

# **BOURTON PARISH COUNCIL**

The Annual Meeting of Bourton Parish Council will be held on  
Monday 13 May 2019  
at 1930 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 March 2019
8. Matters arising
9. Questions from Members of the Public
10. Finance
  - a) To approve payment to Fred Jefferies for work in March/April
  - b) To renew annual insurance with BHIB at £297.43 (same as last year)
  - c) To confirm Bourton Parish Council is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015
  - d) To re-issue cheque for £15.12 to Watchfield Parish Council for repair to speedwatch equipment (original cheque still not cashed after 6 months)
  - e) To note receipt of first half of precept of £1925.00
  - f) To note quotation from Rockstone for work to Steppingstone Lane
  - g) To consider applying for a grant from County Councillor's Fund for the repair of Steppingstone Lane
11. Planning Issues
  - a) To note planning permission granted for development work at The Old Outhouse, Fern Farm
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 13 MAY 2019 AT 1900 HRS IN VILLAGE HALL**

**PRESENT**

Cllr N Ledingham (Chairman)  
Cllr J Bean  
Cllr D Austin  
Cllr D Swann – from Item 10  
Cllr W Moore – from Item 10

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

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

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

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

All Councillors signed their Declaration of acceptance of office at the meeting and these are held by the Clerk. The Clerk distributed the Registers of Members' Interests to all Councillors and these will be returned to the Clerk in time to post them to the Vale's Monitoring Officer before 4 June 2019.

**5. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**6. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**7. MINUTES OF THE MEETING HELD ON 25 MARCH 2019**

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

**8. MATTERS ARISING**

8a) The new signposts were finally in place but Councillors were a little disappointed with the positioning of the new signpost on the Bishopstone Road as the fingerpost pointing to Pinewood School/Shrivenham was masked by the give way sign. The Clerk would mention this to Mark Francis and Lee Turner. The Clerk was asked to write to Philip Hoyland to let him know that the design of the build-out was about to go ahead and to ask him to confirm that the finances would still be forthcoming. She would also ask if it would be possible to encourage parents coming from the South to drive around the village, particularly the new parents, in order to prevent the congestion in the centre of the village and make it more likely that they would use the car parks when dropping off their children rather than parking in the village. **Action: Clerk**

8b) The Clerk would address the final burial charges document as soon as her allocated hours allowed and it would be submitted to a future meeting. **Action: Clerk**

**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 March plus petrol costs and a cheque for £38.00 was signed. A further cheque for £16.00 was signed to cover work in April.

10b) It was unanimously agreed to renew the annual insurance with BHIB brokers at a cost of £297.43. This was the same cost as last year.

10c) A resolution was passed declaring that Bourton Parish Council is an exempt authority within the definition contained in the Local Audit (Smaller Authorities Regulations 2015). Clerk to alert the Auditor. It was noted that the Clerk had arranged for the internal audit to take place on 29 May 2019 and that all of the paperwork had to be posted on the website by 1 July latest. **Action: Clerk/DS**

10d) It was unanimously agreed to re-issue the cheque to Watchfield Parish Council for £15.12 to cover the repair to the speedwatch equipment as the cheque dated 10 September 2018 had not been cashed and had gone astray.

10e) It was noted that the first half of the precept of £1925.00 had been received.

10f) JB had received two quotes for resurfacing Steppingstone Lane: the first from Rockstone for £9300.00 + VAT and the second from W White for £8500.00 plus VAT. While County Councillor Yvonne Constance had promised to consider a grant of up to £2500.00 from her Community Fund, she had confirmed that Oxfordshire Highways would not be able to contribute any further monies and she doubted that Arthur McEwan would have any monies available either. She had advised the Clerk to find out from OCC (Drayton Depot) what they would be able to do for £2500.00 and the Clerk had emailed Vanessa Buckley to see if she could liaise with Mark Bostock and let us know. It was agreed that the Parish Council would explore whether additional funds could be secured from parishioners living along Steppingstone Lane (JB confirmed he would be willing to contribute something) or from Guy's and St Thomas' (via Savills) as the lane is used by the tenant farmer. The Clerk was also asked to remind Mark Bostock and Arthur McEwan that there is an obligation on Oxfordshire CC to maintain a footpath to Bridleways. **Action: Clerk**

10g) It was unanimously agreed to apply for a grant from the County Councillor's Community Fund for the repair of Steppingstone Lane. The Clerk could only do this once the repair bill was known. **Action: Clerk**

## **11. PLANNING ISSUES**

11a) It was noted that planning permission had been granted for development work at The Old Outhouse, Fern Farm.

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

The agenda and arrangements were agreed. Hopefully our District Councillor would be attending. The Clerk would prepare notes as usual. **Action: Clerk**

## **13. CORRESPONDENCE**

The Clerk offered to write to the Monitoring Officer to confirm Councillors all wished to submit a Nil return for election expenses (post meeting note: Councillors had to submit their forms personally). All correspondence had been noted.

## **14. ANY OTHER BUSINESS**

Fiona Ryan had asked for Parish Council meetings to take place on a Tuesday rather than a Monday to facilitate village hall bookings and indicated that she would find it useful to know future meetings dates. The Clerk would confirm to her the following meetings: 18 June, 16 July, 10 September and 15 October. **Action: Clerk**

**15. DATE OF NEXT MEETING**

The Annual Parish Assembly will take place on Tuesday 28 May at 1930 and the next meeting of the Parish Council will take place on Tuesday 18 June 2019 at 1900.

Signed:

Date:

Cheques Issued:

Fred Jefferies £38.00 no 022014 (dated 13 May 2019)  
BHIB Insurance £297.43 no 022015 (dated 13 May 2019)  
Watchfield Parish Council £15.12 no 022016 (dated 13 May 2019)  
Fred Jefferies £16.00 no 022017 (dated 13 May 2019)