been given for 116 houses on land off Townsend Road on appeal
  - b) To consider application for a 3 storey extension at Pinewood School to provide kitchen extension, dormitory and bedroom accommodation
12. To Approve Agenda and Arrangements for Annual Parish Assembly
13. Correspondence (as circulated)
14. Any Other Business
15. Date of next meeting

MEMBERS OF THE PUBLIC ARE VERY WELCOME TO ATTEND

Signed:

Dated:

**MINUTES OF THE BOURTON PARISH COUNCIL MEETING HELD**  
**MONDAY 16 MAY 2016 AT 1900 HRS IN VILLAGE HALL**

**PRESENT**

Cllr N Ledingham (Chairman)  
Cllr J Bean  
Cllr D Swann

**1-2. ELECTION OF CHAIRMAN AND DECLARATION OF OFFICE**

JB nominated NL to serve as Chairman until the next Annual Parish Meeting. This was seconded by DS and unanimously agreed. NL signed the Chairman's Declaration of Acceptance of Office.

**3-4. ELECTION OF VICE-CHAIRMAN AND INTERNAL AUDITOR**

NL nominated WM to serve as Vice-Chairman until the next Annual Parish Meeting. This was seconded by JB and unanimously agreed. NL nominated JB to serve as Internal Auditor. This was seconded by DS and unanimously agreed.

**5. APOLOGIES FOR ABSENCE**

Apologies had been received from Derek Austin and William Moore.

**6. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**7. MINUTES OF THE MEETING HELD ON 25 APRIL 2016**

The Minutes were unanimously approved by all present and were signed by the Chairman.

**8. MATTERS ARISING**

8a) The Clerk had just received the background information from CPRE that would enable her to respond to the consultation on the Strategic Economic Plan for Oxfordshire that Oxfordshire Local Enterprise Partnership was undertaking. **Action: Clerk**

8b) It was agreed that the Pinewood School parking issues would be raised at the Annual Parish Assembly.

8c) NL was thanked for chasing up Network Rail about the road repairs. It was expected that the road would be closed from 23 May to enable Thames Water to carry out the necessary water leak repairs prior to the road resurfacing. NL had asked Network Rail for confirmation of the actual works to be carried out.

**9. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**10. FINANCE**

10a) It was unanimously agreed to pay Fred Jefferies for work in April and a cheque for £32.00 was signed.

10b) It was unanimously agreed to renew the annual insurance with AON at a cost of £323.10.

10c) The Clerk presented the accounts for the year ending 31 March 2016 which were unanimously agreed by the Council and signed by the Chairman. The Annual Governance Statement for 2015/16 (Section 1) was also unanimously approved.

10d) The Accounting Statements for the year ending 31 March 2016 (Section 2) were unanimously approved and signed by the Chairman. The Annual Return would be sent to the Internal Auditor for further completion before being sent to the External Auditor in July. The Clerk would advertise the Audit on the notice board as required. **Action: Clerk**

10e) Councillors discussed the Transparency Code which says that "The data and information specified in the Code must be published on a website which is publicly accessible free of charge". This includes Minutes, Agendas and financial papers. It is possible for this to be a section within a community website but Councillors agreed that it would be worth exploring the idea of a Parish website being set up that other community groups could use. DS agreed to take this idea forward with the Village Hall Committee and possibly apply for a grant as outlined by the OALC provided the new website met the correct criteria. **Action: DS**

## 11. PLANNING ISSUES

11a) It was noted with disappointment that planning had been granted on the Gladman site for 116 houses at Swanhill in Shrivenham on appeal. The Clerk had written to Ed Vaizey MP to complain as had other villagers.

11b) There were no objections to the planning application for a 3 storey extension at Pinewood School to provide a kitchen extension, dormitory and bedroom accommodation but the Clerk was asked to point out to the Council that it was necessary for Thames Water to demonstrate that the 6 inch sewer main can accommodate both the existing and proposed loads bearing in mind the issues with drainage in the village. Thames Water's database does not appear to include Pinewood School's use of the sewer and drainage system. **Action: Clerk**

## 12. TO APPROVE AGENDA AND ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY

The agenda and arrangements were agreed. Both District Councillors and our County Councillor had been invited but only DC Elaine Ware was able to attend. The Clerk would prepare notes as usual. **Action: Clerk**

## 13. CORRESPONDENCE

All the correspondence circulated was noted.

## 14. ANY OTHER BUSINESS

JB reported that the water pipe close to Mr French's had now been fixed. He was thanked for his efforts in organising this.

## 15. DATE OF NEXT MEETING

The Annual Parish Assembly will take place on Thursday 19 May 2016 and the next meeting of the Parish Council will take place on Monday 13 June 2016.

Signed:



Date:

13/6/2016

Cheques Issued:

Fred Jefferies £32.00 no 000390 (dated 16 May 2016)  
AON UK Insurance £323.10 no 000391 (dated 16 May 2016)