**MINUTES**

**For the meeting of Parish Council, held on Wednesday, 5th September 2018**

**Meeting Number 18.329**

* + 1. Apologies for absence.

Cllrs Graeme Forbes was not present.

* + 1. Participants

Cllrs Stafford Allen, Bohm, Daenke, Donne, Mullane, Evans and Whitfield were present. Also present were 11 members of the Parish.

* + 1. Approval of the minutes
		The Minutes of the previous meeting were discussed. It was noted that minutes did not include a record of attendees, this was duly corrected. The minutes were then approved and signed by the Chair.
		2. Declarations of Interest
		The Chair asked for Declarations of Interest. Cllr Neil Mullane noted his interest in Southfield Farm.

18.329.5 Public Participation

Villager Elizabeth Hobbs raised the issue of undesirables using the no-through lane behind her house (The Old Police House). She raised her suggestion that the area would feel more secure if she was able to restrict access at night with a barrier. This was discussed and as a result of the road being an adopted highway the PC advised that Highways would need to be consulted.

Action: Approach highways regarding issues at Old Police House, Cllr Mullane

Tony Henman raised a query about the timing of the Neighbourhood Plan. He explained how critical it was to the protection of the village and in particular the Expressway Campaign. Cllr Bohm explained that it was now with Cherwell and out of our control, but was in the final stages of approval. The PC agreed to include an update on the next steps associated with the Neighnourhood plan on the PC website and NP website.

Action: Update neighbourhood plan website, Cllr Bohm

Action: Update PC website including Neighbourhood plan website link, Clerk

Tony Henman then asked, as an announcement on the Expressway is due on the 14th September, could the Parish Council support another village meeting inviting surrounding parishes. The dates of 26th September of 2nd October were suggested.

Action: PC to feedback to Expressway action group on preferred meeting date for next public meeting, Clerk

Villager Louise Talbot raised the issue of the smell from the chicken farm. At the planning approval stage the village was assured that the chicken farm was “modern” and smells would be minimal. Cllr Daenke explained that whilst the planning permission for this farm was in Bletchingdon she had reviewed the modelling that supported the application. She had noted the errors in their work, which had tried to suggest that surrounding areas would not be impacted, and fed this back at the time.

Action: Raise issue regarding chicken farm smell with CDC, Clerk

* + 1. Chair’s Report
		The Chair said that her report would be followed immediately by a statement of the financial situation of the council. The handover from the retiring Clerk has been more or less completed. There are masses of files handed over and the present clerk is making headway in organising and identifying the files. Cllr Bohm explained that the number of emails handed over did not represent the sum of all the emails in the last few years. The Chair stated that the recommended next stage was to take legal action, but given previous discussions by the council this seemed a costing and somewhat extreme step for what was missing and that we should perhaps draw a line as to where we are now. The Council concurred.
		 Eric Bohm has reviewed the finances with the agreement of Graeme Forbes, who is the responsible financial officer for the PC and explained that the internal audit has passed this year’s records with a significant error. The Chair noted that the accounts prepared were incomplete,in particular, the Council has around £2000 more than stated. (Neighbourhood Plan monies). There was no hint of impropriety, this was more a case of not including a specific account. It was suggested that the internal auditor should be asked to “approve” the corrected account (as the council cannot approve knowingly incorrect accounts) before being sent to the External Auditors quickly as we have accrued close to £100 in overdue filing fines.
		Cllr Bohm proposed (seconded by Cllr Donne) that we approve the revised accounts and submit them immediately to avoid further fees (rather than holding them for Parish Inspection and Approval for four weeks). This was voted on and passed unanimously. It was confirmed that Accounts will be posted on the website, along with a notice on the Parish noticeboard to explain to villagers when they are able to ask to see a copy of the accounts.

Cllr Bohm proposed a motion (seconded by Neil Mullane) the Council retrospectively approve the payment of £529.85 insurance premium. This was unanimously approved by a vote.

* + 1. The Clerk’s Update
		The re-organisation and rationalisation of the archive and files is planned. The PC cupboard in the Hall is full of old papers that have to be sorted along with much other material.

Following a review of the planning archive there is a quantity of papers that need careful disposal. It was suggested to employ a professional confidential shredding service so that we have an audit trail. Cllr Stafford Allen suggested he may have a free service of burning in the village and that he would report back on this.
The Clerk proposed the purchase of an additional portable hard disk to for backing up the PC Laptop. Approval for this was included in the financial section.
As to Governance, the two main outstanding documents are the Asset Register, a copy of which has been found but needs checking/updating, and the Risk Assessment, for which we have an exemplar and so this is in process.

* + 1. The Council Priority Fund
		The Council Priority Fund grant Application needs completing. It was agreed that the items would be (1) the picnic tables (Clls Evans obtaining costs), (2) the dredging of the Oak Tree pond (Cllr Stafford Allen to speak to Beecrofts, and Sheeans for costs). Information had been obtained from the Freshwater Habitat Trust and this was useful.
		The final item (3) was the Playing Field to Spinney Fence. There was extensive discussion about this and a vote as to whether we proceed. There was unanimous agreement in the end that we should erect a fence, so Cllr Stafford Allen is to complete the costing for this. Cllr Stafford Allen is to open discussion with the Duchy about the grant monies for the fence and the possibility of purchasing the field and spinney for the village permanently.

Action: Obtain costs for Picnic tables, Cllr Evans

Action: Obtain costs for oak tree dredging, Cllr Stafford Allen

Action: Playing field spinney fence costing, Cllr Stafford Allen

* + 1. Centenary Remembrance
		Cllr Bohm suggested that it would be fitting for the village to mark the Centernary Remembrance of the end of WW1. She stated that for a donation of £250 that the village could have a Remembrance Soldier statue. After a meeting with the Village Hall Chairman and the Church Wardens the location of the statue was proposed to be the round island outside the shop. The cost will be equally shared between the Parish Council and the Village Hall Management. After some discussion this was agreed unanimously.
		Action: Progress discussions with the Garden Club regarding planting, Cllr Bohm

The Woodland Trust is offering a free sapling and plaque to be planted at a suitable location in the village, again to mark the WW1 centenary. It was agreed to proceed with applying for this. It was noted that of the five native varieties on offer, the saplings are allocated on a first come first served basis so the PC isn’t able to specify the species of sapling.

Action: Liiase with the Garden club regarding species and location, Cllr Bohm

* + 1. Planning.
		The Planning report was tabled and some additional details given by Cllr Donne.

The following actions were agreed relating to the planning report

Action: Confirm no comment response on 1801460, Cllr Donne

Action: Confirm no comment response on 1801434F, Cllr Donne

Action: Confirm no issue response on 1801417 TPO, Cllr Done

Action: Comment on 18013001F that a clause be included to mandate argricultural use for 10 year period, Cllr Done

Action: Confirm no comment response on 1801297F, Cllr Donne

Action: Confirm no comment response on 1801281F, Cllr Done

Action: Progress objections relating to Southfield Farm new access way, Cllr Done
Cllr Donne explained that the Kelberg application for a larger workshop had been approved but with the suggested limitation of hours to the present times, and not the additional time asked for in the application, so it appeared that the Parish Council comments had been taken into account.
There was discussion about Manor Farm asking for a barn in Green Belt. This looked as a possible prelude for industrial units and therefore the comment would be that the use of the barn should remain agricultural only for a significant period (say, more than 10 years), to prevent creeping development, which seems to be the pattern elsewhere.

* + 1. Works Report
		Cllr Stafford Allen delivered the playground report verbally, he explained that the playground was inspected on 2nd September and no further issue found except that a bar on the infant climbing frame is slightly loose. He explained that to tighten it requires the removal of the bolt cover and we presently have no replacement, leaving a sharp bolt end.

Action: Request approval for bolt cover expenditure at the next PC meeting, Cllr Stafford Allen

Action: Purchase bolt covers, Cllr Stafford Allen

Cllr Evans has mowed the Playground and Cllr Stafford Allen has mowed the Playing field and surround. Maintenance spending mechanism on small cost items to be discussed when Cllr Forbes is back.

The clerk noted that there were a number of Works actions that remained on the actions log. Cllr Stafford Allen and Evans welcomed receiving a reminder of what required progress.

Action: Share list of outstanding works items, Clerk

* + 1. Speed Indicator Device
		Cllr Mullane explained that the Parish still has the speed indicator device, it was noted that it was proving difficult to obtain sufficient support to use it. More volunteers are needed. It was suggested to discuss with Yasmin to ‘canvass’ villagers as they use the shop. Cllr Mullane explained that two of the TACG group would be taking over organising the rota for the next stint

Action: Rota to cover traffic manning to be circulated, NM and TCAG members

* + 1. Staff report

Cllr Daenke proposed the hiring of a bookkeeper and had identified an available and willing person. Her rates were slightly higher than expected but it is anticipated to be only 1-2 hours a month. It was proposed that the bookkeeper be engaged on a service Contract. There as unanimous agreement to proceed.

Action Staffing Committee to progress book-keeper and report back as appropriate, Cllr Daenke

* + 1. Expenditure
		It was proposed to accept the expenditures listed in the agenda and this was agreed item by item (Note: the Moore Stevens payment was listed twice in error, and the second payment was deleted).
		Website set up costs seemed higher than expected, but this includes VAT in the listing which will come back to the council.
		2. Retrospective signing of Minutes
		The April/ May /June Minutes were not signed correctly and this was to make the Council aware that they are being signed now again with approval of the Council. The Council agreed without dissent.

Action: Sign the minutes above, Cllr Bohm

* + 1. AOB.
		Mr Roper asked if councillors had signed the Forms of Acceptance and Declarations of Interest. Cllr Whitfield assured that these had been completed and that they would be added to the Council website information shortly.
		2. Action: Scan originals and place Declarations of Interest and Acceptance of Office on website, Clerk

The meeting closed at 21.30.