

BOURTON PARISH COUNCIL

The next meeting of Bourton Parish Council will be held on
Monday 16 October at 1900 hrs
in the Village Hall

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes of meeting held on 20 July 2023**
- 4. Matters arising**
- 5. Questions from Members of the Public**
- 6. Finance**
 - a) To confirm payments to Jack Webster in August/September and approve payment for work in September/October**
 - b) To note receipt of second half of precept at £1925.00**
 - c) To consider Budget for 2023/24 and 2024/25 and set precept**
 - d) To approve payment of printing costs for Annual Parish Assembly and the flyer advertising the event**
 - e) Update on TOE grant application from Simon French**
- 7. Planning Issues**
 - a) To consider planning application for conversion of redundant agricultural building to a dwelling and erection of garage at The Old Piggery, The Avenue**
 - b) Update from Carolyn Francis re Joint South Oxon and Vale consultation for 2041 Local Plan and Landscape Character Assessment**
- 8. To note work to trees by OCC**
- 9. To review Standing Orders and Financial Regulations**
- 10. To consider method of appointing Almshouse Trustees**
- 11. Consideration of Local Transport Scheme**
- 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
MONDAY 16 OCTOBER 2023 AT 1900 HRS

PRESENT

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

1. APOLOGIES FOR ABSENCE

Apologies had been received from District Councillors Viral Patel and Katherine Foxhall.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETINGS HELD ON 20 JULY

The Minutes of the Parish Council meeting held on 20 July were approved and were signed by AK as NL had not been present at the July meeting.

4. MATTERS ARISING

There were no matters arising.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

In response to a query from a parishioner asking if the Christmas lights on the tree in the centre of the village had been organised by the Parish Council in earlier years, the Clerk had responded to say that the VH committee had in the past organised this but not for the last few years. The parishioner has contacted Pinewood School to seek assistance in reinstating the lights as the electricity feed came from the school.

Although a notice had appeared restricting access to the permissive path leading from Pot Lid through the school estate, the school has kindly provided clarification that given it is private property and a school, and this is not a public footpath, they are obliged to put the correct signage in place. However they confirmed that the village residents will still be permitted to use this access route but would ask that they are mindful that this is part of the school grounds and ensure the gates are closed at all times. DS would post this on the website. **Action: DS**

6. FINANCE

6a) Two payments had been made to Jack for work in the village over the summer for £135.38 and £62.47 and had been authorised by at least three Councillors by email. A further invoice for £66.00 had now been received for work in September/October and was unanimously agreed.

6b) It was noted that the second half of the precept of £1925.00 had been received.

6c) The revised budget for the year 2023/24 was discussed. It was noted that large unbudgeted items had increased the payments by a significant sum (£400 to the village hall roofing fund, £200 to the Coronation event, £239 for the website upgrade and £1500 election fees). Therefore the end of year balance was likely to be in the region of £7375, amounting to around two times the annual precept which represented what the Parish Council

ideally wished to have as a reserve. This was in line with the Internal Auditor's advice for a Parish Council of our size.

Looking forward to the budget for 2024/25, the Clerk was asked to increase the regular payments by 5%, ie insurance, website costs, internal auditor expenses and subscriptions.

DS advised that he had received a request from the Secretary of the Village Hall (VH) Committee to increase the precept to help fund the VH. SF declared an interest in the matter as chairman of the VH Committee. The Clerk reminded Councillors that the Internal Auditor had advised that proper governance required that any decision to help fund the VH could only be made in response to the VH Committee making a formal and reasoned application to the Parish Council for financial assistance. As explained to the attendees at the parish council meeting in April, (held to discuss a donation to the VH), the Parish Council did not have the power to make automatic annual donations to the VH. It was therefore agreed that the VH Committee should be asked to complete a formal grant application. The budget would be finalised at the December meeting when the precept for 2024/25 would be set. **Action: SF**

6d) It was unanimously agreed to pay SF £5.00 for the printing costs associated with the Annual Parish Assembly and the flyer advertising the event. He was thanked for providing this service so reasonably.

6e) SF intended to include new signs for the graveyard extension to the TEO grant application. **Action: SF**

7. PLANNING ISSUES

7a) Councillors considered the planning application for conversion of a redundant agricultural building to a dwelling and erection of a garage at The Old Piggery. There were some concerns that the building was not a substantial structure capable of conversion without extensive reconstruction and therefore the planning authority might not be minded to grant permission under Redevelopment Policy 7. However, if this was not an issue, Councillors would be willing to accept their advice but there were objections to the proposed garage as it was out of proportion and would not enhance the appearance, character and setting of the original building. There were also concerns regarding sewage treatment. The Clerk would respond to the Vale. **Action: Clerk**

7b) CF had attended a further CPRE meeting to discuss the Joint South Oxon and Vale consultation for the Local Plan from 2025-2041. The first draft of Preferred Options should be available for consultation in October and CPRE were continuing to urge parishes in the Vale to work together to influence the planning process. CF was thanked for her efforts in bringing to the attention of Bourton residents the opportunity to join the Landscape Character Assessment and issuing instructions on how to do this. Seven questionnaires had been completed from Bourton including her response and those from NL and DS who were also thanked for their efforts.

8. TO NOTE WORK TO TREES BY OXFORDSHIRE COUNTY COUNCIL

Councillors welcomed the work to trees in the village carried out by OCC and the Clerk had thanked them for doing a good job on our behalf.

9. TO REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS

Councillors reviewed the Standing Orders and Financial Regulations and confirmed there were no changes necessary. DS would post a copy on the website. **Action: DS**

10. TO CONSIDER METHOD OF APPOINTING ALMSHOUSE TRUSTEES

DS proposed that the Parish Council should discharge its duties as set out under the new deed which retains the requirement for the Parish Council to appoint three trustees for terms of four years. This was agreed by all.

11. CONSIDERATION OF LOCAL TRANSPORT SCHEME

Councillors had confirmed to Stuart Coffey, Shrivenham Parish Councillor, that Bourton would like to join the New Community Transport Bid along with Shrivenham, Watchfield and Longcot parishes. Stuart had submitted a grant application to OCC and would now await the outcome of the evaluation. This was for a new charitable entity, which the parish councils agree to sponsor as an expression of interest, for the provision of the entirely volunteer-led and independent scheme. The Clerk had thanked Stuart for his efforts.

12. CORRESPONDENCE

CF was thanked for her efforts in writing to Oxfordshire Highways to ensure that the road repair was carried out properly following the water leak attended by Thames Water outside Church Row.

13. ANY OTHER BUSINESS

The pothole close to the drain in Lower Bourton had been reported by AK and the Clerk but had still not been repaired.

14. DATE OF NEXT MEETING

The next meeting will take place on Monday 18 December at 1900 hrs in the Village Hall.

Signed:

Date:

Cheques Issued:

Jack Webster £135.38 no 022121 (dated 11 August 2023)
Jack Webster £62.47 no 022122 (dated 5 September 2023)
Jack Webster £66.00 no 022123 (dated 16 October 2023)
Simon French £5.00 no 022124 (dated 16 October 2023)