

**Minutes of the meeting of Nuneham Courtenay Parish Council held on 18<sup>h</sup> July 2023 at the Village Hall**

The Chair opened the meeting at 7.05pm.

**23/34. Present/Apologies**

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

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

In attendance: Geoffrey Ferres (Clerk).

**23/35. Declarations of interest**

None.

**23/36. Parishioners' issues**

None.

**23/37. Minutes of the Council's last meeting**

The Council **approved** the minutes of the Council's Annual Meeting held on 9<sup>th</sup> May 2023, and the Chair then signed them and initialled each page.

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

**23/38. Co-option to fill vacancy**

The Council **agreed** to co-opt Charlie Vicary, who then signed a Declaration of Acceptance of Office.

**23/39. County Councillor's report**

Cllr Robin Bennett (OxonCC) gave a report.

**23/40. District Councillor's report**

Cllr Sam Casey-Rerhaye introduced her latest report, which the Clerk had published on the Council's new website.

**23/44. Planning matters**

- a) Lower Farm House, Lower Farm Lane: Two-storey rear and single-storey side domestic extensions as well as provision of an outbuilding. [P23/S2049/LDP] [Not subject to public consultation]

The Council **agreed** not to submit a comment.



Initialled:

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- b) Oxford Lodge, Nuneham Courtenay Arboretum: Construction of two infiltration test pits. [P23/S2211/FUL] [Consultation deadline: Wednesday 2<sup>nd</sup> August 2023]

Cllr Charlie Vicary declared an interest and took part no part in the discussion.

The Council **agreed** not to submit a comment.

- c) 3-4 Nuneham Courtenay: Sub-divide garden and convert workshop/studio to a two-bed dwelling. [P23/S1739/FUL] [Consultation deadline: Friday 14<sup>th</sup> July 2023]

The Clerk said he had not yet been able to submit an objection on behalf of the Council or to write to SODC's Legal team due to pressure of other work, but he believed he would be able to do so within the next few days. **Action: Clerk**

### 23/45. Finance

- a) Bank reconciliation to end June 2023

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

- b) Budget monitoring report to end June 2023

The Council **noted** a report, presented by the Clerk as Responsible Financial Officer, monitoring payments against the budget for the first quarter of 2023-24.

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

- Increase further the following provisions for Recurrent Costs -
  - Audit from £300 to £600
  - Elections from £100 to £200
- Add to One-Off Costs provisions for the new, accessible website of £550 and for the old website of £600, and amend the Recurrent Costs Provision for the website to £200
- Increase the provision for bank interest from £10 to £100.

The Council **agreed** that the net result should be an increase in the contribution from its General Reserves.

**Actions: Clerk to send cashbook to Cllr Charlie Vicary, and amend budget**

- c) Ratification of payments made since the last meeting:

The Council **ratified** the following payments made since the last meeting by the Chair and Cllr Mandy Rigault:

- £535.01, Geoffrey Ferres, Clerk net pay 2023-24 Q1
- £133.60, HMRC, PAYE tax deducted 2023-24 Q1.

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d) Payments

The Council **approved** the following six payments:

- £200.00, South Oxfordshire District Council, cost of uncontested parish council election in May 2023
- £869.00, Town and Parish Council Websites, setting up and hosting new website and email accounts
- £44.90, Geoffrey Ferres, Clerk's expenses 2023-24 Q1
- £48.00, Moore, external audit 2022-23 first reminder letter
- £28.50, Cllr John Peters, Chair's expenses
- £26.61, Cllr Mandy Rigault, Annual Parish Meeting expenses.

The Chair and Cllr Mandy Rigault signed the first four payments and initialled the supporting paperwork. The Clerk and Cllr Madhvi Saini signed the final two payments and initialled the supporting paperwork.

**Action: Clerk to send cheques to SODC, Town and Parish Council Websites and Moore**

e) Receipts

The Council **noted** the following receipt since the last meeting:

- £23.54, Barclays Bank, deposit account quarterly interest.

**23/46. Correspondence**

None.

**23/47. Speeding and other Highways issues**

Nothing to report.

**23/48. Conservation issues**

Nothing to report.

**23/49. Housing Infrastructure Fund 1 Relief Road**

The Council discussed the decision today of OxonCC's Planning and Regulation Committee to reject the planning application.

**23/50. Footpath diversion**

The Council discussed the proposal from the owners of Nineveh Farmhouse to divert Nuneham Courtenay Footpath no 7 [Consultation deadline: 28<sup>th</sup> July 2023] and **agreed** not to submit a comment.

**23/51. Defibrillator**

Nothing to report.



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**23/52. Website**

The Clerk said the new website went live on 17<sup>th</sup> July and is completely up to date.

**23/53. Playing Field**

The Council discussed the Playing Field: it has not yet been mowed in 2023, so children cannot play there. Cllr Madhvi Saini offered to speak to one of the Trustees. **Action: Cllr Madhvi Saini**

**23/54. Succession Planning**

Nothing to report.

**23/55. Public Transport**

Nothing to report.

**23/56. Business Continuity**

Nothing to report.

**23/57. Records Management and Retention Policy**

Nothing to report.

**23/58. Annual Parish Meeting 2023**

The Council **noted** the draft minutes of the Annual Parish Meeting for 2023 held on Thursday 18<sup>th</sup> May 2023.

**Adjournment**

The meeting adjourned at 9.10pm until 12.30pm on Monday 24<sup>th</sup> July in order to consider items relating to the audit for the financial year 2022-23.

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

Apologies: Cllr Charlie Vicary.

In attendance: Geoffrey Ferres (Clerk).

**23/41. Internal Auditor's Report 2022-23**

The Council **noted** the reports received from the Internal Auditor and **agreed** to pay the Internal Auditor's invoice for £348.00.

**Action: Clerk to send cheque to Auditing Solutions Ltd**

Initialled:



Date: Tuesday 3<sup>rd</sup> October 2023

**23/42. Annual Governance Statement 2022-23**

The Clerk read each statement to the Council, and the Council **agreed unanimously** that the answer to statements 1 to 8 should be “yes” and the answer to statement 9 should be “Not applicable”.

The Chair and the Clerk then signed Section 1 of the Annual Governance and Accountability Return 2022-23.

**Action: Clerk to publish signed Annual Governance Statement on Council’s new website and send it to External Auditor**

**23/43. Accounting Statements 2022-23**

The Council **unanimously approved** the Accounting Statements for 2022-23 presented by the Clerk as Responsible Financial Officer.

The Chair then signed Section 2 of the Annual Governance and Accountability Return 2022-23.

**Action: Clerk to publish signed Statement of Accounts on Council’s new website and send it to External Auditor**

The meeting closed at 12.45pm

Signed: 

Date: Tuesday 3<sup>rd</sup> October 2023

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