

BOURTON PARISH COUNCIL

The next meeting of Bourton Parish Council will be held on
Wednesday 19 June 2024 at 1900 hrs
in the Village Hall

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes of meeting held on 1 May 2024**
- 4. Matters arising**
- 5. Questions from Members of the Public**
- 6. Finance**
 - a) To approve payment to Jack Webster for work in May**
 - b) To note Annual Internal Audit Report 2023/24**
 - c) To approve Annual Governance Statement 2023/24 (Section 1 of Annual Governance and Accountability Return)**
 - d) To approve Accounting Statements 2023/24 (Section 2)**
 - e) To approve payment to Do The Numbers for internal audit**
 - 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 £396.00 (includes £66.00 VAT)**
 - h) To approve quarterly payment to Clerk**
 - i) To approve payment of printing costs for Annual Parish Assembly**
- 7. Planning Issues**
- 8. To Approve New Financial Regulations**
- 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
WEDNESDAY 19 JUNE 2024 AT 1900 HRS

PRESENT

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

In addition to the Clerk, District Councillor Katherine Foxhall was in attendance for Items 1-5.

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor David Swann and District Councillor Viral Patel.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETINGS HELD ON 1 MAY

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

4. MATTERS ARISING

It was noted that The Piggery site was now for sale following withdrawal of the planning application. The Clerk was asked to contact Jess Saint from Guy's & St Thomas' Foundation to follow up the request made at our last meeting for a financial contribution towards village facilities.

Action: Clerk

It was agreed to publish the Minutes of the Annual Parish Assembly in draft form on the website. SF undertook to produce a Newsletter for the village.

Action: DS/SF

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public but DC Katherine Foxhall was welcomed to the meeting and invited to raise any issues. Katherine asked if the Rural England Prosperity Fund might be of interest for the Village Hall roofing fund and SF confirmed they were looking at this. She reported that there would be more police activity in the area following an incident in Watchfield and there was a discussion about the Call for Sites both in the Vale and in Swindon BC. The Clerk undertook to send Katherine a copy of the Hydrology Report that was commissioned when the Western Vale Villages were fighting the Eastern Villages if she could locate it. Katherine was thanked for attending.

Action: Clerk

6. FINANCE

The Clerk reported that Santander had finally amalgamated our two accounts into one as requested many months ago. A closing statement had been received to confirm £377.95 had been transferred to the main account.

6a) It was unanimously agreed to pay Jack Webster's two invoices for his work as village handyman in May and early June and a cheque for £90.01 was signed.

6b) Councillors noted the Annual Internal Audit Report and Internal Audit covering letter. It was agreed to accept the advice to adopt a clear transparent grant making process. The Clerk would draft a Grant Policy for adoption at a future meeting. It was noted that no decisions could be made under Any Other Business and would have to be added to the next agenda. It was also agreed that a link to Members' DPI forms should be added to the website.

Action: Clerk/DS

6c) Councillors unanimously approved the Annual Governance Statement 2023-24 (Section 1 of the Annual Governance and Accountability Return).

6d) Councillors unanimously approved the Accounting Statements 2023-24 (Section 2 of the Annual Governance and Accountability Return). The bank reconciliation and explanation of variances and reserves were also approved.

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

6f) It was agreed that the period of elector's rights and date for accounts to be published would be from Wednesday 26 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 beforehand. **Action: Clerk/DS**

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

6h) The Payroll Manager had been away and therefore the Clerk would submit her invoice at the next meeting.

6i) It was unanimously agreed to pay Simon French for the printing costs for the Annual Parish Assembly and a cheque for £5.00 was signed. He was thanked for undertaking this at such a reasonable cost.

7. PLANNING ISSUES

There were no planning issues.

8. TO APPROVE NEW FINANCIAL REGULATIONS

Bearing in mind it had already been a long meeting, it was agreed to postpone consideration of this item until the next meeting. This would also enable DS to have the opportunity to contribute to the wording of the new Regulations.

9. CORRESPONDENCE

All of the correspondence had been circulated.

10. ANY OTHER BUSINESS

AK reported that the foliage in the ditches had been cut back by a contractor for Oxfordshire County Council recently. However the ditch running from Canal House down Steppingstone Lane had not been included as this was the responsibility of the farmer. Bearing in mind the water runs from The Hill into that ditch, he would request that the Farm Manager cuts the foliage back and would also request that the Bridleway is cut back at the same time. AK was thanked for his liaison with the farmer on behalf of the village which included cutting the field behind the church that had been attended to recently. **Action: AK**

11. DATE OF NEXT MEETING

The next Parish Council meeting will take place on Wednesday 14 August in the Village Hall.

Signed:

Date:

Cheques Issued:

Jack Webster £90.01 no 022139 (dated 19 June 2024)
Do the Numbers £175.00 no 022140 (dated 19 June 2024)
NetWise UK £396.00 no 022141 (dated 19 June 2024)
Simon French £5.00 no 022142 (dated 19 June 2024)