

**Minutes of the Annual Meeting of Wendlebury Parish Council held on
Thursday 16 May 2019, in Wendlebury Village Hall following the Annual Parish
Meeting at 9.00pm**

Present: Brett Chambers, Charlotte Carry, David Ford,
Tim Hibbert (Chairman), Katy Mimpres, Kathy Sharp
In attendance: Jane Olds (Parish Clerk)
Apologies: None

1. To elect the Chairman for the year 2019/20

Brett Chambers proposed and Charlotte Carry seconded the proposal that Tim Hibbert be elected as Chairman. The Council **RESOLVED** unanimously to elect Tim Hibbert as Chairman.

2. To elect the Vice Chairman for the year 2019/20

Kathy Sharp proposed and Katy Mimpres seconded the proposal that Brett Chambers be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Brett Chambers as Vice Chairman.

3. Apologies for absence – to receive apologies

No Councillors were absent.

4. Requests for Dispensations, Declarations of Interest, gifts and hospitality – to receive any requests for Dispensations or 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 of interest had been received.

5. 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.

6. Reports from District and County Councillors – for information only

No reports had been received. Councillor Corkin reported to the Annual Parish Meeting earlier in the evening.

7. To receive and approve the Minutes of the Parish Council meeting held on 28 March 2019

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

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

a. Policies

The Freedom of Information Policy; Gifts and Hospitality Policy; Complaints Procedure; Staffing Policies and Internal Financial Controls Procedure had all been published on the website.

b. Parish Remuneration Report

The Parish Remuneration report was available on the website.

9. Governance

a. General Power of Competence

- i.** To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA-qualified Clerk)

The Council **RESOLVED** to agree that the Parish Council met the criteria for eligibility with six elected Councillors (five necessary for qualification) and a CiLCA-qualified Clerk.

- ii.** To agree to adopt the General Power of Competence

The Council **RESOLVED** to agree to adopt the General Power of Competence which would be reviewed at the first meeting following the next ordinary election of the Council in 2023.

b. To review and agree the Risk Assessment for 2019/20

The Council reviewed the Risk Assessment which had been circulated and **RESOLVED** to agree the revisions. The Clerk would finalise the document and publish it.

c. Councillor Co-option – to consider any applications received

No applications had been received.

d. Casual Vacancy Application Form – to consider and approve the form

The Council considered the form and **RESOLVED** to agree to adopt it.

e. Parish Councillor responsible for internal financial control – to consider and agree the appointment

The Council **RESOLVED** to agree to appoint Katie Mimpres as the Councillor responsible for Internal Financial Control.

f. Parish Council representative for the Village Hall Committee – to consider and agree the appointment

The Council **RESOLVED** to agree to appoint Charlotte Carry as the Councillor representative on the Village Hall Committee.

g. OALC Executive Committee – to consider nominating a Councillor for the OALC Executive

No suggestions were forthcoming.

10. Finance

a. To receive the financial report – for information

As at 20 April the Accounts stood at:

Current Account	£12,979.61
Savings Account	£16,204.17

There was one outstanding cheque for £27.20

The Current Account had received the first tranche of the Precept at £2,592.50.

The Savings Account had received £2.75 in interest.

A Budget Monitoring report for the year 2018/19 had been published.

The Clerk was waiting to complete the VAT reclaim as it was now possible to do this via the Government Gateway platform, but there was confusion with the Payroll company over the two-factor authentication system. The Clerk was investigating the best way forward.

b. Reserves – to consider and agree the Policy and confirm the Reserves for 2019/20

The Council **RESOLVED** to agree the Reserves Policy which included the following reserves:

Three months' running costs	£1,000.00
Election Expenses	£1,600.00
Community Improvement Fund	£13,809.16
Youth Support Fund	£1,229.61
Allotment fund	£452.76
Transparency grant for clerk laptop, software etc	£534.00
Insurance excess	£320.00
Village Hall support	£500.00
Tree maintenance	£200.00
Audit contingency	£200.00

c. Statement of Accounts – to consider and approve the Statement of Accounts for the year ending 31 March 2019

The Council **RESOLVED** to agree to the Statement of Accounts which had been circulated.

d. Asset Register – to update the Asset Register

The Council **RESOLVED** to agree to maintaining the Assets at the current level of £6,116.50 as no material purchases had been made during the year.

- e. External Audit Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
The Council **RESOLVED** to agree to complete a Certificate of Exemption from submission to the External Audit and agreed the figures of £6,679 for the annual gross income and £11,274 for the annual gross expenditure as stated in the Statement of Accounts.

The Inspection Period had been set as 10 June – 19 July.

The Chairman and the Clerk signed the Certificate of Exemption which would be sent to the External Auditor.

- f. External Audit Annual Governance Statement** – to complete the Statement for 2018/19
The Clerk read out all the Governance questions to the meeting which the Council then **RESOLVED** to agree. The Chairman and Clerk signed the form.

- g. External Audit Accounting Statements** – to complete the Statements for 2018/19
The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Chairman and the Clerk signed the form.

- h. Internal Auditor** – to receive the report
The Internal Auditor had visited and performed her checks on the accounts and process on 7 May. She had signed the appropriate part of the AGAR which the Council **RESOLVED** to receive.

- i. Internal Auditor** – to appoint the Parish Internal Auditor for the year 2019/20
The Council **RESOLVED** to agree to appoint Mrs Melanie Rose as the Internal Auditor for the year 2019/2020.

- j. Annual Subscriptions and Regular Payments** – to consider and agree the list
The Council **RESOLVED** to agree the following list:

Subscriptions: annual by cheque

Community First Oxfordshire

Open Spaces Society

Oxfordshire Association of Local Councils

Oxfordshire Greenbelt Network

Oxfordshire Playing Fields Association

Society of Local Council Clerks

Clerk Salary: quarterly by cheque

Clerk Expenses (printing, postage, stationery and mileage): thrice yearly by cheque

Contribution to the Clerk for Office 365 Annual Subscription (one quarter contribution): annual by cheque

Grass cutting: bi-monthly by cheque (four cuts and two weed sprays evened out over the year)

Dog bin emptying: twice yearly – March / April and September / October by cheque

Information Commissioner: annual - £35 by Direct Debit in May

TP Jones Payroll: annual by cheque

Village Hall Play Area Maintenance: annual by cheque

Web Hosting and Domain Name renewal: annual by cheque

k. Insurance Renewal – to consider the renewal

The Council agreed to a three-year contract with Came and Company in 2017.

The Council considered the renewal and **RESOLVED** to agree that, as no change or update was necessary, to pay the stated invoice.

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

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

Cheque no:	Payee and reason	Budget	Amount
200071	Countrywide Grounds Maintenance Ltd for April grass cutting (invoice no: 56701)	Grass cutting	£83.06
200072	Wendlebury Village Hall Maintenance Fund	Playground Maintenance	£250.00
200073	Oxford Green Belt Network Subscription	Subscriptions	£15.00
200074	Came and Company for Insurance renewal	Insurance	£314.84
200075	M Rose for Internal Audit	Audit	£33.30
200076	JMC Olds for ¼ of MS Office 365 Subscription (total £79.99)	Admin Costs	£20.00
200077	Countrywide Grounds Maintenance Ltd for May grass cutting (invoice no: 58873)	Grass cutting	£83.06

11. Training

a. OALC Training – to consider attendance of any of the 2019 courses

The Council agreed that no further training was currently necessary.

12. Planning

a. Applications - 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. **19/00592/F** at Farrowing House Barn, College Farm, Main Street, Wendlebury, OX25 2PR for “Conversion of the existing Agricultural Building to form 2no. B&B Units ('associated operational development', defined as 'building or other operations in relation to the same building or land which are reasonably necessary to use the building' as permitted by 18/02246/R56.)”
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

b. To note Notices of Decision

- i. **19/00372/R56** at Manor Farm, Main Street, OX25 2PS for “Prior approval for the change of use of agricultural buildings to a flexible use, in this case B1”
Application refused

13. Parish Matters

- a. **A41 Crossing** – to receive a progress report
A further road closure to enable the additional road repairs would take place over 11 days between 8pm and 6am from 27 June. The road diversion would be via Chesterton and Weston-on-the-Green.
- b. **East / West Expressway** – to receive a progress report and to consider further action
Prof David Rogers from the No Expressway group gave a presentation to the Annual Parish Meeting. Other meetings had been attended by Tim Hibbert.
- c. **Safer Wendlebury and 20mph zone** – to receive a progress report and to consider further action
Cllr Corkin reported to the Annual Parish Meeting that implementation of the project should be within the next six to eight weeks.
- d. **SE Relief Road** – to receive a progress report
No further progress had been made.
- e. **Grass cutting and weed spraying** – to confirm the contract for the year
The Council **RESOLVED** to agree to the same arrangement as the previous year.

The grass cutting would cost £550.64 for four cuts per year and the weed spraying would cost £280. This cost (total £830.64 plus VAT) would be spread out into twelve equal payments.
- f. **Allotments** – to receive a progress report
There was currently one vacant plot with the potential for a new allotmenteer.
- g. **Wendlebury and Cherwell Community Lottery** – to consider the proposal from CDC
The Council **RESOLVED** to agree to alert the Village Hall and the Village Club to the project.

14. Reports from Meetings

No meetings had been attended other than the Expressway meetings mentioned earlier.

15. Attendance at Meetings

a. CDC Parish Liaison Meeting – 12 June

The Council **RESOLVED** to agree that Tim Hibbert and Kathy Sharp together with the Clerk would attend.

b. Rural Oxfordshire Network Meeting – 11 June 9.30am, Long Hanborough Pavillion

No Councillors were available to attend the meeting.

c. Bicester Police Rural Community Resilience Group – 19 June 7pm at Chesterton Community Hall

The Clerk hoped to attend.

16. Correspondence – to note correspondence received not otherwise on the agenda where decisions were not required

The Clerk presented the meeting with a list of correspondence received which included:

- a. OALC – March and April Updates**
- b. CDC – re increase in dog bin emptying**
- c. Rural Services Network – newsletters and funding digests**
- d. Healthwatch Briefings**
- e. OCC Emergency Planning Team – annual survey and crowded places advice**
- f. Clerks and Councils Direct**
- g. Community First Oxfordshire – spring newsletter**

17. Items for information or next Agenda only

a. Agenda Items

The Clerk requested that all items for the next agenda be submitted by Wednesday 10 July 2019.

18. Date of next meeting

The Council **RESOLVED** to agree to look at a date earlier than 25 July as it was doubtful whether that meeting would be quorate.

The meeting closed at 10.10pm

Signed

Dated