

Minutes of the meeting of Nuneham Courtenay Parish Council held on 14th September 2021 at the Village Hall

The Chair opened the meeting at 7.16pm.

21/57. Present/Apologies

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

Also present: Geoffrey Ferres (Clerk).

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

21/58. Declarations of interest

The Chair and Mandy Rigault declared an interest in relation to the Village Hall.

21/59. Parishioners' issues

None.

21/60. Minutes of the Council's last ordinary meeting

The minutes of the Council Meeting held on 21st June 2021 were **approved**, then signed on each page by the Chair.

Action: Clerk to publish signed minutes on the Council's website

21/61. County Councillor's report

Cllr Robin Bennett had sent his apologies and a monthly report, which the Clerk had published on the Council's website.

21/62. 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. She has offered to meet councillors via Microsoft Teams.

21/63. Planning applications

Nicola Misseldine asked for more information as to how the Council dealt with planning matters.

Action: Clerk to send Nicola a list of the material considerations; Mandy Rigault to find a copy of the Legal Agreement

- a) Land and buildings at Home Farm, Nuneham Park: Variation of condition 2 on application P19/S3375/LB. Conversion of agricultural buildings into six holiday lets and ancillary uses; conversion of Old Town Cottage into holiday let; demolition of modern agricultural

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buildings and replacement with holiday let and a residential dwelling, and the provision of associated landscaping and parking. [P21/S3616/FUL] [P21/S3618/LB] [Consultation deadline: Friday 17th September 2021]

The Council **instructed** the Clerk to inform SODC it had no objection to the application provided that the footprint is not increased. **Action: Clerk**

- b) Harcourt Arboretum: Trench excavations for data cabling and installation of Wi-Fi points at various points including the Woodland Barn, the picnic area, the historic Serpentine Ride and the compost toilets area; Proposed installation of five solar panels on the compost toilets. [P21/S3501/FUL] [Consultation deadline: Wednesday 22nd September 2021]

The Council **agreed** not to submit any comment to SODC

- c) Notcutts Garden Centre: Discharge of condition 12 (Written Scheme of Investigation) on application P18/S1895/FUL. [P21/S3746/DIS] [Application not subject to public consultation]

The Council **agreed** not to submit any comment to SODC

- d) Land and buildings at Home Farm, Nuneham Park: Discharge of conditions 5 (Surface water drainage works) & 6 (Foul drainage works) in application P19/S3374/FUL – amended and additional drainage information. [P21/S2930/DIS] [Application not subject to public consultation]

The Council **agreed** not to submit any comment to SODC

21/64. Finance

- a) Bank reconciliation to end August 2021

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

- b) Budget monitoring report to end August 2021

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

The Council **approved** the Clerk's recommendations to increase the following two figures:

➤ Subscriptions from £200 to £250

➤ Receipts from Recoverable VAT from £150 to £550

and to add an amount of £350 for Receipts in relation to the Proposed gravel site.

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c) The Council **confirmed** the following payments made by the Chair and Vice-Chair since the last Council Meeting:

- £724.83, Geoffrey Ferres, Clerk's net pay 2021-22 Q1
- £181.20, HMRC, PAYE Income Tax deducted 2021-22 Q1
- £172.25, SSE, Village Hall quarterly electricity bill
- £30, Nuneham Courtenay Village Hall, hire of Village Hall for meetings in June.

d) The Council **confirmed** the following payment made by the Chair and the Clerk since the last Council Meeting, in the absence of the Vice-Chair and Mandy Rigault:

- £42.00, Oxfordshire Playing Fields Association, membership subscription.

e) Payments

The Council **approved** the following payments:

- £54.50, Geoffrey Ferres, Clerk expenses 2021-22 Q1
- £22.50, G J Peters, expenses
- £20, Nuneham Courtenay Village Hall, hire for tonight's meeting.

f) Receipts

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

- £339.68, HMRC, VAT refund 2021-22 Q1.

21/65. Correspondence

None.

21/66. Financial Regulations

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

21/67. Records Management and Retention Policy

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

21/68. Business Continuity

The Council **agreed** this item. The Council agreed that the passwords should be held on Google Drive. **Action: Akshay Morye**

21/69. Bank Mandate

The Council **agreed** to amend the mandate to add Akshay Morye and Nicola Misseldine, and remove Mandy Rigault so the five signatories would be the Chair, the Vice-Chair, Akshay Morye, Nicola Misseldine and the Clerk. **Action: Clerk**

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21/70. Playing field

The Clerk reported that he has not yet received an acknowledgement or response to the letter he sent on the Council's behalf to Ron Benson, who chairs the Nuneham Courtenay Sports and Playing Field Association, in August in response to the letter from four Trustees that was delivered to the Chair of the Council on 5th July. NCSPPFA
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The Clerk confirmed both letters have been published on the Council's website.

The Council **instructed** the Clerk to include in the next Newsletter article a reminder of the Trustees' responsibilities to the beneficiaries and how these might easily be met with advice from the Oxfordshire Playing Fields Association.

21/71. Insurance

The Council **agreed** to delegate to the Clerk the renewal of the Council's insurance, which must be carried out before the next meeting.

21/72. Speeding and other Highways issues

The Clerk reported that he had contacted SODC's Environmental Health team who said they do not deal with traffic noise, which is the responsibility of OxonCC's Highways team.

Action: Vice-Chair to make another FixMyStreet report

Mandy Rigault reported that Cllr Robin Bennett has said the peafowl protection petition can be presented to an OxonCC Full Council Meeting.

The Clerk reported that he had received from a parishioner and forwarded to the Council and to Cllr Robin Bennett a copy of a FixMyStreet report she had made concerning the safety of her son who has to cross the busy main road in Nuneham Courtenay in order to go to school.


Akshay Morye mentioned there is a 30mph sign missing at the southern entrance to the village.

The Council **instructed** the Clerk to request a week's speed and volume survey from OxonCC. **Action: Clerk**

21/73. 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 meet the Council.

21/70 The Council agreed to write to NCSPPFA asking for a copy of their governance reminding them of their obligations under

Signed: *Annaly Law*


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21/74. Automated external defibrillator

The Clerk reported he has contacted South Central Ambulance Service (SCAS) who had given him the access code for the cabinet. He had then examined the defibrillator and noted that the spares are not in the cabinet.

The Clerk said that SCAS has asked him to register the defibrillator on a new database. **Action: Clerk**

21/75. Website

The Council **agreed** to commission a new accessible website to comply with the legislation that came into force in September 2020. **Action: Clerk and Akshay Morye**

21/76. 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 Tuesday 12th October and would send her apologies. **Action: Mandy Rigault**

She also reported that OxonCC has said it does not have a budget to repaint the faded bus stop markings.

21/77. Future meetings

The Council agreed not to purchase a Zoom subscription but to offer Cllr Robin Bennett and Cllr Sam Casey-Rerhaye the option to present a report without coming to the Village Hall.

Reserved Business

21/78. Clerk contract

The Council **agreed** an amendment to the Clerk's contract stating that the Clerk is required to work at least 17½ hours per calendar month. The Council **agreed** to keep the new arrangement under review.

The meeting closed at 9.13pm

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