

BOURTON PARISH COUNCIL

The next meeting of Bourton Parish Council will be held on
Thursday 16 June 2022 at 1900 hrs
in the Village Hall

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes of meeting held on 11 May and 30 May 2022**
- 4. Matters arising**
- 5. Questions from Members of the Public**
- 6. Finance**
 - a) To approve payment to Jack Webster for work in May-June as village handyman**
 - b) To note Annual Internal Audit Report 2021/22**
 - c) To approve Annual Governance Statement 2021/22 (Section 1 of Annual Governance and Accountability Return)**
 - d) To approve Accounting Statements 2021/22 (Section 2)**
 - e) To approve payment to Do The Numbers for internal audit at £175.00**
 - f) To agree period of elector's rights and date for accounts to be published on website**
 - g) To approve payment for annual website premium support package and maintenance at £438.00 (includes £73.00 VAT)**
 - h) To approve payment to Savages of Blewbury for memorial plant for John Bean at £18.99 (paid by Clerk)**
 - i) To approve contribution of £60 towards Jubilee Tea Party**
- 7. Planning Issues**
 - a) To note comments on revised planning application at Home Farm**
 - b) To Consider Action Regarding Mature Tree Removal in Conservation Area**
- 8. To Adopt Revised Code of Conduct and Note Training Sessions (15 & 29 Sept)**
- 9. Correspondence**
- 10. Any Other Business**
- 11. Date of Next Meeting**

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Signed:

Dated:

MINUTES OF THE BOURTON PARISH COUNCIL MEETING HELD
THURSDAY 16 JUNE 2022 AT 1900 HRS

PRESENT

Cllr N Ledingham
Cllr D Swann
Cllr S French
Cllr C Francis
Cllr A Knapp (from Item 4)

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

As Chairman of the Village Hall Committee, SF declared an interest in Item 6i) and took no part in the decision concerning the Parish Council's contribution towards the Jubilee Tea.

3. MINUTES OF THE MEETINGS HELD ON 11 MAY AND 30 MAY

The Minutes of the Parish Council meeting held on 11 May and the Minutes of the Annual Parish Assembly held on 30 May were unanimously approved by all present and were signed by the Chairman of each meeting.

4. MATTERS ARISING

Oxfordshire County Council Highways have now indicated that they are willing to fund the full costs of the 30 mph restriction. This was warmly welcomed by Councillors.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

6. FINANCE

6a) An invoice had been received from Jack Webster for his work as village handyman in May and June. It was unanimously agreed to pay this and a cheque for £64.63 was signed.

6b) Councillors noted the Annual Internal Audit Report and Internal Audit covering letter. It was agreed to accept the advice to initial cheque stubbs and initial each page of the minutes. The updated Risk Assessment from November 2021 should be put on the website. It was also agreed to review the bank balance every quarter with a cross check of the payments/receipts. **Action: DS/Clerk**

6c) Councillors unanimously approved the Annual Governance Statement 2021-22 (Section 1 of the Annual Governance and Accountability Return).

6d) Councillors unanimously approved the Accounting Statements 2021-22 (Section 2 of the Annual Governance and Accountability Return).

6e) It was unanimously agreed to pay Do the Numbers for the internal audit and a cheque for £175.00 was signed.

6f) It was agreed that the period of elector's rights and date for accounts to be published would be from Tuesday 28 June. The notice would be posted on the noticeboard and website by that date. The Clerk would deliver all of the information to be posted on the website to DS on Sunday 19 June. **Action: Clerk/DS**

6g) It was unanimously agreed to pay Netwise for the annual website premium package and a cheque for £438.00 was signed.

6h) It was unanimously agreed to reimburse the Clerk for the memorial plant for Cllr John Bean and a cheque for £18.99 was signed. Mrs Bean had expressed her thanks to the Parish Council.

6i) It was unanimously agreed to contribute £100 towards the Jubilee Tea Party and thanks were given to the group of villagers who had organised this. SF took no part in the vote but confirmed that the Village Hall Committee would match the contribution of the Parish Council.

7. PLANNING ISSUES

There were four items that had not been known about when the agenda was published and it was unanimously agreed that these could be discussed first.

A planning application had been received for a dropped kerb at Well Cottage for access of one car and one caravan. There were no objections.

Planning permission had been granted for conversion of garage and small extension at Applefield.

A Freedom Camping Site had been set up at the rear of 1 Hinton Marsh Cottages. The Clerk was asked to contact Planning to find out if this should have been the subject of a planning application. **Action: Clerk**

The paperwork concerning the Public Path Diversion Order for Footpath 4 at Pinewood School had been posted on the noticeboard at the request of OCC.

7a) The Parish Council's comments on the revised planning application at Home Farm were noted.

7b) The Clerk was asked to contact Planning re the loss of the mature tree at Bourton Club. **Action: Clerk**

8. TO ADOPT REVISED CODE OF CONDUCT AND NOTE TRAINING SESSIONS (15 & 29 SEPTEMBER)

It was unanimously agreed to adopt the Revised Code of Conduct and this would be published on the website. Councillors undertook to attend one of the virtual training sessions on 15 & 29 September. **Action: All**

9. CORRESPONDENCE

All of the correspondence had been circulated by the Clerk.

10. ANY OTHER BUSINESS

There was no other business.

11. DATE OF NEXT MEETING

The next Parish Council meeting will take place on Monday 12 September in the Village Hall.

Signed:

Date:

Cheques Issued:

Jack Webster £64.63 no 022089 (dated 16 June 2022)

Do the Numbers £175.00 no 022090 (dated 16 June 2022)

NetWise UK £438.00 no 022091 (dated 16 June 2022)

M Brown £18.99 no 022092 (dated 16 June 2022)

Village Hall Committee £100.00 no 022093 (dated 16 June 2022)