

**DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF BOURTON PARISH COUNCIL  
HELD VIRTUALLY VIA ZOOM AT 6.00PM ON THURSDAY, 28<sup>TH</sup> MAY 2020  
FOLLOWING THE ANNUAL PARISH MEETING 2020**

**PRESENT:** Chairman: Andrew Cattaway  
Vice Chairman: Peter Williams  
Parish Councillors: Kevan Barton; Ian Cooper; Paul Curry; Fran Gillett; Simon Firbank; Roger Moores; Andrew Sturt  
Clerk/RFO: Eve Wynn

**APOLOGIES:** Non received.

**ATTENDING:** 5 members of the public.

**20.1 APOLOGIES – AS ABOVE**

**20.2 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE**

AC left the meeting for this item and PW took over. PW proposed the re-election of AC; FG seconded; All in favour and decision unanimous. AC was declared elected and signed a Declaration of Acceptance of Office and took the Chair of the meeting.

**20.3 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE**

PW was proposed by AC and seconded by KB and agreed by all. There being no other proposal PW was declared elected.

**20.3.1 ELECTION OF OTHER OFFICERS & REPRESENTATIVES**

AC proposed PW as chair of the planning committee; seconded by FG; agreed by all. AC said he had noted that at the October meeting in 2019 the election of councillors for the individual groups had been somewhat random and therefore at this meeting he would ask in alphabetical surname order who would like to be on the planning committee: KB – yes. IC – yes. PC – yes. SF – no. FG – no. RM – yes. AS – yes. IC withdrew at this point.

<b>Position or Responsibility</b>	<b>Councillor</b>
Planning Sub-Group Chair Additional members:	P.Williams K. Barton P.Curry R. Moore A.Sturt
Footpaths Liaison Officer Proposed by AC; agreed by all.	I. Cooper
DAPTC North Area Committee. AC happy to continue and proposed AS to continue also All agreed.	A.Cattaway A.Sturt
Bourton and Silton Charity AC proposed RM. All agreed.	R.Moores
Safeguarding Officer AC proposed AS. All agreed.	AS
Highways and Transport Officer Proposed by AC; All agreed.	F.Gillett
Community Safety AC proposed PW and SW; All agreed	P.Williams S.Williams

AC said the Neighbourhood Planning Committee had never been stood down and was actually a formal committee of the PC and he suggested that this group should be reformed with members of the planning group being a sub-group or it gets abandoned as having done its job. AC asked the newly elected officers of the planning group to take a sounding on the suggestion by AS and consult the planning authority at DC on any

possible ongoing purpose for the NPG and report back at the June meeting. PW said with what the PC now know about the 2018/19 iteration of the NPPF the village needs to retain a NPG. PW will confer with ward members who are on the planning group who may have an insight as to where this is going and will collectively work on this proposal and report back at the June meeting. AC said all the responsibilities of that side of life will not disappear; they will transfer over into the Planning Sub-Group.

SF said the PC should also have a Flood Warden. AC suggested that as Bridge Street was the only likely area to flood that a resident of that area might come forward as the Flood Warden. FG asked what were the responsibilities of that role – AC said it was to liaise with the EA, have access to the designated EA telephone number for reporting a flood and to have some minimal training.

PC reported that he was asked to be the liaison between the Village Hall and the Parish Council and he was happy to continue with that role.

## **20.4 FINANCIAL MATTERS**

### **20.4.1 Review of the Clerk's Salary including PAYE obligations**

The Clerk reported that she had not received any details from NALC of the 2020/21 salary award rates but would report back once she had received them.

### **20.4.2 Review of Direct Debits**

There are currently no direct debits. The only Standing Order is for the Clerk's salary on the 20<sup>th</sup> of each month.

### **20.4.3 Payment of Internal Auditor**

Accounts have been submitted to Sarah Mann.

### **20.4.4 Review of signatories**

Lloyds Bank Account signatories were discussed. It was agreed that Peter Williams and Simon Firbank continue to have this responsibility with AC being added as the third signatory.

### **20.4.5 Effectiveness of internal audit**

Fran Gillett carried out the quarterly audit until being elected as a parish councillor. The Clerk thanked FG for doing this task in the past. The Clerk has contacted someone in the village to take on this voluntary role and will report back at the June meeting; at year end the books are audited by Sarah Mann Services. Sarah Mann Services are independent of the Parish Council. The final audit is carried out by external auditors PJK Littlejohn.

### **20.4.6 Online banking**

The Clerk confirmed that online banking is working very well.

## **20.5 REVIEW OF DOCUMENTS**

The Clerk confirmed that a review had taken place in May 2019 of all the documents. AC asked the councillors if they were all content with the documents. All agreed.

### **20.5.1 Standing Orders and Financial Regulations**

The current S.O.F.R. were adopted on the 23<sup>rd</sup> September 2002 and amended in September 2007, June 2013 January 2014, May 2015, May 2016 and May 2019

### **20.5.2 The Asset Register**

PW had thoroughly reviewed the asset register and the resultant information had been reflected accurately within the 2019/20 accounts summary. The Clerk confirmed that the new bench had also been included on the register. PW reported that the asset register total is £51,617.

### **20.5.3 Documents which are in Safe keeping**

The Council noted the following documents which are in safe-keeping:

Deeds to Cemetery Paddock - held by Farnfield & Nicholls, Gillingham. SF gave a brief report to say that 5 or 6 years ago it was feared the existing cemetery may overflow and therefore a new space had to be located. Subsequently to that it was discovered that the existing cemetery had a public footpath running through it, some of which had been purchased and used as graves. Therefore, the PC had paid for the new cemetery field opposite the school and PW said this was reflected as £12,000 in the asset register. **Action: AC to speak to Farnfields about the documents.**

## **20.6 RISK ASSESSMENT**

### **20.6.1 Review of Financial Arrangements.**

The Council reviewed its financial arrangements and agreed that these are fit for purpose and comply with all legal requirements as outlined in Section 2 of the annual return to PKF Littlejohn. The annual accounts for 2019/20 (of which copies had been provided prior to the meeting to all Councillors) were confirmed as in order but due to Covid-19 the submission of the annual return had been postponed until November 2020 but the Clerk said she would ideally like to get these signed off at the June meeting so that they can be submitted to PKF Littlejohn as soon as possible.

### **20.6.2 Review of the Insurance Policy**

This will be in line with the Asset Register as noted above and the Clerk confirmed that we were in the third year of a three-year contract with Zurich Insurance. The 3-year fixed price was agreed at the 2018 Annual Meeting and offered a saving of £465.12 compared to a single annual premium. FG asked the Clerk if the existing insurance had legal expenses as this would reflect on future premiums but FG said this was extremely important for any future insurance company to provide. The Clerk confirmed that the current premium did include legal expenses. **ACTION: Clerk to report in more detail at the June meeting.**

**20.6.3 Playground Inspections**

The Clerk reported that Gareth Probert was carrying out comprehensive weekly inspections of the equipment but this had been postponed after the Clerk had closed the area at the start of the lockdown. The Clerk confirmed that annual independent inspection is still to be completed by Elite Playgrounds in June. KB asked if the play area gates would be opened when the school re-opens but the Clerk explained that the gates would remain closed as the school would be using the gates at the church car park end for access by children, parents etc.

**20.6.4 Cemetery Inspections**

The Clerk reported that there was currently no-one checking the headstones. IC volunteered to take on this role forthwith.

**20.7 ANY OTHER BUSINESS**

None.

**There being no other business the Chairman closed the meeting at 6.55pm.**

**Chairman:** .....

**Date:** 28<sup>th</sup> May 2020

