

BOURTON PARISH COUNCIL

The Annual Meeting of Bourton Parish Council will be held virtually on
Tuesday 4 May 2021
as a consequence of the Coronavirus Social Distancing Rules

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 27 April 2021
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 subscription to Netwise for website provision
 - c) To approve payment to S Hoskin for PAYE run
11. Planning Issues
 - a) To note planning granted for single storey extension at York Cottage
12. Correspondence
13. Any Other Business
14. Date of next meeting

MEMBERS OF THE PUBLIC ARE WELCOME TO JOIN AND SUBMIT QUESTIONS
BY CONTACTING THE PARISH CLERK IN ADVANCE

Signed:

Dated:

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MINUTES OF THE VIRTUAL BOURTON PARISH COUNCIL MEETING HELD
TUESDAY 4 MAY 2021 AT 1900 HRS

PRESENT

Cllr N Ledingham (Chairman)
Cllr D Swann
Cllr S French
Cllr A Knapp

1-2. ELECTION OF CHAIRMAN AND DECLARATION OF OFFICE

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

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

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

5. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Bean but the latter's views on the agenda had been discussed in advance with the Clerk and she represented them at the meeting.

6. DECLARATIONS OF INTEREST

There were no declarations of interest.

7. MINUTES OF THE MEETING HELD ON 27 APRIL 2021

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

8. MATTERS ARISING

8a) Fred Jefferies had already started cutting the verge back as requested at the last meeting.

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 any work carried out before the 22 June meeting with the email authorisation of three councillors. No further invoices had been submitted since the April meeting.

10b) Netwise had invoiced the Parish Council for the 5 yearly domain charge a year early so no payment was currently outstanding. DS would make a recommendation in due course regarding their annual subscription charges and whether we might look elsewhere. The Clerk reminded councillors of the necessity to post all of the paperwork concerning the audit on the website at the end of June. **Action: DS**

10c) All of the end of year PAYE paperwork had been prepared by Mr Hoskin and as soon as his invoice arrived it was agreed it could be paid following the email authorisation of three councillors.

11. PLANNING ISSUES

11a) It was noted that planning permission had been granted for a single storey extension at York Cottage.

12. CORRESPONDENCE

All of the correspondence had been circulated.

13. ANY OTHER BUSINESS

The Clerk was asked to write to Savills to suggest the Home Farm site be secured.

Action: Clerk

14. DATE OF NEXT MEETING

The next meeting of the Parish Council will take place on Tuesday 22 June 2021 at 1900 in the Village Hall.

Signed:

Date: