

BLACK BOURTON PARISH COUNCIL

To members of the Council:

You are hereby summoned to attend the ANNUAL meeting of Black Bourton Parish Council on Wednesday 20th May 2026 at 7pm at St Mary's Church, for the purpose of transacting the following business:

Mrs. Cathy Street, Clerk to the Parish Council. Public and Press are welcome to attend.

AGENDA

1. To elect a chair for the ensuing year.
2. To elect a vice-chair for the ensuing year.
3. Chair and vice to sign the declaration of acceptance of office.
4. To note apologies for absence.
5. Variation of order of business.
6. Declaration of interest in items on the agenda.
7. Reports from County/ District Councillors (if in attendance).

MINUTES

8. To confirm meeting minutes of 2nd March 2026 and sign as a true record.
9. To consider any matters arising from last minutes.

PUBLIC PARTICIPATION

10. A short period will at this stage be made available for members of the public to ask questions or submit comments about local matters relating to the agenda.

PLANNING

11. To note planning application comments/consider new planning applications:

25/00963/OUT	<i>Planning appeal & details of a public hearing</i>	Lucketts Coal Yard, Alvescot Road
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FINANCE

12. To agree payments in accordance with the budget:

<i>OALC</i>	<i>Annual subscription</i>	<i>£228 PAID</i>
<i>St Mary's Church</i>	<i>March meeting hall hire</i>	<i>£26 PAID</i>
<i>Chris Collett</i>	<i>April mowing</i>	<i>£361.66 PAID</i>
<i>Mills & Reeve</i>	<i>Legal fees for Rec ground lease renewal</i>	<i>£3000 PAID</i>
<i>HMRC</i>	<i>PAYE Q4 Jan-Mar</i>	<i>£173.40 PAID</i>
<i>WODC</i>	<i>Emptying of litter bins</i>	<i>£261.14 PAID</i>
<i>Shilton Accounting</i>	<i>Internal audit</i>	<i>£252 PAID</i>
<i>Playgrounds Unlimited</i>	<i>50% playground repairs</i>	<i>£1194 PAID</i>
<i>Hiscox</i>	<i>Annual parish council insurance renewal 1 June 26-31 May 27</i>	<i>£1393.23 or £1443.23 three year fixed</i>
<i>Savills</i>	<i>Amenities Rent In Advance 25/03/2025 to 24/03/2026</i>	<i>£850</i>
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13. To note bank balance.
14. To sign Certificate of Exemption – AGAR 2025/26
15. To receive Annual Internal Audit Report 2025/26
16. To agree and sign Annual Governance Statement 2025/26
17. To sign Accounting Statement 2025/26

ANNUAL ITEMS

18. Confirmation of arrangements for insurance cover in respect of all insurable risks.
 - a. **Long Term Agreement Option** In order to ensure rate stability, Black Bourton Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £1,443.23. This means Black Bourton Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date. In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for certain reasons
19. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
20. To agree appointment of an internal auditor for the forthcoming year.
21. To review direct debits for the forthcoming year.
22. To agree banking signatories.

REGULAR ITEMS/REPORTS

23. To receive highways update and consider resolution requests, if any.
24. To receive playground report and consider resolution requests, if any.
25. To receive update on green spaces and consider resolution requests, if any.
26. To receive BBVA update and consider resolution requests, if any.
27. To discuss website update/newsletter content and consider resolution requests, if any.
28. To discuss policies and procedures and consider resolution requests, if any.
29. To discuss training and consider resolution requests, if any.
30. To consider any correspondence received and consider resolution requests, if any.
 - a. Suggestion of a memorial garden to commemorate those who have supported the village.
31. To give special thanks.

NEW ITEMS

32. To report claim on insurance for damage to the speed sign on Station Road and consider quote for £2507.99 for replacement sign.
33. To consider larger email accounts (10GB per account) with a one-off moving cost of £90

AOB

34. Any other business - for information only for the next meeting agenda (no decisions to be made).