

Minutes of the meeting of Nuneham Courtenay Parish Council held on 21st June 2021 at the Village Hall

The Chair opened the meeting at 7pm.

21/33. Present/Apologies

Parish Councillors present: John Peters (Vice-Chair), Mandy Rigault and Madhvi Saini (Chair).

Also present: Geoffrey Ferres (Clerk) and Nicola Misseldine.

Apologies: Akshay Morye, Cllr Robin Bennett (OxonCC) and Cllr Sam Casey-Rerhaye (SODC).

The Clerk asked the Council to approve Akshay Morye absenting himself from the meeting on grounds of ill health. The Council **agreed**.

21/34. Declarations of interest

None.

21/35. Parishioners' issues

None.

21/36. Minutes of the Council's 2021 Annual Meeting

The minutes of the Council's 2021 Annual Meeting held on 4th May 2021 were **approved**.

21/37. Vacancy

The Council **agreed unanimously** to co-opt Nicola Misseldine to fill the vacancy on the Council. Nicola Misseldine then signed the Declaration of Acceptance of Office.

21/38. County Councillor's report

Cllr Robin Bennett had sent his apologies. The Clerk had published his first monthly report on the Council's website.

21/39. District Councillor's report

Cllr Sam Casey-Rerhaye had sent her apologies. The Clerk had published her latest monthly report on the Council's website.

21/40. Internal Auditor's Report 2020-21

The Council **noted** the Internal Auditor's Report for page 4 of the Annual Governance and Accountability Return.

Signed:


Date: Tuesday 14th September 2021

The Council **accepted** the Internal Auditor's full report and **agreed** to accept the Internal Auditor's recommendation to review its Standing Orders and Financial Regulations against the models published by the National Association of Local Councils. **Action: Clerk**

21/41. Certificate of Exemption from External Audit for 2020-21

The Council **agreed unanimously** to certify itself as exempt from a limited assurance review by an external auditor. The Chair and the Clerk then signed the Certificate of Exemption. **Action: Clerk to send the signed Certificate to the External Auditor, Moore UK**

21/42. Planning applications

a) 2 Rough Lodge Cottages, Nuneham Park: Demolish existing rear porch adjacent to the kitchen; Erect new single storey rear extension to create utility/WC; Renew all external doors/windows to existing property; Remove existing open porch to front elevation & fit new canopy with gallow brackets. [P21/S2358/HH] [Consultation deadline: Wednesday 30th June 2021]

The Council **agreed** that the Vice-Chair as Planning Champion should object to the application on the basis that the development was not in keeping with the requirements of the Conservation Area.

Action: Vice-Chair

At this point, at 7.08pm, the Council **agreed** to adjourn the meeting until 7.30pm on Tuesday 29th June as the Village Hall had been booked for a yoga class starting at 7.30pm.

The Chair re-opened the meeting at 7.33pm

Parish Councillors present: John Peters (Vice-Chair), Mandy Rigault and Madhvi Saini (Chair).

Also present: Geoffrey Ferres (Clerk) and Simon Gray.

21/35. Parishioners' issues

Simon Gray addressed the Council regarding the Playing Field as one of a number of parents with young children frustrated that the Playing Field is not available for their use.

The Council **agreed** to amend the budget: adding £1,000 to be spent in relation to the Playing Field, and taking away £1,000 from Grants, leaving the overall predicted deficit unchanged.

Action: Clerk to send Simon Gray copies of any papers he requests

Signed:

Date: Tuesday 14th September 2021

21/42. Planning applications continued

- b) 17 Nuneham Courtenay: Alterations to existing domestic garage to provide a home working office with ancillary accommodation.
[P21/S2448/HH] [Consultation deadline: Wednesday 7th July 2021]

The Council **agreed** that the Vice-Chair as Planning Champion should object to the application on the basis that it constituted a breach of the Nuneham Courtenay Legal Agreement and should ask that a condition be applied that the accommodation not be sold or let separately from the principal dwelling. **Action: Vice-Chair**

- c) 7 Nuneham Courtenay: Demolition of part of rear of property, new two-storey rear extension and insertion of two new side windows.
[P21/S2512/HH and P21/S2513/LB] [Consultation deadline: Wednesday 14th July 2021]

The Council **agreed** that it had no objection to this application and that the Vice-Chair as Planning Champion should not submit any comment in response to it.

21/43. Corporate Governance Questionnaire 2020-21

The Council **noted** the Corporate Governance Questionnaire that had been signed by the Chair and submitted to the Internal Auditor.

21/44. Finance

- a) Bank reconciliation to end May 2021

The Council **noted** a bank reconciliation to the end of May 2021 presented by the Clerk as Responsible Financial Officer.

The Council **approved** a recommendation from the Clerk that the £150 cost of Neighbourhood Plan training on 9th March 2021 be taken from the Village Plan reserve.

- b) Budget monitoring report to end May 2021

The Council **noted** a report, presented by the Clerk as Responsible Financial Officer, monitoring payments against the budget up to the end of May 2021.

- c) Payments

The Council **approved** the following payment:

- £318, Auditing Solutions Ltd, Internal Audit 2020-21

Action: Clerk to send payment to Auditing Solutions Ltd

- d) Receipts

The Clerk informed the Council of the following receipts since the last ordinary meeting:

- £168.41, HMRC, VAT refund 2021 Q1-Q3

M. Sain

Signed:

Date: Tuesday 14th September 2021

- £1,150, Contributions towards Lichfields bill:
 - £300, Ezra Attiya
 - £500, Brahma Kumaris
 - £350, Sandford on Thames Parish Council
- £3,204, SODC, Precept 2021-22 first half
- £108.31, HMRC, VAT refund 2020-21 Q4
- £0.23p x 2, Barclays, deposit account quarterly interest for last two quarters.

21/45. Correspondence

None.

21/46. Financial Regulations

The Council **agreed** to defer this item to the next meeting.

21/47. Records Management and Retention Policy

The Council **agreed** to defer this item to the next meeting.

21/48. Business Continuity

The Council **agreed** to defer this item to the next meeting.

21/49. Bank Mandate

The Council **agreed** to defer this item to the next meeting.

21/50. Playing field

There was nothing to report.

21/51. Speeding and other Highways issues

The Council discussed nuisance from motorbikes and **agreed** it would attempt to collect evidence of specific instances. **Action: all**

The Council discussed traffic noise more generally and **agreed** to ask SODC's Environmental Health team to conduct noise monitoring.

Action: Clerk

The Council **agreed** to reimburse Mandy Rigault for the cost of a peacock costume costing £52.77 which had been purchased as part of an activity to encourage drivers to reduce their speed through the village. **Action: Clerk**

Mandy Rigault

Signed:

Date: Tuesday 14th September 2021

21/52. Conservation issues

Cllr Sam Casey-Rerhaye reported that she is still waiting for Paula Fox from SODC's Planning team to finalise a date to come and see the Council.

21/53. Automated external defibrillator

Mandy Rigault reported she had received no response from James Fallon about the whereabouts of the supplies or the access codes for the defibrillator.

The Clerk said he would ask South Central Ambulance Service whether it had the access code for the cabinet. **Action: Clerk**

21/54. Website

The Council **agreed** to defer this item to the next meeting in the absence of Akshay Morye.

21/55. Transport

Mandy Rigault reported that she would be unable to attend the next remote meeting of Parish Transport Representatives which is to be held on 6th July and would send her apologies. **Action: Mandy Rigault**

She also reported that OxonCC has agreed to visit the village to have a look at the faded bus stop markings.

Reserved Business

21/56. Clerk contract

The Council **agreed** to defer this item to the next meeting.

The meeting closed at 8.45pm

Mandy Rigault

Signed:

Date: Tuesday 14th September 2021