

BLACK BOURTON PARISH COUNCIL
MINUTES OF ANNUAL PARISH COUNCIL MEETING
ON 20th MAY 2026 AT 7.35PM

Present: Cllrs Dominic Shaw (in the chair), Andy Lanham, Peter Miles.

In attendance: C Street (clerk), District Cllr Alaric Smith.

51/2026	<u>Election of chair:</u> Cllr Dom Shaw																																					
52/2026	<u>Vice chair:</u> As we only have 3 councillors we will not be electing a vice chair.																																					
53/2026	<u>Declaration of acceptance of office:</u> This will be signed as the first item on the next agenda.																																					
54/2026	<u>Apologies for absence:</u> District Cllr Alistair Wray																																					
55/2026	<u>Variation of order of business:</u> None																																					
56/2026	<u>Declaration of interest in items on the agenda:</u> None																																					
57/2026	<u>Reports from County/ District Councillors:</u> District Council: <ul style="list-style-type: none"> • Re-election of Cllr Alaric Smith as our district councillor. • Executive positions have been rejigged. • Cllr Wray to take on waste and Thames Water issues. • Overview of planning conditions. • Government review on unitary authority is expected in the next couple of months. • Parish council agreed to get the latest speed data from the speed signs when they are next turned around. County Council: No report.																																					
58/2026	<u>Meeting minutes of 2nd March 2026</u> were signed as a true record. There was no meeting held in April 2026.																																					
59/2026	<u>Matters arising from last minutes:</u> See appended actions list.																																					
60/20265	<u>Public participation:</u> Defibrillator use update regarding app www.goodsamresponder. Agreed to take a look at this.																																					
61/2026	<u>Planning applications:</u>																																					
	25/00963/OUT	<i>Planning appeal & details of a public hearing</i> Lucketts Coal Yard, Alvescot Road																																				
62/2026	<u>Finance and accounts for payment:</u> RESOLVED to make the following payments: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>OALC</td> <td><i>Annual subscription</i></td> <td><i>£228 PAID</i></td> </tr> <tr> <td>St Mary's Church</td> <td><i>March meeting hall hire</i></td> <td><i>£26 PAID</i></td> </tr> <tr> <td>Chris Collett</td> <td><i>April mowing</i></td> <td><i>£361.66 PAID</i></td> </tr> <tr> <td>Mills & Reeve</td> <td><i>Legal fees for Rec ground lease renewal</i></td> <td><i>£3000 PAID</i></td> </tr> <tr> <td>HMRC</td> <td><i>PAYE Q4 Jan-Mar</i></td> <td><i>£173.40 PAID</i></td> </tr> <tr> <td>WODC</td> <td><i>Emptying of litter bins</i></td> <td><i>£261.14 PAID</i></td> </tr> <tr> <td>Shilton Accounting</td> <td><i>Internal audit</i></td> <td><i>£252 PAID</i></td> </tr> <tr> <td>Playgrounds Unlimited</td> <td><i>50% playground repairs</i></td> <td><i>£1194 PAID</i></td> </tr> <tr> <td>Hiscox</td> <td><i>Annual parish council insurance renewal 1 June 26-31 May 27. Three year fixed LTA (Long Term Agreement) agreed.</i></td> <td><i>£1443.23</i></td> </tr> <tr> <td>Savills</td> <td><i>Amenities Rent In Advance 25/03/2025 to 24/03/2026</i></td> <td><i>£850</i></td> </tr> <tr> <td>Savills</td> <td><i>Amenities Rent In Advance 25/03/2026 to 24/03/2027</i></td> <td><i>£850</i></td> </tr> <tr> <td>Chis Collett</td> <td><i>May mowing</i></td> <td><i>£361.66</i></td> </tr> </table> <u>Debit card payments:</u> None		OALC	<i>Annual subscription</i>	<i>£228 PAID</i>	St Mary's Church	<i>March meeting hall hire</i>	<i>£26 PAID</i>	Chris Collett	<i>April mowing</i>	<i>£361.66 PAID</i>	Mills & Reeve	<i>Legal fees for Rec ground lease renewal</i>	<i>£3000 PAID</i>	HMRC	<i>PAYE Q4 Jan-Mar</i>	<i>£173.40 PAID</i>	WODC	<i>Emptying of litter bins</i>	<i>£261.14 PAID</i>	Shilton Accounting	<i>Internal audit</i>	<i>£252 PAID</i>	Playgrounds Unlimited	<i>50% playground repairs</i>	<i>£1194 PAID</i>	Hiscox	<i>Annual parish council insurance renewal 1 June 26-31 May 27. Three year fixed LTA (Long Term Agreement) agreed.</i>	<i>£1443.23</i>	Savills	<i>Amenities Rent In Advance 25/03/2025 to 24/03/2026</i>	<i>£850</i>	Savills	<i>Amenities Rent In Advance 25/03/2026 to 24/03/2027</i>	<i>£850</i>	Chis Collett	<i>May mowing</i>	<i>£361.66</i>
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63/2026	<u>Bank balance:</u> As at 20 th May 2026 the balance is £13,985.64 Clerk to send BBVA an invoice for half the recreation ground lease (ex VAT), as agreed.																																					
64/2026	<u>Certificate of Exemption AGAR 25/26:</u> This was reviewed and signed.																																					
65/2026	<u>Annual Internal Audit Report 2025/26:</u> This was accepted. There were no comments that needed action.																																					
66/2026	<u>Annual Governance Statement 2025/26:</u> This was reviewed and signed.																																					

67/2026	<u>Accounting Statement 2025/26</u> : This was reviewed and signed.
68/2026	Confirmation of arrangements for insurance cover in respect of all insurable risks. 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. AGREED.
69/2026	<u>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council</u> : Agreed to meet 6 times a year – every other month – July, Sept, Nov, Jan, Mar, May 7pm on the first Wednesday of the month.
70/2026	<u>Appointment of an internal auditor for the forthcoming year</u> : Agreed to continue with Shilton Accounting.
71/2026	<u>Review direct debits for the forthcoming year</u> : We have two direct debits set up – clerk’s wages and clerk’s working from home allowance.
72/2026	<u>Banking signatories</u> : All councillors are signatories, so no changes to the current set up.
72/2026	<u>Highways update</u> : <ul style="list-style-type: none"> • Clerk to confirm that we have had the money from the insurance company so that we can start repairs to the damaged speed sign. • Turn the one working speed sign around the other way. • Close the ice signs.
73/2026	<u>Playground/RoSPA report</u> : <ul style="list-style-type: none"> • Repairs were agreed by Playgrounds Unlimited and half the invoice has been paid up front for this. Agreed to chase him for a start date. AL • It was noted that the large dome climbing frame has been moved (not by the parish council) for repainting. Now that it has been moved action is needed - options for the future of the climbing frame are: <ul style="list-style-type: none"> • A quote was received for £1500 for replacement of the wood chippings for underneath the large climbing frame, and put the climbing frame back in situ. • Another option would be to not replace the climbing frame and grass the area over instead. • Or get quote for a more permanent playground surface. • Agreed to approach BBVA for financial assistance. • We would also need assistance in removing the current surface ready for new bark, as this is not included in the quote, which is for just the bark itself. • Agreed for Cllr Lanham to speak to contractor for advice on quote before making a decision.
74/2026	<u>Green Spaces</u> : Further to a village walkaround the following items were identified: <ul style="list-style-type: none"> • Ivy on the fence • Beer kegs (used full of water to hold marquees down) have been left in hedgerow and need moving. • Orchard needs weeding/clearing. • Request for additional dog bin at end of footpath opposite The Vines due to number of bags left on the ground. Agreed to investigate and request how many bins are we paying for and how much it will cost for us to get another bin. • There are several wheely bins in the play park. BBVA to investigate whether they are left over from the fete. • Asked BBVA to move benches by the tennis courts to make it easier to grass cut. • Footpath through the wooded area (past the piggery) is overgrown, and tree branch is over walkway and needs cutting back. Ask landowner to cut this back.
75/2026	<u>BBVA update</u> : <ul style="list-style-type: none"> • Music event planned for 21st May, Cèilidh event 13th June to be held on the playing field (noted that the grass needs cutting, Fish & chip supper, memorial event for Alec Jones. • We thank BBVA for the contribution for the play park lease.

	<ul style="list-style-type: none"> Agreed to send copy of our parish council minutes after each meeting to Jacky Hallam & James Coxon.
76/2026	<u>Website & newsletter update</u> : A notice that the climbing frame is out of use is on the website.
77/2026	<u>Policies & Procedures update</u> : Add to next agenda to review all policies for this year.
78/2026	<u>Training update</u> : None.
79/2026	<u>Correspondence</u> : <ul style="list-style-type: none"> Suggestion of a memorial garden to commemorate those who have supported the village. It was agreed that this is not the best use of parish council money at this time, as there is already memorial in the churchyard. The parish council make formal thanks in the minutes for anyone who has contributed to the village. OALC monthly report was sent to all councillors prior to the meeting.
80/2026	<u>Special thanks</u> : To Alec Jones for many years of contributions to village life.
81/2026	<u>Insurance claim</u> : We have made a claim on our insurance for damage to the speed sign on Station Road. Quote received for £2507.99 for replacement sign. This will be considered once we have confirmation of receipt the insurance money in our bank account.
82/2026	<u>Email storage</u> : A quote for £90 for an increase in storage to 10GB per account) with a one-off moving cost, was received. It was agreed to install Outlook to store old emails rather than pay for further storage.
83/2026	<u>Any other business - for information only for the next meeting agenda (no decisions to be made)</u> : None.

The meeting closed at 9.08pm.

The next parish council meeting is at 7pm on 1st July 2026 at St Mary's Church.

SIGNED: _____

DATED: _____

Action list:

Letter to EA re flooding has been re-sent. (leave on action list to chase). James Spicer has asked to meet up to view areas of concern. Cllr Miles is awaiting response from J Spicer to arrange date. ON GOING.	PM
Turn speed cameras around. ON GOING.	AL
Quote for tennis court surface cleaning & re-marking for £499 was agreed in principle. Awaiting spring weather. ON GOING.	DS
Cut back poplar & blackthorn on Station/Alvescot Rd - awaiting date from Chris Collett to cut them back. ON GOING.	AL/PM
Fit footpath signs to posts when councillor availability and ground conditions allow. ON GOING.	AL/PM
Filing – Cllr Shaw has picked up the filing from the previous clerk. Papers to be reviewed in the warmer weather. ON GOING.	DS
Footbridge off school lane/Bampton Road needs metal safety covers to prevent slipping. Report on Fix My Street. Get quotes in the meantime. ON GOING	DS
Request help with funds from BBVA. They have agreed to pay for half the lease and half the tree chopping down. Request money after we have received the invoices. On going.	AL/DS
Defibrillator telephone call-round. The system used by Clanfield Parish Council is not being offered any more. On going.	DS
Replace dead tree on Burford Road. On going.	AL
Speed sign is not working – get quote for repair. On going.	AL
Another new pothole on Alvescot Station road on the bend. Report on Fix My Street and report.	PM

Clerk to confirm that we have had the money from the insurance company so that we can start repairs to the damaged speed sign.	Clerk
Turn the one working speed sign around the other way.	AL
Close the ice signs.	AL
Play park repairs – chase for start date.	AL
Discuss quote for dome resurfacing before making decision	AL
BBVA – request assistance with funding play park	DS
BBVA - request assistance with removing the current surface ready for new bark, removing wheely bins and benches	AL
Email storage	DS
Reply to request for memorial garden	AL