

# **BOURTON PARISH COUNCIL**

The next meeting of Bourton Parish Council will be held on  
Thursday 20 July at 1900 hrs  
in the Village Hall

## **AGENDA**

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes of meeting held on 20 June 2023**
- 4. Matters arising**
- 5. Questions from Members of the Public**
- 6. Finance**
  - a) To approve payment to Jack Webster for work in June-July**
  - b) To approve payment of election costs**
  - c) To review effectiveness of internal audit**
  - d) To approve payment to Net Result for payroll services at £34.00**
  - e) To approve payment of printing costs for Annual Parish Assembly and the flyer advertising the event**
  - f) To consider request for grant funding for tree work in churchyard at St James**
  - g) Update on TOE grant application from Simon French**
- 7. Planning Issues**
  - a) To note planning permission granted for single storey rear extension at 2 The Hill**
  - b) Update from Carolyn Francis re CPRE meeting to discuss Joint South Oxon and Vale consultation for 2041 Local Plan**
  - c) To consider developing a strategy to influence the Local Plan 2041 to support small villages including Bourton**
- 8. To consider application to OCC Councillor's Priority Fund**
- 9. To review Standing Orders and Financial Regulations**
- 10. To assess interest in running a Speedwatch campaign in the village**
- 11. To review Clerk's hours**
- 12. Correspondence**
- 13. Any Other Business**
- 14. Date of Next Meeting**

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Signed:**

**Dated:**

**MINUTES OF THE BOURTON PARISH COUNCIL MEETING HELD**  
**THURSDAY 20 JULY 2023 AT 1900 HRS**

**PRESENT**

Cllr D Swann (Chairman)  
Cllr S French  
Cllr C Francis  
Cllr A Knapp (from Item 5)

District Councillors Viral Patel and Katherine Foxhall were in attendance until Item 6

**1. APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Ledingham.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE MEETINGS HELD ON 20 JUNE**

The Minutes of the Parish Council meeting held on 20 June were unanimously approved by all present and were signed by the Chairman.

**4. MATTERS ARISING**

Thanks were recorded to AK for organising for the field behind the church to be cut.

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

Our two District Councillors were welcomed to the meeting. DC Patel had not been successful in finding any funding routes for work to churchyards but kindly offered to ask the Tree specialist at the Vale to come and give advice on the extent of the work needed. DC Foxhall had attended a meeting at Coleshill church earlier in the day and would forward to us some funding information to pass onto Sarah Howell.

Information was provided about the Vale Community Impact and leaflets advertising the service were provided for the noticeboard and website. Information was also provided from Westmill Solar about an energy support fund.

**Action: Clerk/DS**

**6. FINANCE**

6a) Jack had not submitted an invoice since the last meeting but it was unanimously agreed to pay invoices over the summer period on the basis that they were authorised by at least three Councillors by email.

6b) The invoice for the contested election had still not yet been received and would be an agenda item for the next meeting.

6c) Following further consideration of the Internal Auditor's Report, Councillors conducted a thorough review of the effectiveness of internal audit. Having given the matter due and careful consideration, Councillors reached the conclusion that everything was in good order and all systems were robust.

6d) It was unanimously agreed to pay Net Result for payroll services and a cheque for £34.00 was signed.

6e) This would be an agenda item for the next meeting.

**Action: SF**

6f) The grant request for funding on work to the Scots Pine in the graveyard would be discussed under Item 8.

6g) SF had been reading through the vast information on the terms for a grant from TEO. The Clerk would send information to him about footpath gates from Centrewire. SF also reported that the stone near the memorial tree for Graham Tidmarsh had broken and he kindly offered to attempt to repair it. **Action: SF/Clerk**

## **7. PLANNING ISSUES**

7a) It was noted that planning permission had been granted for a single storey rear extension at 2 The Hill.

7b & c) CF was thanked for her full and informative report on the CPRE meeting to discuss the Joint South Oxon and Vale consultation for the Local Plan from 2025-2041. The first draft of Preferred Options would be ready for consultation in October and CPRE were urging parishes in the Vale to work together to influence the planning process. Although parishes would have different needs, they could work together towards common goals such as housing numbers etc. As the planning process is in a state of flux both locally and nationally and changes may well be made, it was unanimously agreed that Councillors would reacquaint themselves with the current Local Plan in advance of the autumn so that existing policies that were advantageous to Bourton could be promoted. CF also reported on a very informative meeting with Pauline Smith of Ashbury PC who is at present working on their revised Neighbourhood Plan. **Action: All**

## **8. TO CONSIDER APPLICATION TO OCC COUNCILLOR'S PRIORITY FUND**

The grant application from the churchwarden for tree work in the churchyard was discussed under this item. It was unanimously agreed that the Councillor's Priority Fund should be allocated to work to the Scots Pine in the churchyard and the Vale's tree officer would be consulted to advice on the extent of the work that was necessary. The Clerk would forward the information regarding the grant to Sarah Howell for action. **Action: Clerk**

## **9. TO REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS**

Councillors requested further time to consider and review the Standing Orders and Financial Regulations and this would be an agenda item for the next meeting. Once the Review had taken place, a copy would be posted on the website. **Action: All**

## **10. TO ASSESS INTEREST IN RUNNING A SPEEDWATCH CAMPAIGN IN THE VILLAGE**

This item had been put on the agenda following a request from a parishioner to gauge interest in a Speedwatch campaign in the village. Any volunteers had been asked to attend. As no-one had attended to show their support and the Open Meeting organised in November 2021 to gauge interest had only been attended by one parishioner, it was unanimously agreed that a Speedwatch campaign in the village was not a viable option.

## **11. TO REVIEW CLERK'S HOURS**

The Clerk asked for clarity about the number of meetings that the Parish Council wished to hold during the year and whether it was the intention to return to meetings every other month as most Parish Councils of the size of Bourton only met 6/7 times a year. The Clerk needed to allocate the appropriate hours bearing in mind she was only paid for 12 hours a month. Councillors acknowledged that she had worked 21 hours in April and 28 hours in May and confirmed that it was their intention to meet every other month in future with August being a holiday month.

## **12. CORRESPONDENCE**

The Clerk had received an email earlier in the day regarding naming the development at Home Farm. The Vale asked for comments on naming the properties 1-6 Home Farm but Councillors felt this would lead to confusion as Home Farm House was at the bottom of Silver Street. They suggested 1-6 The Quarry to reflect the historic use of the site. **(Post meeting note – it had been agreed to name the development 1-6 Farm Quarry.)**

### **13. ANY OTHER BUSINESS**

SF reported on progress on the Flyer and DS would produce an update shortly to be included. **Action: SF/DS**  
AK had reported the pothole close to the drain in Lower Bourton but this had still not been repaired. The Clerk would add a report on FixMyStreet. **Action: Clerk**

### **14. DATE OF NEXT MEETING**

It was decided to introduce provisional default dates for subsequent parish council meetings on the third Monday in each second month. It was noted that such dates would only be provisional dates, and that the actual dates of each future meeting may be different to accommodate the availability of individual Councillors. The actual meeting dates for each Parish Council meeting would therefore continue to be agreed at the immediately preceding meeting and would be confirmed in the minutes of that meeting. The next Parish Council meeting will take place on Monday 16 October and the following meeting will take place on Monday 18 December, both in the Village Hall.

Signed:

Date:

Cheques Issued:

Sean Hoskin (Net Result) £34.00 no 022120 (dated 20 July 2023)