

**MINUTES OF MEETING**

<b>Name of Meeting</b>	Ordinary Frankton Parish Council Meeting
<b>Date, Time and Venue of Meeting</b>	Tuesday 13 <sup>th</sup> January 2026 at 7pm in Bourton Village Hall
<b>Meeting Chair</b>	Cllr Bert Mitchell (BM)
<b>Minute Taker</b>	Rebecca Ferguson (RF)
<b>Attendees</b>	Cllr Bert Mitchell, Cllr Lizzie Smith, Cllr Mark Thompson & Cllr Adrian Gardner
<b>Apologies from those summoned</b>	None
<b>Absent</b>	Cllr Mark Thompson
<b>Local Authority Representatives</b>	None

**Public Forum**

No comments

Agenda Number	Minute	Actioner	Date
1.	<b>Apologies</b> No apologies	No Action	
2.	<b>Declarations of Interest</b> Cllr Gardener declared an interest in the Village Hall (his wife is Chair of the Village Hall Committee)	No Action	
3.	<b>Minutes of the Previous Meeting</b> The minutes of the ordinary meeting which took place on 25 <sup>th</sup> November 2025 were agreed unanimously as a true and accurate record. A copy was signed by Cllr Mitchell.	No Action	
4.	<b>Actions from Previous Minutes</b> <ol style="list-style-type: none"> <li>Replacement Tree. Cllr Mitchell has received a quote from Bernhards Nursey. Cllr Gardener proposed purchasing a large Hornbeam. <b>Resolved – Unanimous</b> Clerk to place an order with Bernhards</li> <li>Lloyds Online Banking. This action is ongoing. Clerk to meet with Cllr Gardener to go through the issues and progress.</li> <li>Streetlighting. Clerk to chase Eon regarding the streetlight opposite the pub which has not been fixed.</li> <li>Blocked drain on Main Street. Clerk to chase Highways (Richard Haycock) as this is still blocked</li> <li>Cllr Gardener to request an annual invoice for the village hall</li> </ol>	Clerk  Clerk  Clerk  AG	
5.	<b>Clerk's Report</b> <ol style="list-style-type: none"> <li>The Clerk has contacted HMRC and registered Frankton Parish Council as an employer. HMRC will calculate pay and any NI payable</li> <li>The Clerk contacted the website owner to get the Parish Council website updated</li> <li>The Clerk contacted Highways and reported the blocked drain on the junction of Main Street/Birdingbury Road</li> <li>The Clerk has organised and filed all invoice documentation and set up an Accounts spreadsheet to track all payments against bank statements in preparation for the Internal Audit</li> </ol>		
6.	<b>.gov.uk website and email addresses</b> To consider: <ol style="list-style-type: none"> <li>Moving the village website to a .gov.uk hosted domain.</li> </ol>		

	<p>b. Adopting .gov.uk email addresses for Parish Councillors and Parish Clerk.</p> <p>c. The above was discussed and approved. Cllr Gardener proposed to proceed with Hugo Fox. <b>Resolved – Unanimous</b> Clerk to place an order with Hugo Fox</p>	Clerk	
6.	<p style="text-align: center;"><b>Finances</b></p> <p>a. To approve the payments up to January 2026. <b>Resolved – Unanimous.</b> Cllr Mitchell approved the payments list</p> <p>b. To approve the budget/precept for 2026/27. Cllr Smith proposed to accept the budget/precept of £13,700 (increase difference of £934). <b>Resolved – Unanimous.</b> The budget/precept for 2026/27 was approved.</p>		
7.	<p style="text-align: center;"><b>Correspondence</b></p> <p>The Parish Clerk has received a letter from the Village Hall Committee. This will be added to the Agenda for the next meeting.</p>	Clerk	
8.	<p style="text-align: center;"><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• The gritting route has changed to go down Main Street and up Cooks Lane.</li> <li>• The grit box is empty</li> <li>• Pot holes on Frankton Lane – to be reported</li> </ul>		
9.	<p style="text-align: center;"><b>Date of Next Meeting</b></p> <p>Tuesday 10<sup>th</sup> March 2026 at 7pm</p>		

Meeting closed at 8:20pm