

Wendlebury Parish Council

DRAFT

Minutes of the Parish Council Meeting held on Thursday 2nd July 2015 at 8.00 pm in Wendlebury Village Hall.

Present:

Parish Councillors: Julian Cordy (JC), Brett Chambers (BC), Anni Thompson (AT),
Charlotte Carry (part). Kathy sharp

Parish Clerk: Caroline Todd

2015/16

- 8. Apologies for absence:** Tim Hibbert & Catherine Fulljames.
Councillor Lynn Pratt.

9. Elections 2015

Wendlebury still has one casual vacancy and co-options were being sought.

Register of Members' Interests: had now all been either sent directly to CDC or received at the meeting to be sent the following day. No confirmation of receipt had been received yet.

- 10. Declarations of interest:** None

- 11. Minutes** of the meeting of the Council held on the 19th March 2015 (previously circulated) were approved and signed as an accurate record.

- 12. Gifts and Hospitality** None

13. Statutory Business:

- a. Approval of Payments

Payments totalling £640.43 were approved:

Ref	Date	Payee	Cheque No.	£
2015/005	02.07.15	C. TODD -Exps	100621	70.52
2015/006	02.07.15	A. T Lambourne – Int. Audit fee	100622	33.80
2015/007	02.07.15	HMRC –Tax due Jun Qtr	100623	107.20
2015/008	02.07.15	C. Todd – Jun Qtr	100624	428.91
		Total payments	-	640.43

- b. **New signatories for bank mandate:** Unresolved (ongoing)

- c. **Annual Return 2014/15 / Audit**

The Clerk reported the internal audit took place on 27/07/15. There were some concerns that needed to be discussed:

- I. ATA Lambourne provided the audit and were extremely experienced in auditing parish council accounts. This was also done at a very reasonable cost compared to other parish council audits.
- II. The accounts were approved and signed off;
- III. Compliance: This is now a major part of any parish council audit and Wendlebury PC could not provide any evidence of the following documentation:
 - Risk Assessment
 - Asset Register
 - Standing Orders
 - Financial plan

As a result, the auditor was unable to verify having seen these items and therefore could not sign off to say these had been seen or evidence of having been reviewed in the year from looking through past Minutes. The Clerk pointed out that this practice had obviously been going on for some time and a change in auditor had highlighted this. Although there is no evidence to suspect any wrong-doing, simply a matter of legislation changing and not being reviewed as specified, likely due a high turn-over of members and clarification on matters. However, the

Council discussed how this could be addressed in the future as now this had been highlighted it was inevitable that the external auditors (BDO), appointed by the Government, would certainly pick upon this and we would be almost certainly been shown as being 'non-compliant'. The Clerk had adapted some documents for use by Wendlebury which needed review. Once in place these needed to be reviewed annually.

An Action Plan was agreed:

The Chair appointed the following people to investigate further action and change/ approve the documentation.

- Risk Assessment: Anni Thompson
- Asset Register: Julian Cordy (to look at current £5 asset value (thought to be a nominal figure) and prepare a new register that includes all assets).
- Standing Orders: Kathy Sharp
- Financial Plan: Brett Chambers

Action: Progress report to be given at next meeting. The Clerk would also update the meeting on the External audit.

14. Reports:

- a) County Council
 - b) District Council
- No reports sent for this meeting.

15. Matters Arising:

a. Meetings Attended on Behalf of the Parish Council

Parish Liaison Meeting – TH to report back at next meeting.

- b. **Feedback from Garden City Forum** – Julian had met with a group of people from various local parishes and is heading up this local group. There is substantial funding earmarked by the government to support 5 key projects. JC attended the recent Garden City presentation in Bicester and now has connections with Councillor Barry Wood and Maria Curran (Garden City Delivery Manager), and other key members heading this Garden City Project, worth some £100m. A 'workshop' was held to enable all of those representing parishes get a clearer understanding of the plans and also to formulate an action plan to engage with Cherwell to ensure our village needs are heard.

Action: JC will report back in more detail at next meeting.

- c. Community Emergency Planning Update (Anni) – no progress
- d. Progress on use of funds from proceeds of solar park – carried forward to next meeting.
- e. Website - ongoing
- f. Speedwatch - ongoing

16. Correspondence

None

17. Any Other Business

a. Land for playing field discussion – JC

Julian had been approached by James Shouler re Tim Howell's land (access over Bonner's land), with regard to the donation of a field behind the village Hall. He met with Anthony Bonner to see if this was feasible in that without permission to access the land this would be unsuitable. Mr Bonner had been cooperative in granting this access potentially. However, initial discussions had suggested possible conditions, which may or may not be seen as compromising. The council discussed this opportunity remaining vigilant that as a zero-development village some conditions could not be supported unless it was for the benefit of all residents and a consultation would need to take place. It was agreed that any discussions should be made clear to Cherwell District Council to seek advice on the position of the councillors' involvement in discussions so it is absolutely clear if or when a planning application was submitted.

b. Bonfires

KS reported there had been complaints from villagers who had been affected by a chemical smell in the air from a bonfire nearby. It was thought that if this

was from a business then they should be disposing of any potentially lethal items by Trade Waste off-site. If it was from a resident then equally consideration should be given to the government guidelines concerning bonfires and disposal of waste. It was agreed a reminder should go in the Newsletter with the link to website: <https://www.gov.uk/garden-bonfires-rules>

- c. **Cuts to Bus Services:** a consultation is underway currently for anyone to have their say (circulated to councillors). It was hoped that as many people as possible would be encouraged to participate by having a say, even if the impact may be minimal it would still be worth lodging our concerns in case there were people locally that were unaware.
- d. **Bicester Traffic Action Group** – Anni reported that she was a member of this local group (not representing parish council). The community group has highlighted fears with regard to future traffic issues in Bicester town by looking at the likely impact of a number of major developments. It is also lobbying to ensure Bicester can cope with the vast changes it faces to ensure the necessary infrastructure is in place before 2019.
- e. **Flooding and Sewerage:** Kathy Sharp. KS had phoned the Environment Agency to keep them on our radar and found there was now a new contact due to restructuring within the Agency. The good news is that there is more Government funding available. A new project allocated to commence September and new smaller projects had now been merged. If approved there would be a detailed design stage. This would be a £340k project (for which there was government funding for up to £300k for such works). However, additional funds may have to be raised ourselves (maybe even match funding). However, this was essentially good news. The 'Construction' phase would likely to be 2016-18.

A 'Lift and Lock' inspection took place in June but no update.

There was an incident reported at Millers Cottage, due to 'blow-back' following a jet wash procedure. Thames Water had apologised for this and there was no further work planned. The pumping station does not work when it floods.

There being no further business, the meeting closed at 2115 hrs

Next meeting: **Thursday 17th September 2015.**