

Minutes of the 2019 annual meeting of Nuneham Courtenay Parish Council held on 21st May 2019 at the Village Hall

The Chair opened the meeting at 7.12pm

Present

Parish Councillors: James Fallon, John Peters, Madhvi Saini (Chair) and Mandy Rigault

Also present: Cllr Sam Casey-Rerhaye (SODC), Geoffrey Ferres (Clerk)

19/1. Election of Chair for 2019-20

Madhvi Saini was **elected** unanimously.

19/2. Election of Vice-Chair for 2019-20

John Peters was **elected** unanimously.

19/3. Vacancy

No definite volunteer yet

19/4. Declarations of acceptance of office

Madhvi Saini and John Peters signed declarations of acceptance of office.

19/5. Apologies for absence

None

19/6. Declarations of interest

None

19/7. Minutes of the last meeting

The minutes of the meeting held on 5th March 2019 meeting were **approved**, then signed on each page by the Chair.

19/8. Certificate of Exemption from External Audit

The Clerk explained the Council was not in a position to take the decision at this meeting.

19/9. Standing Orders

The Council considered whether to re-adopt the existing Standing Orders without amendment or to adopt the revised Standing Orders drafted after the last Annual Council Meeting to incorporate the changes

Signed: 

Date: 

proposed there. The Council **agreed** to adopt the revised Standing Orders.

19/10. Financial Regulations

The Council **re-adopted** the existing Financial Regulations without amendment.

19/11. Code of Conduct

The Council **re-adopted** the existing Code of Conduct without amendment.

19/12. Complaints Procedure

The Council **adopted** the Complaints Procedure tabled by the Clerk without amendment.

19/13. Privacy Notice (and Data Protection Policy)

The Council **re-adopted** the existing Privacy Notice (and Data Protection Policy) without amendment.

The Clerk was asked to send the Chair the model document published by the National Association of Local Councils. **Action: Clerk**

19/14. Guide to Information and Schedule of Fees

The Council **re-adopted** the existing Guide to Information and Schedule of Fees without amendment.

19/15. Register of Assets

The Council **approved** the Register of Assets as at the end of March 2018 which had been drafted by the Clerk after members said they were sure that the new noticeboard had not been in place until after the start of April 2018.

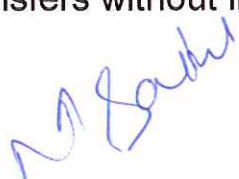
The Clerk said he could understand why the Council had purchased tables for the Village Hall in October 2016 but he could not understand why the Council had retained ownership of them.

The Clerk said it would be usual for a parish council to donate such items to a Village Hall if it had no alternative use for them itself. The Council **agreed** to offer ownership of the tables to the Village Hall.

19/16. Bank Mandate

The Council **agreed** that the Chair, the Vice-Chair and James Fallon should all be signatories on the account, eligible to approve payments and transfers without limit.

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Date:

27/19

19/17. Risk Assessment

The Clerk recommended that the Council add to its Risk Assessment the new legal requirement to be compliant with the Website Accessibility Regulations by September 2020.

The Clerk had consulted Simon Gray, who did not think it would be difficult to achieve compliance by the required date.

Members expressed the view that there were risks to the public from the new noticeboard which should also be added to the Risk Assessment.

It was **agreed** that the Clerk would bring to the next meeting a revised Risk Assessment for approval incorporating all the amendments that had been suggested. **Action: Clerk**

19/18. Review of Insurance

The Clerk said the Council's insurance was not due for renewal until later in the year and this item could be more appropriately discussed at a later meeting.

The Clerk said he still hoped it would be possible to check the Village Hall's insurance policy to see if its current policy would already cover a defibrillator attached to the outside of the building.

19/19. Provisional Accounts

The Council **approved** the end year bank reconciliation which had been checked by Mandy Rigault. The Council **noted** the provisional 2019-20 accounts.

The Clerk recommended there was no further need to keep separate the balance of the Transparency Grant awarded to the Council in March 2018 and the Council **agreed** to transfer the outstanding balance of £21.68 to the General Fund.

19/20. Dates and venues for Ordinary Council Meetings 2019-20

It was **agreed** the Council would meet on the first Tuesday of September and November 2018, the second Tuesday of January 2019 and the first Tuesday of March 2019.

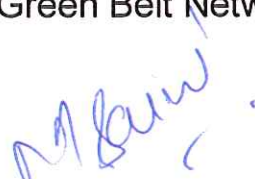
The Clerk said the Council might have to hold an Extraordinary Meeting in late June to consider the Internal Auditor's report.

19/21. Affiliations

The Council **agreed** to re-affiliate to the Expressway Action Group.

The Clerk had received a message inviting the Council to affiliate to the Oxford Green Belt Network. The Council **agreed** not to do so.

Signed:



Date:



19/22. Roles and Responsibilities

The Council **voted** to appoint Mandy Rigault as its Parish Transport Representative. Members noted that the main issue affecting the parish was the loss of the bus service that used to link the village to the Clifton Hampden Surgery.

The Council **voted** to appoint John Peters as Planning Champion.

The Council **agreed** that Simon Gray should continue to have charge of the Council's website which he had created and had maintained until now.

19/23. Parishioners' issues

None.

19/24. Matters arising from the minutes of the last meeting held on 5th March 2019

The Clerk has yet to thank the parishioner who has tidied up the cycle rack at the south end of the village. **Action: Clerk**

19/25. County Councillor's report

Cllr Lorraine Lindsay-Gale had submitted a written report and had informed the Council she would be away on holiday from tomorrow.

19/26. District Councillor's report

Cllr Sam Casey-Rerhaye gave a verbal report. Written report to Simon

19/27. Planning Applications

The Vice-Chair as Planning Champion took the Council through recent planning applications in the parish.

- a) Global Retreat Centre, Nuneham Estate: External boiler enclosure, and new enclosures for related storage facilities; proposed new below ground service routes to main building; conversion of existing bathrooms to shower rooms; upgrading of public toilets and top floor of main block [P19/S1156/FUL] [P19/S1173/LB] [Consultation deadline: 26th May 2019]. The Council **agreed** it had no objection to the application. **Action: Vice-Chair**
- b) Lower Farm House, Lower Farm Lane: Proposed works to front porch and new door opening; infill works to form new boot room [P19/S1293/HH] [Consultation deadline: 20th May 2019]. The Council **agreed** it had no objection to the application. **Action: Vice-Chair**

Signed:

M Rigault

Date:

2/7/19

- c) Rectory Cottage, Nuneham Park: Conversion of existing barn to playroom; single-storey extension to form entrance hall, breakfast room and garden room (as amended and amplified by amended plans and additional information removing roof lights in the road elevation) [P19/S0884/HH] [Consultation deadline: 22nd May 2019]. The Council **agreed** it had no objection to the application. **Action: Vice-Chair**

19/28. Finance

- a) Consideration of the 2019-20 Budget approved by the previous Council
The Vice-Chair said the Council should be prepared to match fund the grant amount and he believed the Council should add £4,000. The Council **agreed** to increase the provision for Grants from £1,000 to £3,000.
- b) The Council **confirmed** the following payments made by the Chair and Vice-Chair since the last Council Meeting in accordance with the procedure for payment of salary of Council employees:
- £630.09, Geoffrey Ferres, Clerk's pay 2018-19 Q4
 - £127.60, HMRC, PAYE Income Tax deducted 2018-19 Q4
- c) The Council **approved** the following payments:
- £210.50, Madhvi Saini, SODC Local Plan printing expenses
 - £35.90, John Peters, expenses
 - £15.00, Mandy Rigault, expenses
 - £63.80, Madhvi Saini, Annual Parish Meeting expenses
 - £75, Nuneham Courtenay Village Hall, hire of Village Hall for Annual Parish Meeting, Annual Council Meeting and meeting between Clerk and Mandy Rigault in connection with year end bank reconciliation.
- The Council **agreed** that the Chair and Vice-Chair could sign cheques payable to themselves as there are currently no other cheque signatories.
The Chair and Vice-Chair then signed four cheques and initialled the cheque stubs and the related paperwork.
- d) The Clerk asked the Council if it wished him to put the subject of Basic Allowances for members on the agenda of the next meeting. The Council **agreed** it had no wish to consider the introduction of allowances for members.

19/29. Correspondence

The Clerk had received a message from OxonCC's Paul Fermer inviting the Council to take part in OxonCC's Traffic Sensitive Streets

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Madhvi Saini

Date:

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consultation. The Council **agreed** it would not respond to the consultation.

19/30. Playing Fields Lease

The Council **agreed** that the Chair should arrange a meeting with the Oxfordshire Playing Fields Association. **Action: Chair**

19/31. Conservation

The Council **agreed** that it could not afford the probable cost of £5,500 for engaging Oxford Innovation.

The Council **noted** that the bollards which had been part of a dispute had now been removed.

The Council **agreed** it would now be an appropriate time for the Clerk to send polite letters to occupiers of houses without the correct shutters, advising them of their obligations under the Nuneham Courtenay Legal Agreement and informing them of the colour of paint required. **Action: Clerk**

19/32. Defibrillator

The Council **agreed** to add a provision of £2,000 to the 2019-20 budget for an automated external defibrillator with a screen to be kept outdoors in a heated cabinet.

The Council **agreed** it did not wish to spend money on a training session.

The Council **agreed** it would approach the Village Hall's regular electrician to install the cabinet.

James Fallon **agreed** to take responsibility for the monthly checks that would be required and for arranging the eventual installation. **Action: James Fallon**

19/33. Electronic communication

The Council **agreed** to ask Simon Gray to set up arrangement via the Council's website. **Action: Chair**

The meeting closed at 9.27pm.

Signed:

M. G. [Signature]

Date:

2/7/19