

# **BOURTON PARISH COUNCIL**

The next meeting of Bourton Parish Council will be held on  
Monday 22 October 2018  
at 1900 hrs in the Village Hall

## **AGENDA**

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes of meeting held on 10 September 2018**
- 4. Matters arising**
- 5. Questions from Members of the Public**
- 6. Finance**
  - a) To approve payment to Fred Jefferies for work in September**
  - b) To note order has been placed for build-out on Bishopstone Road to be paid for with a grant from Pinewood School**
  - c) To review effectiveness of internal audit**
  - d) To note first half of precept of £1925.00 received from VWHDC**
  - e) To approve payment of website annual charge**
- 7. Planning Issues**
  - a) To consider forthcoming meeting with Savills re Home Farm**
  - b) To note planning permission refused for 85 houses on land off Townsend Road (Gladman)**
  - c) To consider feedback on draft Shrivenham Neighbourhood Plan**
- 8. To conduct an Annual Risk Assessment Review**
- 9. To formally agree that Speedwatch volunteers will be acting on behalf of PC and therefore covered under Public Liability Insurance on 5 and 7 November**
- 10. Correspondence**
- 11. Any Other Business**
- 12. Date of Next Meeting**

**MEMBERS OF THE PUBLIC ARE VERY WELCOME TO ATTEND**

**Signed:**

**Dated:**

**MINUTES OF THE BOURTON PARISH COUNCIL MEETING HELD  
MONDAY 22 OCTOBER 2018 AT 1900 HRS IN VILLAGE HALL**

**PRESENT**

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

**1. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Moore.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2018**

The Minutes of the Parish Council meeting held on 10 September were unanimously approved by all present and were signed by the Chairman.

**4. MATTERS ARISING**

4a) The Clerk had chased Arthur McEwan-Jones re his offer to meet with the Parish Council and Highways to resolve the issue regarding the state of Steppingstone Lane.

4b) An invitation had been received from Steve Fraser, Clerk of Fyfield and Tubney to offer dates for a meeting of parishes to discuss A420 issues prior to a meeting with Ed Vaizey MP. The Clerk was asked to respond to say Bourton would be very grateful to be kept informed and were supportive of the need to address A420 issues but it was not possible to send a representative to the meeting.

4c) Councillors were grateful for the efforts of the Deep Clean Team who had been working in the village and had done a very good job.

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

Four parishioners had asked JB if there was any chance of the 65 bus calling into Bourton on a Thursday, one trip into Swindon and one return. The Clerk would contact the bus company. **Action: Clerk**

**6. FINANCE**

6a) It was unanimously agreed to pay Fred Jefferies for work in September and a cheque for £32.00 was signed.

6b) Following confirmation that Pinewood School would provide a grant for the build-out on the Bishopstone Road, it was noted that the order now had been placed with Oxfordshire County Council.

6c) The Internal Auditor's Summary Report was noted and Councillors readopted the financial regulations contained within the Standing Orders of the Parish Council dated June 2018 as advised by the Internal Auditor. Councillors conducted a thorough review of the effectiveness of internal audit. Having given the matter due and careful consideration, Councillors reached the conclusion that everything was in good order and all systems were robust. Councillors agreed to ask Philip Hood to conduct the Internal Audit next year at a cost of £145 plus travel expenses. Travel expenses would be shared with Watchfield. **Action: Clerk**

6d) It was noted that the first half of the precept of £1925.00 had been received from VWHDC.

6e) It was unanimously agreed to pay David Swann £200.00 to cover the cost of the annual website charge. DS would set up a direct debit for future years. It was noted that the contribution from Bourton Club towards the website of £100.00 which had been mentioned in the minutes of the meeting dated 26 February 2018 had now been paid.

**Action: DS**

**7. PLANNING ISSUES**

7a) The Clerk had offered Savills two possible meeting dates in November to discuss Home Farm. She would confirm by email which date had been chosen in due course. **Action: Clerk**

7b) It was noted that the Gladman application for 85 houses off Townsend Road had been refused.

7c) Councillors had read the draft Shrivenham Neighbourhood Plan and wished to support this, particularly the commitment to preserve the gaps between villages and to protect the views from Shrivenham into the AONR

#### **8. TO CONDUCT AN ANNUAL RISK ASSESSMENT REVIEW**

Councillors considered the Risk Assessment at length. It was unanimously agreed to include under “Speed Limits in the Village” mention of the fact that Highways are installing a build-out along the Bishopstone Road to slow the traffic entering the village. The Clerk was asked to provide a yellow tabard for the village handyman to use while he was working along the highway.

**Action: Clerk**

#### **9. TO FORMALLY AGREE THAT SPEEDWATCH VOLUNTEERS WILL BE ACTING ON BEHALF OF THE PARISH COUNCIL AND WILL BE COVERED UNDER THE PUBLIC LIABILITY INSURANCE ON 5 AND 7 NOVEMBER**

It was unanimously agreed that the volunteers would be using the speedwatch device on behalf of the Parish Council. The Clerk had received confirmation from BHIB Insurance Brokers that cover would be in force for our legal liabilities under the Public and Employers Liability section if the device is being used on behalf of the Parish Council. It was also noted that the location for the speedwatch had been risk assessed by Thames Valley Police.

#### **10. CORRESPONDENCE**

DS was thanked for including on the website an item from Philip Hoyland relating to damage to footpath signs.

#### **11. ANY OTHER BUSINESS**

The Clerk was asked to contact Network Rail about the damaged salt bin on the bridge at Lower Bourton and organise for the road sweeper once the leaves had fallen. She was also asked to report again the blocked drains in Steppingstone Lane, Cleyfields and Silver Street and the damaged road edges opposite Cleyfields together with the many potholes in the village.

**Action: Clerk**

#### **12. DATE OF NEXT MEETING**

The next meeting will take place on Tuesday 13 November in the village hall at 1900 hrs immediately after the meeting with Savills starting at 1800.

Signed:

Date:

Cheques Issued:

Fred Jefferies £32.00 no 022000 (dated 22 October 2018)

David Swann £200.00 no 022001 (dated 22 October 2018)