

BOURTON PARISH COUNCIL

The next meeting of Bourton Parish Council will be held on
Tuesday 20 June 2023 at 1900 hrs
in the Village Hall

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes of meeting held on 16 May 2023**
- 4. Matters arising**
- 5. Questions from Members of the Public**
- 6. Finance**
 - a) To approve payment to Jack Webster for work in May-June**
 - b) To approve payment of election costs**
 - c) To note Annual Internal Audit Report 2022/23**
 - d) To approve Annual Governance Statement 2022/23 (Section 1 of Annual Governance and Accountability Return)**
 - e) To approve Accounting Statements 2022/23 (Section 2)**
 - f) To approve payment to Do The Numbers for internal audit**
 - g) To agree period of elector's rights and date for accounts to be published on website**
 - h) To approve payment for annual website premium support package and maintenance at £396.00 (includes £66.00 VAT)**
 - i) To approve quarterly payment to Clerk**
 - j) To approve payment of printing costs for Annual Parish Assembly and the flyer advertising the event**
 - k) Proposal to fund Bourton Flyer**
- 7. Planning Issues**
 - a) To note planning permission refused for 90 houses on land off Townsend Road**
- 8. Approval of Communications Policy**
- 9. To Consider Requesting Field Behind the Church be Cut**
- 10. Correspondence**
- 11. Any Other Business**
- 12. Date of Next Meeting**

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Signed:

Dated:

MINUTES OF THE BOURTON PARISH COUNCIL MEETING HELD
TUESDAY 20 JUNE 2023 AT 1900 HRS

PRESENT

Cllr N Ledingham

Cllr D Swann

Cllr S French

Cllr C Francis

Cllr A Knapp

3 parishioners were also in attendance

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETINGS HELD ON 16 MAY

DS requested that the Minutes be changed in the second paragraph of Item 14. The wording in the first sentence should be changed from “a written Communications Policy” to “our existing Code of Conduct”. The Minutes were signed as approved with this change and the Clerk would reissue Page 2 to reflect this. **Action: Clerk**

4. MATTERS ARISING

The Clerk reported back on responses from FixMyStreet re potholes. She would email the two parishioners who had raised issues. **Action: Clerk**

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Churchwarden raised the issue of the scots pine tree in the graveyard that needed some serious attention. The Clerk had already written to OCC and was asked to also approach our new District Councillors to see if there would be any funding to help with this. NL said he was open to considering helping with this.

On another matter, the Churchwarden asked about a path between the village and the new development at Home Farm. The development was outside the village envelope, had been approved by Highways and the Planning Team and disappointingly no money was forthcoming for any work to support the village as a result of the development despite requests from the Parish Council. **Action: Clerk**

6. FINANCE

6a) It was unanimously agreed to pay Jack Webster for his work as village handyman in May and June and a cheque for £75.00 was signed.

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

6c) Councillors noted the Annual Internal Audit Report and Internal Audit covering letter. It was agreed to accept the advice to review Standing Orders and Financial Regulations at the next meeting even though these were unchanged. The Internal Auditor remarked on the quality of the website and the ease with which she could find information.

6d) Councillors unanimously approved the Annual Governance Statement 2022-23 (Section 1 of the Annual Governance and Accountability Return).

6e) Councillors unanimously approved the Accounting Statements 2022-23 (Section 2 of the Annual Governance and Accountability Return). The bank reconciliation and explanation of variances and reserves were also approved.

6f) It was unanimously agreed to pay £175.00 to Do the Numbers for the internal audit.

6g) It was agreed that the period of elector's rights and date for accounts to be published would be from Tuesday 27 June. The notice would be posted on the noticeboard and website on that date. The Clerk would deliver all of the information to be posted on the website to DS that morning. **Action: Clerk/DS**

6h) It was unanimously agreed to pay NetwiseUK for the annual website premium package and a cheque for £396.00 was signed.

6i) It was unanimously agreed to pay the Clerk's quarterly salary and a cheque for £341.04 was signed with a further cheque for £85.20 to HMRC to cover the PAYE.

6j) SF would produce an invoice for the printing costs for the Annual Parish Assembly and the flyer advertising the event. This would be tabled at the July meeting. **Action: SF**

6k) It had been agreed to relaunch the newsletter 3-4 times a year at an approximate cost of £40-£50 per issue. This was unanimously approved and would be included in the budget.

7. PLANNING ISSUES

7a) It was noted that planning permission had been refused for 90 houses on land off Townsend Road.

8. APPROVAL OF COMMUNICATIONS POLICY

Subject to changes to the draft policy that were discussed at the meeting, the Communications Policy was approved. Thanks were given to DS who would redraft it and post it on the website. **Action: DS**

9. TO CONSIDER REQUESTING THE FIELD BEHIND THE CHURCH BE CUT

AK kindly offered to speak to the Farm Manager to see if the field could be topped. **Action: AK**

10. CORRESPONDENCE

All of the correspondence had been circulated.

11. ANY OTHER BUSINESS

AK reported that lorries were turning out of Frenchfields towards Swindon which he felt was dangerous but it was likely the property had planning permission for haulage as this had been mentioned in the sale particulars.

12. DATE OF NEXT MEETING

The next Parish Council meeting will take place on Thursday 20 July in the Village Hall.

Signed:

Date:

Cheques Issued:

Do the Numbers £175.00 no 022115 (dated 20 June 2023)

NetWise UK £396.00 no 022116 (dated 20 June 2023)

M Brown £341.04 no 022117 (dated 20 June 2023)

HMRC £85.20 no 022118 (dated 20 June 2023)

Jack Webster £75.00 no 022119 (dated 20 June 2023)