

Minutes of the 2022 annual meeting of Nuneham Courtenay Parish Council held on 3rd May 2022 at the Village Hall

The Chair opened the meeting at 7.05pm.

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

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

The Vice-Chair opened the meeting in the outgoing Chair's absence.

Annual Meeting Business

22/1. Election of Chair for 2022-23

The Council **elected** John Peters, who then signed a declaration of acceptance of office.

22/2. Election of Vice-Chair for 2022-23

The Council **elected** Nicola Misseldine, who then signed a declaration of acceptance of office.

22/3. Vacancy

The Council **agreed** to defer this item to a future meeting.

22/4. Apologies for absence

Cllr Madhvi Saini.

22/5. Declarations of interest

None.

22/6. Minutes of the last ordinary Council Meeting

The minutes of the ordinary Council Meeting held on 1st March 2022 were **approved**, then signed on each page by the Chair.

Actions: Clerk to publish signed minutes on Council's website

22/7. Minutes of the extraordinary Council Meeting

The minutes of the extraordinary Council Meeting held on 24th March 2022 were **approved**, then signed on each page by the Chair.

Actions: Clerk to publish signed minutes on Council's website

Initialled:



Date: Tuesday 28th June 2022

- 22/8. Standing Orders**
The Council **re-adopted** its existing Standing Orders without amendment. **Action: Clerk to update Council's website**
- 22/9. Financial Regulations**
The Council **approved** the new version of the Financial Regulations tabled by the Clerk and based on the current model issued by the National Association of Local Councils, which he had attempted to adapt to the circumstances of this parish. **Action: Clerk to publish new Financial Regulations on Council's website**
- 22/10. Code of Conduct**
The Council **re-adopted** the existing Oxfordshire model Code of Conduct without amendment.
Action: Clerk to update Council's website
- 22/11. Complaints Procedure**
The Council **re-adopted** its existing Complaints Procedure without amendment.
Action: Clerk to update Council's website
- 22/12. Grants Policy**
The Council **agreed** to amend its Grants Policy to delete the words "or educational" in paragraph 9 and then **approved** the amended policy.
Action: Clerk to update Council's website
- 22/13. Employee Salary Procedure**
The Council **approved** the new version of the Procedure for the Payment of Salary of Council Employees tabled by the Clerk.
Action: Clerk to update Council's website
- 22/14. Privacy Notice (and Data Protection Policy)**
The Council **re-adopted** its existing Privacy Notice (and Data Protection Policy) without amendment.
Action: Clerk to update Council's website
- 22/15. Guide to Information and Schedule of Fees**
The Council **re-adopted** its existing Guide to Information and Schedule of Fees without amendment.
Action: Clerk to update Council's website

Initialled:



Date: Tuesday 28th June 2022

- 22/16. Register of Assets**
The Council **approved** an updated Register of Assets put forward by the Clerk in his capacity as Responsible Financial Officer.
Action: Clerk to update Council's website
- 22/17. Risk Assessment**
The Council **re-adopted** its existing Risk Assessment without amendment.
Action: Clerk to update Council's website
- 22/18. End of Year Bank Reconciliation**
The Council **noted** the bank reconciliation at the end of the financial year presented by the Clerk in his capacity as Responsible Financial Officer.
Cllr Nicola Misseldine volunteered to conduct the annual check on the systems of internal control and to check the end of year bank reconciliation.
Action: Cllr Nicola Misseldine
- 22/19. Corporate Governance Questionnaire 2021-22**
The Council **noted** the Corporate Governance Questionnaire completed by the Chair and submitted to the Internal Auditor.
- 22/20. Annual Governance Statement 2021-22**
The Council considered its responses to the assertions in the Annual Governance Statement 2021-22 and **agreed** to answer:
➤ "Yes" to assertions 1-4 and 6-8
➤ "No" to assertion 5
➤ "Not applicable" to assertion 9.
The Chair then signed the Annual Governance Statement 2021-22.
Action: Clerk to publish on Council's website signed Annual Governance Statement 2021-22 and explanation for Council's response to assertion 5
- 22/21. Accounts 2021-22**
The Council **approved** the unaudited Accounting Statements for 2021-22 prepared by the Clerk in his capacity as Responsible Financial Officer and the Chair then signed them.
Action: Clerk to publish signed Accounting Statements 2021-22 on Council's website

Initialed:

Date: Tuesday 28th June 2022

The Council **noted** full unaudited accounts for 2021-22 also prepared by the Clerk in his capacity as Responsible Financial Officer.

22/22. Bank Mandate

The Council **agreed** that the Chair, Vice-Chair and Cllr Madhvi Saini should be signatories.

Action: Clerk to contact Barclays to establish whether change to mandate has now been accepted

22/23. Standing Orders and Direct Debits

The Council **confirmed** its existing variable direct debit agreements with:

- South Oxfordshire District Council for a garden waste bin kept at the churchyard
- TalkTalk Business for the monthly charge for broadband at the Village Hall
- The Information Commissioner's Office for the annual fee.

22/24. Dates and venues for Ordinary Council Meetings 2022-23

The Council **agreed** to hold its next meeting on Tuesday 28th June 2022 and **approved** the other dates proposed by the Clerk for Ordinary Council Meetings up to the next annual meeting in May 2023.

22/25. Annual Subscriptions

The Council **agreed** to pay annual subscriptions to the following organisations:

- a) Oxfordshire Playing Field Association (£42)
- b) Oxford Green Belt Network (£15)

Action: Clerk

22/26. Roles and Responsibilities

The Council **reappointed**:

- a) The Chair as Planning Champion
- b) Cllr Mandy Rigault/Cllr Nicola Misseldine as Parish Transport Representative
- c) Cllr Mandy Rigault as its representative on what has been known as the SG42 Steering Group
- d) The Chair as representative on the Vale and South Oxfordshire Neighbouring Parish Councils Joint Committee.

Initialled:



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Other Urgent Business

22/27. Parishioners' issues

None.

22/28. County Councillor's report

None.

22/29. District Councillor's report

Cllr Sam Casey-Rerhaye introduced her monthly report, which the Clerk had published on the website but which councillors said they had been unable to open. The Council took this item after item 22/15 in a change to the order of business.

The Council discussed the possibility of planting trees somewhere on the main road and the County Council's interest in creating a cycle path using the route of a former Roman Road.

Sam said she was confident a flyover would not be built at the Golden Balls roundabout.

The Council advised her that a new Park and Ride at Sandford would be less damaging to the properties along the main road than one at the Golden Balls roundabout because of the impact Park and Ride double-decker buses would have on the village.

22/30. Planning Applications

The Chair said he would respond to the Housing Infrastructure Fund 1 road proposals in his capacity as Planning Champion. **Action: Chair**

22/31. Finance

The Council **approved** the following payment:

- £77.50 Geoffrey Ferres, 2021-22 Q4 Clerk expenses

The meeting closed at 8.42pm

Signed:



Date: Tuesday 28th July 2022

Initialled:

Date: Tuesday 28th June 2022