

**Minutes of the Annual Meeting of Wendlebury Parish Council,
held on Thursday 26 May 2016, in Wendlebury Village Hall at 7.45pm**

Present: Charlotte Carry, Brett Chambers, Tim Hibbert, Kathy Sharp, Anni Thompson,
In attendance: Jane Olds (Acting Parish Clerk)
Apologies: None

1. To elect the Chairman for the year 2016/17

Kathy Sharp proposed and Anni Thompson seconded the proposal that Tim Hibbert be elected as Chairman. The Councillors **RESOLVED** unanimously to elect Mr Hibbert as Chairman.

Tim Hibbert wished to thank Julian Cordy, the outgoing Chairman, for all his work and dedication over the last eight years.

2. Apologies

There were no apologies. However, Julian Cordy had decided to resign as both Chairman and Councillor prior to the meeting and Jackie Hucker had also had to stand down.

3. To elect the Vice Chairman for the year 2016/17

Tim Hibbert proposed and Charlotte Carry seconded the proposal that Kathy Sharp be elected as Vice Chairman. The Councillors **RESOLVED** unanimously to elect Mrs Sharp as Vice Chairman.

4. Declarations of Interest, gifts and hospitality – to receive any declarations of interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct and note any gifts and hospitality

No declarations were made.

5. To Appoint the Responsible Financial Officer for the year 2016/17

The Councillors **RESOLVED** to appoint the Acting Parish Clerk, Mrs Jane Olds, as Responsible Financial Officer for the year 2016/17.

6. To Appoint the Parish Internal Auditor for the year 2016/17

The Councillors **RESOLVED** to appoint Melanie Rose as Internal Auditor for the year 2016/17.

7. Public Participation – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders

No members of the public attended the meeting

8. Minutes of the Parish Council Meeting held on

It was **RESOLVED** that these be accepted as a true record and were signed by the Chairman with the amendment of the first sentence in point 9f which should say 'Further suggestions for spending the funds included extending the path through the Churchyard to the bus stop and replacing the bench as a public War Memorial.'

9. Update on progress from the Minutes – the Clerk /Chairman will report on progress of outstanding items which do not require further decision

a. Website

The Clerk reported that she had access to the website and was starting to upload the necessary documents.

10. Reports from District, County Councillors and Police – for information only.

The Clerk had circulated a report from Tim Hallchurch.

The Police were unable to attend.

11. To confirm registration with the Information Commissioner at a cost of £35pa

The Clerk explained that registering with the Information Commissioner was a requirement under the Freedom of Information legislation. The Clerk had circulated the registration document.

The Councillors **RESOLVED** to agree to the registration.

The Clerk would provide a Freedom of Information Policy and Publication Scheme to adhere to the registration to be discussed at the next meeting.

12. Finance

a. To receive the financial report for the year end – for information

As at 31 March the accounts stood at:

Current Account	£3,523.14
Savings Account	£21,157.86
Allotment Savings Account	£320.20

There were six outstanding cheques totalling £874.08

Taking the outstanding cheques into account, the closing balance on the current account was £2,649.06

b. To receive the monthly financial report – for information

As at 20 April the accounts stood at:

Current Account	£2,749.06
Savings Account	£21,159.12
Allotment Savings Account	£320.20

There was one outstanding cheque totalling £100.00.

The Savings Account had received £1.26 in interest.

The Clerk was yet to receive the Precept / CTRS Grant remittance advice from CDC.

c. To consider and agree the Reserves for 2015/16

The Clerk recommended that consideration be made to earmarked Reserves.

Solar Funding (taking into account a third of the expenditure on the AV equipment)	£19,922.48
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Allotments	£20.20
Wendlebugs (from the closure of their bank account)	£1,354.61

The Clerk also recommended that consideration be made in the future for:	
3 months' running costs at	£1,000.00
Election expenses	£1,600.00

d. To consider and approve the Statement of Accounts

The Clerk provided the draft Statement of Accounts. It was noted that the Fixed Assets would need to be updated and included and would be signed at the next meeting.

e. To update the Asset Register

The Clerk reported that the Asset Register had not been completed for a number of years and the previous year had been given the nominal value of £5.

The Councillors **RESOLVED** to agree to the following items being included on the Asset Register:

Bench by telephone box (nominal value)	£100.00
Dog waste bins x 2 (purchase cost in September 2013)	£556.80
Rubbish bin by telephone box (nominal value)	£150.00
Two bay wooden noticeboard (nominal value)	£1,000.00
The Milestone	£0.00
Grit bin	£300.00
Village Hall Land (nominal value)	£1.00
Total Value	£2,107.80

f. To complete the External Audit Annual Governance Statement for 2015/16

The Councillors **RESOLVED** to agree to all the Governance questions and the Chairman signed the form.

g. To complete the External Audit Accounting Statements for 2015/16

The Councillors receive the figures which they **RESOLVED** to agree. The Chairman signed the form.

h. To agree to sign a letter to HSBC requesting a change of correspondence address

The Councillors **RESOLVED** to agree to Kathy Sharp and Brett Chambers signing the letter to the bank to change the correspondence address to that of the Acting Clerk.

i. To consider the Insurance Renewals

i. AON Parish Council Insurance

The Councillors **RESOLVED** to agree to the insurance renewal of £297.46. The Clerk confirmed that the Fidelity Guarantee cover was £250,000, but that there was currently no cover on the fixed assets. The Councillors **RESOLVED** to agree to the Clerk asking for a further quotation to cover the assets.

ii. Shield Allotment Insurance

The Councillors **RESOLVED** to agree to the Allotment Insurance renewal of £129.06.

j. To consider invoices for payment itemised on the payment schedule

The Councillors **RESOLVED** to approve the following invoices for payment:

Cheque no:	Payee and reason	Budget	Amount
100644	AON UK Limited for Insurance	Insurance	£297.46
100645	Shield Total Insurance for Allotment Insurance	Insurance	£129.06
100646	Oxford Green Belt (carried over from March)	Subscriptions	£15.00
100647	Information Commissioner Annual Fee	Information Commissioner	£35.00
100648	Kathy Sharp for Newsletter Printing from Bicester Print	Newsletter	£48.00
100649	BBS the Business Store (invoice nos 64187 £4.70 and 64417 £4.56) – Stationery	Admin Costs	£9.26

13. To review and agree the Risk Assessment for 2016/17

The Clerk presented the meeting with the draft Risk Assessment which the Councillors **RESOLVED** to accept.

14. Planning Applications

- a.** To consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted between the circulation of the agenda and the meeting
- i.** 16/00642/F, Mr J Bearn, Good Review, Main Street, OX25 2PW for Front and rear extensions. The Councillors considered the application and had no comments or objections.
 - ii.** 16/00821/F, Mr C Barrett, The Bungalow, Oxford Road, OX25 2PT for erection of two storey rear extension. The Councillors considered the application and had no comments or objections.

b. To note notices of Decision

- i.** 16/00297/F, 18 Rectory Close – permission for development

15. Parish Matters

a. Crossing the A41 – to consider a letter from a visitor

The Clerk had circulated a letter from a family member of a villager expressing concern about how dangerous the A41 was. The Councillors asked the Clerk to respond that they were in full agreement and that they were working with various agencies to resolve the issue.

16. To consider applying for a Transparency Grant from NALC for the creation of the new Parish Council Website

The Councillors **RESOLVED** to agree to apply for a grant from NALC to cover the costs of the creation of the Parish Council website. The Councillors also agreed to include in the application the request for a laptop and scanner for the Clerk in order to enable them to provide all the information required by the Transparency regulations.

17. To consider which Parish Councillor will attend the CDC Parish Liaison Meeting on 8 June

It was agreed that Tim Hibbert would attend the meeting.

18. To consider the correspondence from CDC regarding affordable housing in Wendlebury

The Councillors considered the correspondence and **RESOLVED** to thank CDC for contacting the Council, but that the housing stock had been reviewed recently and they did not think it was to the benefit of the village, as, whilst the affordable housing scheme was commendable, it was unlikely whether any of the villagers in need of affordable housing would qualify.

19. Reports from Meetings

a. CDC Planning Meeting

Tim Hibbert and Kathy Sharp met with Jon Westerman, the Development Services Manager at CDC, to discuss a number of planning issues and procedures. It was a productive meeting and it was hoped that CDC understood the Parish's concerns. Mr Westerman apologised for not carrying out any enforcement action on the Red Lion, but the enforcement team would be visiting shortly.

b. Roads Meeting

Kathy Sharp and Shelagh Leonard met with officers from OCC to discuss the road issue. They have been asked to look into the costings for various proposals including speed measures through the village, the closure of the A41 junction and safe pedestrian access across the A41 to the bus stop.

c. Meeting with Ambrosden Parish Council

Tim Hibbert attended Ambrosden Parish Council's last meeting to discuss the issues surrounding the railway construction and the damage to the roads. It has become clear that Railtrack does not believe it is their responsibility to make good the roads. Islip, Merton and Charlton on Otmoor parishes have been in discussions with their MP - John Howell – and Ambrosden has been in contact with Victoria Prentis. It is hoped that the two MPs will be able to work together to encourage Railtrack to complete the remedial work.

20. Correspondence

- a. OALC – re NALC survey
- b. OALC – re forthcoming training courses
- c. OCC – update on re-organisation
- d. OCC – further update and dates for meetings (circulated by email). Bicester's meeting is 21 June
- e. CDC – Sue Marchand re Queen's 90th Birthday £300 Grant
- f. OALC – re NALC pay award for Clerks to be backdated to 1 April (circulated by email).

21. Items for information or next Agenda only

- a. The Clerk requested that all items for the next agenda be submitted by Monday 6 June.
- b. It had been noted that the old bench by the telephone box had been repaired for which the Parish Council thanked the repairer. Brett Chambers agreed to investigate the costs of a new oak bench with an inscription as a replacement.
- c. The Clerk supplied the Councillors with copies of draft Standing Orders and Financial Regulations for consideration at the next meeting
- d. The Clerk supplied the *Being a Better Councillor* booklet to the Councillors from OALC for information and guidance

22. Date of next meeting

The Councillors **RESOLVED** to agree that an additional meeting would be held on Thursday 16 June at 8pm in the Village Hall.

The meeting closed at 10.45pm

Signed Dated