

Minutes of the meeting of Nuneham Courtenay Parish Council held on 6th September 2022 at the Village Hall

The Chair opened the meeting at 7.03pm.

22/64. Present/Apologies

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

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

In attendance: Geoffrey Ferres (Clerk).

Apologies: Cllr Nicola Misseldine (Vice-Chair).

22/65. Declarations of interest

Cllrs Madhvi Saini and Mandy Rigault declared an interest regarding the Village Hall.

22/66. Parishioners' issues

Cllr Mandy Rigault reported that a parishioner has contacted Council about a London plane tree at the southern end of the village on the western side of the main road.

Cllr Madhvi Saini said that when the trees were last pruned in January 2018, the Council was told they would require attention again in four years' time. She offered to contact the officer whose details she has.

Action: Cllr Madhvi Saini

22/67. Minutes of the Council's last ordinary meeting

The Council **approved** the minutes of the Council Meeting held on 28th June 2022. The Chair then initialled each page and signed them.

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

22/68. County Councillor's report

Cllr Robin Bennett introduced his latest report, which the Clerk had published on the Council's website, and answered questions.

Cllr Mandy Rigault undertook to send Robin Bennett copies of the most recent Minerals and Waste correspondence.

Action: Cllr Mandy Rigault

22/69. District Councillor's report

Cllr Sam Casey-Rerhaye introduced her latest report, which the Clerk had published on the Council's website. She drew the Council's attention to the proposed traffic order for construction traffic for the extension of

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the Science Park that will lead to HGVs passing through the village.

Action: Clerk to investigate

22/70. Planning applications

- a) Burcot and Clifton Hampden: statutory consultations for the Neighbourhood Plan (Regulation 14 pre-submission) and the Neighbourhood Development Order (Regulation 21 pre-submission) [Consultation deadline: Friday 29th September 2022].

Cllr Sam Casey-Rerhaye outlined the proposals and the Council **agreed** there appeared nothing to concern the residents of Nuneham Courtenay.

22/71. Finance

- a) Bank reconciliation to end August 2022

The Council **noted** a bank reconciliation to the end of August 2022 presented by the Clerk as Responsible Financial Officer.

- b) Budget monitoring report to end August 2022

The Council **noted** a report, presented by the Clerk as Responsible Financial Officer, monitoring payments against the budget up to the end of August 2022.

The Council **agreed** to add:

- £150 to the Budget for Training
- £150 to the Budget for payments and £200 to the Budget for receipts in relation to Recoverable VAT
- £2,500 to the Budget for payments and £4,000 to the Budget for receipts in relation to the Neighbouring Parish Councils Joint Committee
- £1,200 to the Budget for Grants from SODC.

The Clerk advised the Council that the overall effect of the recommendations was to reduce the deficit originally forecast.

Action: Clerk to produce and publish amended budget

- c) Payments

The Council **approved** the following payments:

- £2,250.00, C V Hopkins, project management services for Neighbouring Parish Councils Joint Committee
- £80.70, Geoffrey Ferres, Clerk expenses 2022-23 Q1.

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The Chair and Cllr Mandy Rigault signed the payments and initialled the supporting paperwork.

Actions: Clerk to send cheque to Charlie Hopkins

d) Receipts

The Council **noted** a report presented by the Clerk as Responsible Financial Officer listing receipts since the last ordinary Council meeting on 28th June 2022.

22/72. Correspondence

The Clerk informed the Council he had been unable to send a response to SODC's Settlement Assessment questionnaire because no one had sent him any of the information it had requested that he does not possess.

The Council **instructed** him to recirculate it. **Action: Clerk.**

22/73. Code of Conduct

The Clerk reminded the Council of the forthcoming training sessions for councillors. The Clerk asked Cllr Robin Bennett and Cllr Sam Casey-Rerhaye if they had been asked to complete the new Register of Interests forms and they both said they had.

Action: Clerk to circulate new Register of Interests form

22/74. Village Hall bills

The Clerk reported that TalkTalk Business has agreed to refund all charges for broadband in 2022-23 after ignoring the Council's request on 1st March to cancel the service Broadband.

After lengthy discussion, the Council **agreed** to offer to meet the Village Hall Committee in the evening on the first Tuesday in October.

22/75. Civility and Respect

The Council **agreed** to defer this item to the next meeting in view of pressure of time.

22/76. Playing field

The Council welcomed the recent development whereby the Playing Field had been mown and the lock removed from the small gate.

Action: Clerk to inform James Hulme of Bower & Bailey that no letter is required

22/77. Succession Planning

Nothing to report.

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22/78. Business Continuity

Nothing to report.

22/79. Speeding and other Highways issues

Cllr Robin Bennett informed the Council that the scheduling of different parishes' request for 20mph speed restrictions can be seen on OxonCC's website. **Action: Clerk to forward link**

22/80. Conservation issues

Cllr Mandy Rigault offered to contact SODC's Paula Fox.

Action: Cllr Mandy Rigault

The Council **ratified** the Clerk's action in requesting a Tree Preservation Order for the yew tree that gives Yew Tree Court its name.

The Clerk reported he has heard nothing since receiving an acknowledgement of his request.

22/81. Housing Infrastructure Fund 1 Relief Road

Cllr Robin Bennett said he had submitted a question to Full Council after the meeting yesterday of Planning and Regulation Committee due to consider the planning application had been cancelled.

The Council **agreed** the Clerk may arrange payment of an invoice for £271 submitted to the Council in connection with the work of the Neighbouring Parish Councils Joint Committee provided the Committee approves the invoice. **Action: Clerk**

22/82. Automated external defibrillator

Cllr Madhvi Saini offered to contact James Fallon again.

Action: Cllr Madhvi Saini

22/83. Website

The Clerk apologised for circulating the wrong paper to the Council.

Cllr Madhvi Saini proposed that:

- the Council commissions a new website primarily on the basis of what it requires to comply with legal requirements
- the new website have only one editor
- the new website be based on pages, rather than posts
- there be no Newsletter sign-up on the new website
- transfer of existing content be limited to what is essential to comply with transparency requirements

The Council **instructed** the Clerk to proceed on the basis above.

Action: Clerk

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22/84. Winter Preparedness

The Council **agreed** it did not require a further bulk delivery of salt bags.

Action: Clerk

22/85. External Audit

The Council **agreed** not to opt out of the arrangements made by Smaller Authorities Audit Appointments.

22/86. Transport

Cllr Mandy Rigault reported that a parishioner has complained that a parking space had not been not reinstated when the southern bus bay on the western side of main road was repainted – just as happened with the northern bay.

Cllr Mandy Rigault said she would not attend the next Parish Transport Representatives meeting.

The Clerk reminded the Council that there remained the opportunity to press OxonCC to recommission the X38 service so as to provide an hourly service to Oxford via the Abingdon Road.

Cllr Mandy Rigault offered to contact OxonCC.

Action: Cllr Mandy Rigault

22/87. Records Management and Retention Policy

The Clerk reported that he had visited the Oxfordshire History Centre in connection with another council and was pleased to find that the Council's first minute book had been correctly catalogued and was available to view.

The Council **instructed** the Clerk to mention this in the next Newsletter.

The meeting closed at 9.15pm

Signed:

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