

**Minutes of the meeting of Nuneham Courtenay Parish Council held on 3<sup>rd</sup> October 2023 at the Village Hall**

The Chair opened the meeting at 7.10pm.

**23/59. Present/Apologies**

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

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

In attendance: Geoffrey Ferres (Clerk).

**23/60. Declarations of interest**

No further declarations were made.

**23/61. Parishioners' issues**

None.

**23/62. Minutes of the Council's last ordinary meeting**

The Council **approved** the minutes of the Council Meeting held on 18<sup>th</sup> July 2023, and the Chair then signed them and initialled each page.

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

**23/63. County Councillor's report**

Cllr Robin Bennett (OxonCC) introduced his latest written report, which he had sent to the Council shortly before the start of the meeting.

**Action: Clerk to publish report on Council's new website**

**23/64. District Councillor's report**

Cllr Sam Casey-Rerhaye (SODC) gave a brief report.

**23/65. Planning matters**

a) South Barn, Lower Farm Lane: Addition of window to west elevation. [P23/S3183/LB] [Consultation deadline: variously given as 13<sup>th</sup> or 18<sup>th</sup> October 2023]

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

b) Berinsfield Neighbourhood Development Plan: statutory consultation on pre-submission draft [Consultation deadline: Tuesday 6<sup>th</sup> November 2023]

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

Initialled:



Date: Tuesday 7<sup>th</sup> November 2023

- c) Former Cockadoo, Nuneham Courtenay  
The Clerk brought to the Council's attention an approach from a potential developer who said they would be interested in bringing the building back to life with options to create homes or hospitality facilities.  
The Council **instructed** the Clerk to invite the developer to address the Council's next meeting. **Action: Clerk**

### **23/66. Finance**

- a) Bank reconciliation to end August 2023  
The Council **noted** a bank reconciliation to the end of August 2023 presented by the Clerk as Responsible Financial Officer.
- b) Budget monitoring report to end August 2023  
The Council **noted** a report, presented by the Clerk as Responsible Financial Officer, monitoring payments against the budget for the first five months of 2023-24.
- c) Payments  
The Council **approved** the following payments:
- £4,250.00 C V Hopkins, work for Vale and South Oxfordshire Neighbouring Parishes Joint Committee
  - £252.00, Moore, External Auditor's fee 2022-23
  - £591.19, Geoffrey Ferres, Clerk net pay 2023-24 Q2
  - £65.90, Geoffrey Ferres, Clerk's expenses 2023-24 Q2
  - £147.80, HMRC, tax deducted 2023-24 Q2.
- The Chair and Cllr Mandy Rigault signed the payments and initialled the supporting paperwork.  
**Action: Clerk to send cheques to Charlie Hopkins and Moore, and make payment to HMRC**
- d) Receipts  
The Council **noted** the following receipts since the last meeting:
- £1,000.00, Appleford Parish Council, Joint Committee invoice 23-1
  - £30.31, Barclays Bank, deposit account quarterly interest.

### **23/67. Correspondence**

The Clerk brought to the Council's attention:

- a) An invitation from the County Council to send up to two representatives to a Town and Parish Council Charter Summit on 26<sup>th</sup> October from 6:30 to 8:30pm  
No councillor was available to attend, so the Council agreed that the Clerk should attend on the Council's behalf. **Action: Clerk**

Initialled:



Date: Tuesday 7<sup>th</sup> November 2023

- b) Information about the training programme of the Oxfordshire Association of Local Councils  
Cllr Charlie Vicary said he would be interested to see the information.  
**Action: Clerk**

**23/68. External Auditor's Report**

The Council **noted** the External Auditor's report for 2022-23.

**23/69. Speeding and other Highways issues**

Nothing to report.

**23/70. Conservation issues**

The Council has received no information as to when the London plane trees are to be pruned.

**Action: Clerk to contact OxonCC's Edward Whorwood**

**23/71. Housing Infrastructure Fund 1 Relief Road**

The Council discussed the recent meeting of OxonCC's Planning and Regulation Committee, which Cllr Robin Bennett had missed through ill-health, and the forthcoming examination of the planning application by a Planning Inspector.

**23/72. Defibrillator**

The Clerk explained to the Council that the defibrillator will remain out of use until the Council can demonstrate to the South Central Ambulance Service that it is conducting regular checks to ensure it is in working order.

The Council **instructed** the Clerk to contact the manufacturer or the supplier to find out how the Council can regain control of the device if the former councillor remains unwilling to give control to the Council.

**Action: Clerk**

**23/73. Playing Field**

Cllr Madhvi Saini is still seeking an opportunity to speak to one of the Trustees. **Action: Cllr Madhvi Saini**

**23/74. Succession Planning**

Nothing to report.

**23/75. Public Transport**

Nothing to report.

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**23/76. Business Continuity**

The Clerk handed the Chair a sealed envelope containing a list of his passwords only to be opened in the event of an emergency.

**23/77. Records Management and Retention Policy**

The Council agreed to a request from the Clerk that he be permitted to dispose of the paper copies of invoices for the financial year 2015-16.

**Action: Clerk**

The meeting closed at 9.05pm

Signed:

A handwritten signature in black ink, appearing to be the initials 'AS' with a flourish.

Date: Tuesday 7<sup>th</sup> November 2023

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