

**MINUTES OF THE BOURTON PARISH COUNCIL MEETING HELD**  
**TUESDAY 17 MARCH 2020 AT 1900 HRS IN VILLAGE HALL**

**PRESENT**

Cllr Swann (Chairman)  
Cllr J Bean  
Cllr A Knapp  
Cllr D Austin

One parishioner attended the meeting for Item 5.

**1. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Ledingham.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**It was unanimously agreed to take Item 5 first**

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

Fiona Ryan, a villager and GP, attended the meeting to explain that she and others in the village were trying to set up a village support group to help those who might be in need in the village over the next few weeks as a result of the coronavirus pandemic. The Parish Council were happy to support this initiative and thanked Fiona for co-ordinating it. DS would liaise with Fiona and contact the provider of the website to see if it could be upgraded to include a Forum function. He offered to put a notification on the website giving details of the support group and this would be provided by Fiona.

**Action: DS**

**It was unanimously agreed to discuss the extraordinary measures that might be necessary to implement in the future due to the coronavirus pandemic. Advice had just been received from OALC about the measures being considered that relate to parish councils and future meetings. The financial audit is likely to be extended to 30 September 2020. The government is considering bringing forward legislation to remove the requirement for Annual Parish Meetings to take place in person. Councils were being advised to delegate powers to the Clerk or an Emergency Group to ensure the basic functions of the Parish Council can continue.**

It was unanimously agreed that an Emergency Group with a quorum of two councillors could take decisions if necessary and this would be reviewed in one year. All “operational” decisions could be made by the Clerk with reference to two other councillors by email and routine payments such as those to Fred Jefferies, insurance renewal, Clerk’s quarterly invoice, subscriptions etc could be decided on this basis but of course the cheques would have to be signed by two signatories as at present. The Chairman was minded to allow meetings by conference call if legislation was passed to this effect.

**3. MINUTES OF THE MEETING HELD ON 25 FEBRUARY**

The Minutes of the Parish Council meeting held on 25 February were unanimously approved by all present and signed by the Chairman.

**4. MATTERS ARISING**

4a) DS reported that the damaged road edges on the Bishopstone Road were finally being repaired earlier in the day.

## **6. FINANCE**

6a) Fred Jefferies had not submitted an invoice for work in February but had bought petrol at a cost of £6.00. It was agreed that the Clerk would pay him cash for this and then include this small amount in her next invoice under expenses. **Action: Clerk**

6b) It was unanimously agreed to renew the annual subscription to OALC and a cheque for £140.42 was signed.

6c) It was unanimously agreed to renew the appointment of Arrow Accounting as internal auditor for this year.

## **7. PLANNING ISSUES**

7a) The response on the application for 4 residential dwellings at Lowerfield Farm was noted.

7b) The response on the application for 6 residential dwellings at Home Farm was noted.

7c) The amended plans for the conversion of a double garage into living accommodation for an elderly relative at Llaregyb, Silver Street were discussed. It was unanimously agreed that the change from dormer windows to velux windows and the removal of the porch were welcome although the other issues mentioned in the letter of objection from the Parish Council still stood. The Clerk would alert Planning. **Action: Clerk**

## **8. CORRESPONDENCE**

All the correspondence had been circulated and noted.

## **9. ANY OTHER BUSINESS**

There was no other business.

## **10. DATE OF NEXT MEETING**

The next meeting of the Parish Council will take place on Tuesday 21 April 2020 in the village hall at 1900 hrs and will possibly be a virtual meeting if this has been agreed as being lawful by that time.

Signed:

Date:

Cheques Issued:

OALC £140.42 no 022042 (dated 1 April 2020)