

**Minutes of a Meeting of Wendlebury Parish Council held on
Thursday 14 July 2016, in Wendlebury Village Hall at 8.15pm**

- Present:** Charlotte Carry, Tim Hibbert (Chairman), Kathy Sharp, Janni Keogh (co-opted at the meeting)
- In attendance:** Two members of the public, Jane Olds (Acting Parish Clerk)
- Apologies:** Brett Chambers, Anni Thompson

1. Apologies

The Councillors accepted Brett Chambers' and Anni Thompson's apologies.

- 2. 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.

- 3. 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
- Two members of the public attended the meeting to understand better the role of the position of co-opted Councillor.

4. Minutes of the Parish Council Meeting held on Thursday 16 June

It was **RESOLVED** that these be accepted as a true record and were signed by the Chairman.

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

- a. **Letter to HSBC** – the Clerk and Kathy Sharp had visited the bank which confirmed that the correspondence address had been changed. They had requested duplicate bank statements.
- b. **Bank Signatory** – Tim Hibbert had received the forms to complete and take into the bank.
- c. **Transparency Grant** – the Clerk had completed the form and sent it off to OALC. The Clerk expected to receive the outcome by the beginning of August.
- d. **Standing Orders and Financial Regulations** – the documents had been updated and published on the website.
- e. **Reserves Policy** – this had been published on the website.
- f. **Freedom of Information Policy and Publication Scheme** – this had been published on the website.
- g. **Councillor Vacancy Procedure** – this had been published on the website.

- 6. Reports from District, County Councillors and Police** – for information only.

Apologies had been received from Cllr David Hughes (CDC) and Catherine Fulljames (OCC).

7. Finance

- a. To receive the monthly financial report – for information**

The Clerk had only received the bank statements that morning so had not had an opportunity to do a full report. However, if all the cheques had cleared, the balances should be:

| | |
|--|------------|
| Current Account | £3,629.91 |
| Savings Account (not including any interest) | £21,159.12 |
| Allotment Account | £320.20 |

A full report would be produced for the next meeting.

The Clerk informed the meeting that the External Auditor had asked about two items which were likely to be raised as qualified issues – firstly that a third of the AV equipment should have been included on the fixed assets and secondly that the risk assessment had not been minuted as formally adopted.

b. To receive the Internal Audit Report

The Councillors considered and accepted the report.

c. To consider the budget for 2016/17

The Clerk had worked on a formal budget for the year which she had circulated to the Councillors. With the removal of one figure which should not have been included, the expected total expenditure will be £6,812 and the anticipated income £7,074. However, as this is the first time a full budget has been undertaken for some time, other costs may occur.

The Councillors **RESOLVED** to agree the draft budget.

d. To receive an update on the fixed assets insurance cover

The Clerk had requested a quotation from the insurers for the few fixed assets. AON’s ‘package’ included £5k for buildings contents, £20k for street furniture, gates and fences, £40k for play equipment for £159.13. Unfortunately, it was not possible to tailor the package to the minimal fixed assets and it is not possible for another insurer to just insure the fixed assets.

All the assets are covered under the Liability insurance.

The Councillors **RESOLVED** to agree to wait until renewal and obtain full quotations.

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

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

| Cheque no: | Payee and reason | Budget | Amount |
|------------|--|------------------|---------|
| 100654 | JMC Olds, Clerk Admin Expenses (printing £65.36, laminating £1.50, postage £10.35) | Admin Costs | £77.21 |
| | JMC Olds, Clerk Mileage expenses | Mileage expenses | £34.43 |
| | Total | | £111.64 |

8. Councillor Vacancies – to consider the applications for the two Councillor Vacancies and to agree the co-option

One villager – Janni Keogh – attended the meeting with the intention of putting himself forward for one of the vacancies.

The Councillors considered his application and **RESOLVED** to co-opt Mr Janni Keogh. Mr Keogh signed his Acceptance of Office form and took part in the rest of the meeting.

The Clerk gave Mr Keogh the Declaration of Interests form which would need completing and returning to CDC.

9. To consider the appointment of the Parish Clerk

Mrs Olds had indicated that she was able to take on the role permanently if the Parish wished and had sent her CV with references to the Chairman and Vice Chairman.

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

Tim Hibbert agreed to take up the references.

10. Communications Policy

The Clerk had drafted and circulated a communication policy. The Councillors considered it and **RESOLVED** to agree to the policy.

11. To confirm the Councillor responsible for the bottle banks

The Councillors **RESOLVED** to agree that Charlotte Carry would take on the responsibility of checking the bottle banks and completing the quarterly return.

12. Safer Wendlebury Working Group – to formally agree the setting up of the delegated group

The Councillors **RESOLVED** to agree to the formation of the group which would have one representative of the Parish Council and a number of volunteers concerned with different areas of safety within and around the village.

It was suggested that the Speedwatch team may like to be included in the group.

The Councillors **RESOLVED** to agree to Kathy Sharp being the Parish Council representative.

13. 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

No applications had been received

b. To note notices of Decision

- i.** 16/00826/F, Mr and Mrs Craig Boyce, 18 Rectory Close, OX27 2PG for 'Demolition of existing single storey extension and erection of part single and part two storey rear extension and garage conversion, including new sloping roof (resubmission of 16/00297/F)'. Application withdrawn

c. To receive a progress report from CDC regarding enforcement issues at the Lion

The Clerk had received a report from the CDC Enforcement Officer. Following a meeting with the Planning Team and the Conservation Officer, a number of items needed regularisation through a planning application, and a number of items would need further action as they were not acceptable.

The Enforcement Officer had written a letter to the Lion.

14. Parish Matters

a. Community Fund

i. To consider quotations for the new bench

Brett Chambers was not able to attend the meeting, but would provide the quotations for the September meeting.

ii. To further consider the renovation of the path through the churchyard

Charlotte Carry confirmed that the PCC was looking into the brief, quotations, logistics and Faculty for the project.

b. SE Relief Road – to receive a report

Tim Hibbert reported that OCC had formally asked CDC to include the road in Local Plan Part 2 but on inspection he, and others, believed that the line of the road consulted on was not the line of the road on the map provided to CDC.

The Councillors **RESOLVED** to agree to make a formal complaint to OCC copying the letter to Victoria Prentis (MP)

Charlotte Carry departed the meeting at 9pm, but due to Janni Keogh's co-option, the meeting was still quorate.

c. Railtrack repairs to 'back' road following railway construction – to receive a progress report

Tim Hibbert had received a copy of a letter from Network Rail to Rachel Foord from Merton Parish Council who was co-ordinating responses from the affected villages. Network Rail had acknowledged that the work required more HGV movements than they had anticipated. They are in discussions with OCC at the moment. The road has been surveyed.

The Councillors were reminded that as CDC had issued the planning permission, they need to take enforcement action. The Clerk would write to Mr Westerman and remind him that this was raised at the meeting which Tim Hibbert and Kathy Sharp attended in the spring.

It was noted from a villager that the road damage to the south of the village was due to the Solar Farm which is a new issue and would be taken further.

d. A41 Crossing – to receive a report

There was nothing further to report, but it was hoped that a meeting between Kathy Sharp, Julian Cordy, Maria Curran (CDC) and Jackie Cox (OCC Highways) would be able to be arranged shortly. The Clerk would make arrangements.

e. Islip Medical Practice survey – to consider the survey further

Brett Chambers had been in contact with the practice and would report in due course.

f. To consider the weed spraying and grass cutting requirements around the village

The Clerk reported that she had asked OCC for a map of all the areas which they were currently responsible for and cut, but was yet to receive it; she had also had confirmation that OCC would not be undertaking the weed spraying so it would be up to the parish.

g. Minibus – to understand the terms and responsibilities for the Department for Transport supplied minibus

Tim Hibbert reported that there were no conditions on the terms of the minibus, except that it was for community use.

A small committee had been formed of David Jones, Kerry Wilce and Roy Brown to run the bus. However, it would not be possible to run it as a commercial venture to replace the bus service being removed on 22 July, but it could be possible for a weekly trip into Bicester to be arranged on a regular hire basis.

The Parish would not be applying for a blue badge for it.

15. Reports from Meetings

a. OCC Meeting – 21 June

Kathy Sharp had circulated the notes from the Unitary meeting.

b. OALC AGM – 4 July

Tim Hibbert attended the meeting and reported that it was a general conversation. A presentation was given by the Chief Executive, of the National Association of Parish Councils, Jonathan Owen outlining that Parish Councils were currently popular due to devolved tasks from County and District Councils. A number of concerns were raised generally by parishes, particularly that Parish Councils were not being listened to and that the responsibilities were being pushed down to parish level without assistance. Contracts from OCC to take on the additional responsibilities were onerous, cumbersome and hugely off-putting to parishes.

16. Correspondence

a. OALC – June update (circulated)

b. Police and Crime Commissioner – Survey

c. PC Caroline Brown – apologising for not being able to make a meeting to give a report until November

d. ROBIN (Responsible Oxfordshire Business Involvement Network) – networking event 22 September (circulated by email)

e. PRS Consultation (closing date 17 August) (circulated by email)

f. CDC – Electoral register update

g. OCC – notes on the Unitary meeting

h. Villager – re email about the crossing of A41 thanking the message and glad to hear that there is a safer Wendlebury group

i. Oxfordshire Clinical Commissioning Group – consultation closes 12 August (circulated by email)

17. Items for information or next Agenda only

a. The Clerk requested that all items for the next agenda be submitted by Monday 5 September.

- b. Planning consultee access – the Clerk requested that any of the Councillors who had not yet registered, do so.
- c. The Clerk had just received notification of a consultation about the Waste Management of Oxfordshire which will take place over the summer – the closing date being 11 August; see www.oxfordshire.gov.uk/waste The Clerk would put the poster up on the noticeboard.

18. Date of next meeting

The Councillors **RESOLVED** to agree the date of Thursday 15 September at 8pm in the Village Hall.

The meeting closed at 9.25pm

Signed Dated