

**Minutes of a Meeting of Wendlebury Parish Council,  
held on Thursday 16 June 2016, in Wendlebury Village Hall at 7.45pm**

**Present:** Charlotte Carry, Brett Chambers, Kathy Sharp (vice Chair), Anni Thompson,  
**In attendance:** Cllr Catherine Fulljames (OCC), Cllr Tim Hallchurch (CDC), Cllr David Hughes (CDC), all until 8.50pm; Jane Olds (Acting Parish Clerk)  
**Apologies:** Tim Hibbert

**1. Apologies**

The Councillors accepted Tim Hibbert'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  
No members of the public attended the meeting

**4. Minutes of the Parish Council Meeting held on Thursday 26 May**

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

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

- a. **Information Commissioner** – registration had been confirmed
- b. **Letter to HSBC** – the Clerk had sent the letter and on further investigation at the bank had been told that the signatures were not recognised and so a further, signed, letter would have to be sent
- c. **Risk Assessment** – this has been published on the website
- d. **Letter from a visitor about the A41 Crossing** – the Clerk had responded and will keep the letter on file as evidence of need
- e. **Transparency Grant** – the Clerk had not had an opportunity to follow this up
- f. **CDC Affordable Housing** – the Clerk had responded to the Planning Officer
- g. **Website** – the Clerk had started to populate the website and hoped to be able to add users shortly.

**6. 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.

The Councillors updated the District and County Councillors on the situation with the relief road, the crossing of the A41 and the request to Railtrack for repairs to the back road following the construction of the railway line.

David Hughes and Catherine Fulljames asked to be involved in any future meetings with external organisations regarding the roads.

Cllr Fulljames reported that there was no further news on the new M40 junction and no indication of a timescale.

Cllr Fulljames agreed to find out when the back road was likely to be repaired.

It is likely that the different Unitary proposals from both County and District will take a great deal of consideration.

Following the discussions, the District and County Councillors left the meeting (8.50pm)

## 7. Finance

### a. To receive the monthly financial report – for information

The Clerk had not received the monthly bank statement so could not give an update on finances, but had received the remittance advice from CDC to confirm that the first part of the Precept (£2,120) and the CTRS Grant (£128.69) had been paid into the account.

The 2015/16 Accounts had been seen by the Internal Auditor and the report would be distributed before the July meeting.

Before completing the Annual Return for the External Auditor, the Clerk created a new set of accounts for the year 14/15 so that the significant variances could be explained. The Annual Return had been sent to BDO.

The Clerk had produced a draft budget for the current year which she circulated for consideration at the next meeting.

### b. To consider and approve the Statement of Accounts

The Councillors considered the Statement of Accounts and **RESOLVED** to agree it.

### c. To agree the NALC recommended pay increase for the Clerk

The Clerk had circulated the information about the NALC recommended pay increase for Clerks which recommended an increase from £9.03 per hour on SCP17 to £9.12 per hour. The Councillors **RESOLVED** to agree the recommendation.

### d. To agree an additional Councillor to be a signatory on the bank accounts

The Councillors **RESOLVED** to agree that Tim Hibbert would be the new signatory. The Clerk would take advice on which the best category of organisation (Society / Club / Association) would describe the Parish Council as far as the bank was concerned.

### e. 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
100650	OALC for Chairmanship Course for Tim Hibbert and Kathy Sharp	Training	£156.00
100651	OALC for Roles and Responsibilities Course for Charlotte Carry	Training	£78.00
100652	JMC Olds for Clerk hours from 17 March – 31 May	Clerk's Salary	£466.83

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
100653	Mrs M R Rose, Internal Audit	Audit	£33.20

**8. To consider and adopt Standing Orders for the Parish Council**

The Clerk presented the meeting with the draft Standing Orders which the Councillors discussed and made recommendations. The Councillors **RESOLVED** to accept and adopt the Standing Orders with the amendments; the Clerk would circulate the final copy.

**9. To consider and adopt Financial Regulations for the Parish Council**

The Clerk presented the meeting with the draft Financial Regulations which the Councillors discussed and made recommendations. The Councillors **RESOLVED** to accept and adopt the Financial Regulations with the amendments; the Clerk would circulate the final copy.

**10. To consider and adopt a Reserves Policy for the Parish Council**

The Councillors considered the Reserves Policy and **RESOLVED** to adopt it.

**11. To consider and adopt a Freedom of Information Policy and Publication Scheme**

The Councillors considered the Freedom of Information Policy and Publication Scheme obtained from the Information Commissioner and **RESOLVED** to adopt it.

**12. To consider and adopt a Councillor Vacancy Procedure**

The Councillors considered the Councillor Vacancy Procedure which gave guidance on what the Council should do in the event of a vacancy and **RESOLVED** to adopt it.

**13. To consider proposals for the spending of the Community Fund (formerly the Solar Grant)**

The Councillors considered a number of proposals and recommended investigating the costs of further improvements to the path through the churchyard together with the prices for a new bench which would have an inscription on to mark the fallen of the two Wars as a more public war memorial.

Discussions about the path would need to take place with the Church in order that agreement could be made over responsibility and the brief. Charlotte Carry would take the suggestion to the PCC for their discussion with the hope that the PCC would be able to take the lead on implementing the works.

**14. To consider and confirm dates of Parish Council meetings until April 2017**

The Councillors **RESOLVED** to agree to the dates of 12 January and 16 March 2017.

**15. To agree to booking places on OALC training courses**

The Councillors **RESOLVED** to agree to Tim Hibbert and Kathy Sharp attending the Chairmanship course on 13 July and to Charlotte Carry attending the Roles and Responsibilities course on 5 October.

**16. 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. 16/00826/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)'. The Councillors considered the application and had no comments or objection.

**b. To note notices of Decision**

- i. 16/00642/F, Mr J Bearn, Good Review, Main Street, OX25 2PW for Front and rear extensions. Permission for development subject to conditions

**17. To consider the Parish Council representative for the Bicester Villages Group**

The Councillors **RESOLVED** to agree to Julian Cordy being the village representative on the Bicester Villages Group as part of the Safer Wendlebury working group.

**18. Parish Matters**

**a. To discuss ways to promote the new Parish Council website**

The Parish Council website had been created in order for the Parish to conform to the new Transparency Regulations and publish all the relevant documents stipulated by the Act.

It was suggested that an article would go in the next village newsletter and on the noticeboard. All the villagers who had signed up for Parish Council news on the old website would also be contacted and asked if they would like to receive Parish Council information.

**19. Reports from Meetings**

**a. CDC Parish Liaison Meeting – 8 June**

Tim Hibbert provided a written report.

Cllr Barry Wood outlined the Unitary status; consultants (Price Waterhouse Coopers) had been appointed and Parish Councils would be consulted – possibly at a specially convened Parish Liaison Meeting.

James Alcock, the Plunkett Foundation representative, spoke about the support which can be given by the Foundation to help set up local community co-operatives such as shops and pubs. They were also looking at other initiatives to provide a wider service to help with rural isolation and loneliness.

Planning. Jon Westerman outlined the changes and staffing made to the entire planning team and introduced the new Local Enforcement Plan. Concern was raised about if there were a significant difference of opinion between the local community and the planning officer and Mr Westerman assured the meeting that the matter should go to Committee.

Kevin Larnar outlined the issues about CDC's website which was due for an update. He confirmed that parishes should have their own websites and that consultee access could be arranged for planning purposes.

**20. Correspondence**

- a. OCC – re protecting local public rights of way and planning applications (circulated by email)
- b. Cllr Tim Hallchurch – June Report
- c. PC Caroline Brown – asking for the meeting dates for the rest of the year

- d. OALC – re AGM on 4 July at Denham College at 7pm
- e. OALC – re reminder about OCC’s Unitary Workshops
- f. **Islip Medical Practice PPG** – survey
- g. OALC – May update
- h. OCVA – asking whether the PC would like to receive their regular newsletter Pulse
- i. OCVA – re workplace pensions course on 9 June
- j. CDC – re the affordable housing proposal thanking the PC

**21. Items for information or next Agenda only**

- a. The Clerk requested that all items for the next agenda be submitted by Monday 4 July.
- b. OCC – Emergency Planning Survey needs completing
- c. The Mobile Library Service would be stopping
- d. The village has received the new mini bus
- e. Victoria Prentis would be visiting the Lion as part of her ‘pub crawl’ to meet villagers on Friday 17 June.

**22. Date of next meeting**

The Councillors **RESOLVED** to agree the date of Thursday 14 July at 8pm in the Village Hall.

The meeting closed at 10.30pm

Signed ..... Dated .....