

# **BOURTON PARISH COUNCIL**

The Annual Meeting of Bourton Parish Council will be held on  
Tuesday 16 May 2023  
At 1900 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. To receive Declarations of Acceptance of Office of new Councillors
6. Apologies for absence
7. Declarations of Interest
8. Minutes of meeting held on 6 April 2023
9. Matters arising
10. Questions from Members of the Public
11. Finance
  - a) To note payment of first half of precept of £1925.00
  - b) To consider insurance renewal premium at £343.42 (£297.43 last year)
  - c) To approve Receipts & Payments Account year ending 31 March 2023
  - d) To confirm Bourton Parish Council is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015
  - e) To approve payment to Jack Webster for April hrs plus fuel at £93.15
12. Planning Issues
  - a) To note objection to application for 90 houses on land off Townsend Road
  - b) To note planning granted for single storey side extension at Hill Cottage
  - c) To consider planning application for single storey extension at 2 The Hill
13. Update on Road Repair Issues in Bourton
14. To Consider the Use of Social Media for Parish Council Business
15. Correspondence
16. Any Other Business
17. Date of next meeting

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Signed:

Dated:

**MINUTES OF THE BOURTON PARISH COUNCIL ANNUAL MEETING HELD**  
**TUESDAY 16 MAY 2023 AT 1900 HRS**

**PRESENT**

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

**1-2. TO ELECT A NEW CHAIRMAN TO SERVE UNTIL THE NEXT ANNUAL PARISH MEETING**  
SF nominated NL to serve as Chairman until the next Annual Parish Meeting. This was seconded by CF and unanimously agreed. NL signed the Chairman's Declaration of Acceptance of Office.

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

AK nominated DS to serve as Vice-Chairman. 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. TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE OF NEW COUNCILLORS**

All Councillors signed their Declarations of Acceptance of Office.

**6. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**7. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**8. MINUTES OF THE MEETING HELD ON 6 APRIL 2023**

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

**9. MATTERS ARISING**

9a) AK kindly offered to clean the 20 mph signs at Lower Bourton.

**Action: AK**

9b) It was unanimously agreed that the old strimmer used by Fred Jefferies could be sold for a nominal fee which could be donated to the Shrevenham Allotment Association.

**Action: CF**

9c) Agenda items for the Annual Parish Assembly on 24 May were agreed and the Clerk would issue the agenda as soon as possible. DS and SF would decide on the wording for the website and flyer. **Action: Clerk/SF/DS**

9d) There was a general consensus that the tree on the graveyard boundary was not a cause for concern and therefore no immediate action would be required.

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

There were no questions from members of the public.

**11. FINANCE**

11a) It was noted that the first half of the precept of £1925.00 had been received.

11b) It was unanimously agreed to renew the annual insurance at a cost of £343.42.

11c) The Receipts & Payments Account for the year ending 31 March 2023 was agreed and signed. The Clerk would now complete the work for the audit due to take place on Tuesday 13 June and would seek approval at the 20 June meeting. All relevant paperwork is to be posted on the website by the end of June. **Action: Clerk/DS**

11d) It was unanimously agreed that Bourton Parish Council is an exempt authority within the definition contained in the Local Audit (Smaller Authorities) Regulations 2015 and the appropriate paperwork was signed by the Chairman. The Clerk would forward this to the external auditors. **Action: Clerk**

11e) It was unanimously agreed to pay two invoices from Jack Webster for work in April and May plus fuel charges and a cheque for £149.58 was signed.

## **12. PLANNING ISSUES**

Two planning items had been received since the agenda was published. It was noted that a planning application for 2500 homes at Lotmead had been submitted to Swindon Borough Council and it was noted that minor alterations at Cleycourt Manor had been approved.

12a) The objection to a revised application for 90 houses off Townsend Road was noted.

12b) It was noted that planning for a single storey side extension at Hill Cottage had been approved.

12c) There were no objections to the planning application for a single storey extension at 2 The Hill.

## **13. UPDATE ON ROAD REPAIR ISSUES IN BOURTON**

The Clerk had reported many potholes on [www.fixmystreet.com](http://www.fixmystreet.com) including those outside The Firs, along the road past Fern Farm, opposite Cleyfields and the road surface in general at The Meadows. Some residents had also reported these direct. The Clerk would monitor the updates and report other issues as necessary. **Action: Clerk**

## **14. TO CONSIDER THE USE OF SOCIAL MEDIA FOR PARISH COUNCIL BUSINESS**

SF proposed that, to observe the legal requirement for openness and transparency, the official means of communication by or with the Parish Council must continue to be the noticeboard and the village website. To comply with its legal obligations, Parish Council business could only be dealt with or discussed in open meetings that had been previously notified in the parish. Accordingly, in any messaging on WhatsApp or social media, the Parish Council would only be able to refer communicants to information posted on the website, from where minutes of meetings can be read, or requests for future agenda items can be dealt with.

It was unanimously agreed that when using all forms of communication, including the village WhatsApp group, Councillors should adhere to our existing Code of Conduct. In particular, it would be a requirement for Councillors to make clear that any comments made by them individually were their personal views and did not represent the policy or views of the Parish Council. DS would liaise with SF and NL in producing a Communications Policy; this will be circulated to all Councillors by email and approved at the June meeting.

It was also agreed to trial a regular printed communication to households in the village with an update on Parish Council activities and ongoing issues. It would include a reminder to parishioners to find the full information on the website and noticeboard where the minutes are posted. If it was considered to be useful, and subject to resources, it was envisaged that this communication be sent out twice a year. **Action: DS/SF/NL**

## **15. CORRESPONDENCE**

A very generous thank you letter had been received from Roz Davies following the grant to Fred's memorial.

**16. ANY OTHER BUSINESS**

There was no other business.

**17. DATE OF NEXT MEETING**

The Parish Council Annual Assembly will take place on Wednesday 24 May at 1930 immediately following the Village Hall AGM. The next meeting of the Parish Council will take place on Tuesday 20 June 2023 at 1900 in the Village Hall.

Signed:

Date:

Cheques Issued:

BHIB Ltd £343.42 no 022113 (dated 16 May 2023)  
Jack Webster £149.58 no 022114 (dated 16 May 2023)