

Minutes of the meeting of Nuneham Courtenay Parish Council held on 7^h March 2023 at the Village Hall

The Chair opened the meeting at 7.20pm.

22/133. Present/Apologies

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

Also present: Cllr Sam Casey-Rerhaye (SODC).

In attendance: Geoffrey Ferres (Clerk).

Apologies: Cllr Robin Bennett (OxonCC).

22/134. Declarations of interest

None.

22/135. Parishioners' issues

None.

22/136. Minutes of the Council's last ordinary meeting

The Council **approved** the minutes of the Council Meeting held on 10th January 2023, and the Chair then signed them and initialled each page.

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

22/137. County Councillor's report

Cllr Robin Bennett had submitted a written report, which the Clerk said he had not yet had the chance to publish on the Council's website.

Action: Clerk to publish report

22/138. District Councillor's report

Cllr Sam Casey-Rerhaye introduced her latest report, which the Clerk said he had not yet had the chance to publish on the Council's website.

Action: Clerk to publish report

22/139. Planning matters

a) Oxfordshire Minerals and Waste Plan Call for Sites

Cllr Mandy Rigault reported on a meeting this morning with OxonCC officers, which Cllr Robin Bennett had organised and she had attended.

Officers said OxonCC will next conduct a consultation on a methodology for assessing sites.

Initialled: 

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22/140. Finance

a) Bank reconciliation to end January 2023

The Council **noted** a bank reconciliation to the end of January 2023 presented by the Clerk as Responsible Financial Officer.

The Council **agreed** a recommendation from the Clerk as Responsible Financial Officer to transfer up to £2,000 from its deposit account to its current account in view of the payments on its agenda at this meeting – the exact amount of the transfer to depend on how quickly outstanding Joint Committee invoices are paid by Culham and Sutton Courtenay parish councils.

Action: Clerk and signatories

b) Budget monitoring report to end January 2023

The Council **noted** a report, presented by the Clerk as Responsible Financial Officer, monitoring payments against the budget up to the end of January 2023.

The Council **agreed** the recommendations from the Clerk as Responsible Financial Officer to:

- Increase further the following provisions in respect of the Joint Committee -
 - Payments from £4,000 to £10,000
 - Receipts from £5,000 to £10,000
- Increase the provision for Payments in respect of Staff Costs from £3,000 to £3,500 by cancelling the provision for Payments in respect of the Playing Field.

Action: Clerk to amend budget

c) Payments

The Council **approved** the following payments:

- £3,600.00, Charlie Hopkins, work on Regulation 25 objection for Neighbouring Parish Councils Joint Committee
- £2,257.50, Alan James, landscape consultancy including site visit expenses for Neighbouring Parish Councils Joint Committee.

The Chair and Cllr Madhvi Saini signed the payments and initialled the supporting paperwork.

Action: Clerk to make payment to Charlie Hopkins and send cheque to Alan James

d) Receipts

The Council **noted** the two following receipts since the last ordinary Council meeting:

- £2,457, Appleford Parish Council Joint Committee invoice 16
- £1,137, Burcot and Clifton Hampden Parish Council, Joint Committee invoice 17.

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22/141. Correspondence

None.

22/142. Annual Parish Meeting 2023

The Council **agreed** to hold the Annual Parish Meeting for 2023 on Thursday 18th May 2023 from 7.30 to 9pm.

22/143. Membership subscriptions

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

- a) Oxfordshire Association of Local Councils, £156
- b) Society of Local Council Clerks, £101
- c) Oxfordshire Playing Fields Association, £45.

The Council **agreed** not to pay an annual membership subscription to Community First Oxfordshire (cost £35).

22/144. Succession Planning

All three current parish councillors present said they intend to re-stand for the Council. The Council discussed other parishioners who might be interested in joining the Council.

22/145. Village Hall bills

Nothing to report.

22/146. Speeding and other Highways issues

The Chair said he has spoken to OxonCC's Jon Beale about the speeding data, who said the Council needed to remember that the data would capture emergency service vehicles passing through the village at high speed.

Cllr Mandy Rigault offered to contact Nicola Misseldine and take over the lead on this area of work after the next meeting.

22/147. Conservation issues

Cllr Mandy Rigault reported she has applied to Cllr Robin Bennett for a grant of £750.

Cllr Sam Casey-Rerhaye suggested the Council contact SODC's Grants Officer to request extra time to spend the SODC grant.

Action: Cllr Mandy Rigault

Cllr Sam Casey-Rerhaye reported she has spoken to SODC's Paula Fox, who informed her that the Legal and Planning departments have both approved the draft letter. The Council offered to assist with its

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distribution. The letter must go out before the start of the Pre-Election Period.

The Council noted that the London plane trees need pruning and agreed to contact OxonCC.

Action: Cllr Mandy Rigault

22/148. Housing Infrastructure Fund 1 Relief Road

The Chair reported that Cllr Greg O'Broin (Appleford Parish Council) is delivering Oxfordshire Roads Action Alliance materials to supporters.

22/149. Automated external defibrillator

Cllr Madhvi Saini said she will visit James Fallon.

Action: Cllr Madhvi Saini

22/150. Website

Cllr Madhvi Saini said Simon Gray has told her that Town and Parish Council Websites have contacted him but he has not yet submitted any invoices to the Council for reimbursement.

22/151. Public Transport

Cllr Mandy Rigault reported that she had given her apologies for the Passenger Transport Representatives meeting on 21st February.

22/152. Business Continuity

The Clerk reported he has drafted the first handover notes for one of his other councils and believes they could easily be adapted to meet the needs of this Council.

Action: Clerk

22/153. Identity cards

The Council **agreed** to write to the Home Secretary calling for the introduction of identity cards.

Action: Chair

22/154. Playing field

Nothing to report.

22/155. Records Management and Retention Policy

The Clerk reported that he has disposed of the insurance records discussed at the last meeting but had retained copies of the Employer's Liability Certificates.

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22/156. Civility and Respect

The Council **deferred** consideration of the Dignity at Work policy to a future meeting.

22/157. Reserved Business: Clerk's pay 2022

The Council agreed that the Clerk should be paid in lieu of holidays, as in previous years, and that he should be paid in respect of overtime worked in 2022.

Action: Clerk to prepare Q4 payment on the above basis

The meeting closed at 9.05pm.

Signed:

A handwritten signature in black ink, appearing to be the initials 'AS' or similar, written in a cursive style.

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