



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

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MINUTES OF THE PARISH COUNCIL MEETING HELD AT ST KENELM'S HALL ON MONDAY 17TH FEBRUARY 2020 AT 7.30PM.

1. Welcome / Members present and apologies for absence

Present: Cllr. Haley (Chair), Cllr. King, Cllr. Williams, Cllr. Alderman, Cllr. Bicker, Alexandra Molton (Clerk).

Apologies: Cllr. Stowell, Cllr. Jones, Cllr. Hill and Cllr. Mullins.

Cllr. Haley welcomed Councillors and parishioners to the meeting. Five Parishioners were present.

2. Declaration of interest in agenda items.

None at this point in the meeting.

3. Parishioner's Public Participation (for questions and comments on agenda items).

Mr Ford spoke about details in the minutes of the meeting on 6th February regarding a proposal to find out more about the ownership of the Scout Hut and whether this might be a feasible place to site a new village hall. Mr Ford was involved in fund raising for the Scout Hut and confirmed that the land around the building belongs to one of the Oxford Colleges and the Scout Hut itself belongs to the Scout Association. He offered to find out more about this if requested by the Council. Lenells (Witney) were the solicitors who dealt with this originally.

4. To receive the Minutes of the Parish Council Meeting dated 20th January 2020.

Cllr. Haley was not in attendance at the meeting so he passed the minutes to Cllr. Alderman to confirm that they were accurate.

Cllr. Williams proposed that the minutes be altered to reflect Mr Smith rather than Tom; seconded by Cllr. Bicker and minutes agreed unanimously with one abstention due to non-attendance at the January meeting.

5. To receive the Minutes of the Extra Parish Council Meeting dated 6th February 2020.

Cllr. Bicker proposed signing the minutes as a true and accurate record of the meeting; seconded by Cllr. Williams and agreed unanimously.

6. To receive an update from District Councillor Gill Hill.

Not present at the meeting.

7. To receive an update from District Councillor Kieran Mullins.

Not present at the meeting.

8. To receive an update from County Councillor Liam Walker.

The Chair congratulated Cllr. Walker for being appointed to the Cabinet of Oxfordshire County Council as Cabinet Member for Highways Delivery & Operations and wished him well in this role.

Cllr. Walker reported the following:

- The Budget was approved by OCC last week with no cuts to services for 2020/21. An extra £30m will be spent on adult social care and an additional £30m has been earmarked for Highways. The Councillor's Local Priority Fund has also been agreed for next year.
- There have been around 150 incidents in the last week across the County related to the inclement weather; this has mainly been fallen trees and flooding in the County. Further flooding has been predicted.

- A pilot scheme of Super users for logging potholes on Fix My Street was trialled and has proved very successful. The Council are therefore setting this up and this should be going live in a couple of weeks. Cllr. Walker invited residents to contact him via email if they are interested in taking on this role for the village. He has recently attended a meeting about the A40 slip road project. The County Council still need further funding for this project and there is the possibility of getting some funding from S106 monies from Carterton as a result of the housing development.

ACTION: Clerk to add information about being a Fix My Street Super User into the next Village News.

Cllr. Williams asked Cllr. Walker if those who have received funds from his Priority Fund can apply again and he confirmed that they can.

Cllr. Alderman raised the issue of the footpath on School Hill and Cllr Walker confirmed that although Oxfordshire County Council (OCC) is responsible for the road, it is West Oxfordshire District Council (WODC) who is responsible for the footpath.

ACTION: Clerk to contact Cllr. Hill and Cllr. Mullins with details of the problem and ask them to request the road sweeper from WODC clears the footpath. Clerk to update Councillors on the progress of this between meetings.

The Parish Council made a formal note of thanks to Mrs Margaret Auty for collecting rubbish on Brize Norton Road and up to the A40 slip road. Cllr. Haley and Cllr. Walker plan to meet with her when the weather improves to assist with collecting some rubbish which Mrs Auty cannot reach. Cllr. Jones will visit the site and take some photographs of the litter to forward to WODC.

ACTION: Clerk to write to Mrs Auty to thank her for her endeavours.

Cllr. Bicker raised the issue of a parked car on Upper Crescent which is causing concern to residents due to its location and proximity to the Burford Road. Cllr. Walker confirmed that unless the car is without tax or MOT or parked in a place where parking is prohibited the Police and OCC are not able to take action.

9. To review planning applications, decisions, appeals and enforcements*

a) To receive and discuss planning applications.

There were no new planning applications for the Council to consider.

b) Update on enforcement cases.

The Clerk updated the Council on the case of tree felling in the lower Village and confirmed that the Tree Officer at WODC has not yet visited the site but the residents have been given clear instructions about the work required. Cllr. Bicker confirmed that tree planting has been taking place.

Cllr. Bicker confirmed that the tree debris pushing against the side of the footpath fence on School Hill has not been moved and there is now a fir tree fallen from the garden which is leaning across the path.

ACTION: Clerk to write to the residents of Hillside again about the fence and let OCC know that this fir tree is causing an obstruction to the path which they own.

The Council discussed the lack of a handrail at the end of the path and Cllr. Walker suggested he could fund the installation of this from his Priority Fund.

ACTION: Clerk to get quotations for the handrail to be installed and bring to the March meeting for the Council and Cllr. Walker to consider.

Cllr. Williams reported the cars at the garage are now parking on the grass next to the forecourt (which they have pebbled due to the ground being turned up previously by cars).

ACTION: Clerk to chase this up with WODC Enforcement Officers, with photographs showing the breach.

10. Monthly dog fouling report.

Mrs Holloway reports only one incident of dog fouling this month although Councillors had other incidents to report in Cotswold Close and Wenrisc Drive. Mrs. Holloway has also contacted The White Hart regarding rubbish in the bus shelter nearest the pub. They have kindly agreed to carry out a weekly litter pick at the bus shelter. Mrs Holloway has asked if the Council might install a litter bin at the bus shelter.

ACTION: Clerk to write to the owners of The White Hart to thank them for this and also write to Mrs Holloway a note of thanks. Clerk to seek quotes for a litter bin to be attached to the wall in the area.

11. Allotments report.

Cllr. Bicker reported that the allotments are in a good state. The Clerk confirmed that she had emailed Councillors to seek a weekend date to meet tenants at the allotments to discuss the year ahead and the possibility of setting up an Allotments Association. Councillors were unsure whether they had received the email.

ACTION: Clerk to re-send to Councillors the email to organise a meeting at the allotments. Councillors agreed to meet after Easter.

12. Update on Wychwood View fencing.

The Clerk confirmed that she met with the previously selected contractor, McCrackens, to confirm the exact measurement for the proposed fencing. This resulted in a revised quote which was almost double the original (as the area involved had almost doubled). Councillors agreed that the revised quotation was very expensive for the work required.

ACTION: Clerk to get the job re-quoted by those who previously provided quotations and contact Gibbs fencing and other local contractors for quotations. Clerk to bring these to the March meeting for Councillors to consider.

Cllr Walker agreed to speak to the team at OCC to see if they had any alternative suggestions for addressing the issue.

13. To consider and select a contractor for Ripley Avenue hedge trimming.

The Clerk has contacted three contractors but only received quotations from two:

McCrackens: £295.00 + VAT

Ubico: £1495.60 + VAT

Cllr. Alderman proposed awarding the contract to McCrackens; seconded by Cllr. King and agreed unanimously.

ACTION: Clerk to confirm this with McCrackens, attaching another copy of the job specification to make sure that it is clear what the work is and the areas concerned.

14. To consider and select a contractor for bus shelter window cleaning contract.

The Clerk provided quotations for this contract; she had received two.

DF Williams: £25.00 + VAT per shelter per clean (x3)

Multi-Hands: £50.00 + VAT per clean for all three bus shelters

The Council agreed on Multi-Hands to start from 1st April for 1 year and to be reviewed in February 2021. The Council will seek new quotes in Year 3 (2023).

ACTION: Clerk to confirm with DF Williams that the current contract will stop at the end of March and commission Multi-Hands to undertake the work.

15. Matters and actions arising from the previous meeting which are not covered by other agenda items:

a) To review Action Log.

The Clerk reviewed the action log and confirmed the actions that had taken places since the last meeting.

ACTION: Clerk to check the proposal for the path through Ripley Avenue from Bovis with OALC's legal adviser.

ACTION: Clerk to confirm dates for the first Village Hall Working Group meeting with Cllr. King then circulate to all Councillors.

b) To receive Ripley Avenue play park inspection.

Cllr. King confirmed that there are currently no issues with the park except for the football goals, which Cllr. Jones is dealing with.

There have been changes in legislation regarding signage in play parks so the Parish Council may need to purchase new signs at some point.

16. Finance:

a) To consider and approve payments due

Cheque number	Payee	Details	Amount
200915	Alexandra Molton	Wages and office allowance Repayment of £12.00 overpaid for telephone credit Total:	£692.80 £12.00 £704.80
200916	DF Williams Ltd	Bus shelter window cleaning	£24.23

Cllr. Alderman proposed signing the cheques as laid out in the agenda; seconded by Cllr. Williams and agreed unanimously.

b) To report payments made with the Council debit card

Payee	Details	Amount
Post Office	Stamps	£4.20
McColls	Envelopes	£2.00

Cllr. Haley signed the bank statement to confirm that these matched the payment shown on the statement.

ACTION: Clerk to add a copy of the bank statement to the receipts for card payments as well.

c) Bank reconciliation report for January 2020.

Cllr. Haley checked these and signed these to confirm that the bank reconciliation matched the bank statement.

d) Quarterly budget report 2019-20

The Clerk provided a budget report to the end of December 2019, with VAT excluded. The Council reviewed the budget report and asked the clerk a number of questions. Cllr Haley asked for future budget reports to include a prediction of spend for the full year to enable the Council to see potential for overspends in advance and put in measures to address this in-year.

ACTION: Clerk to add this for the next financial year.

Councillors agreed that the Precept will need to increase in future years to cover further works that need to be undertaken in the Village.

ACTION: Clerk to find out how much extra Precept the new homes will bring into the Village.

e) External Audit report 2018/19.

The Clerk had sent this via email to Councillors as this was received on the day of the meeting. Councillors agreed that further time was needed for a thorough investigation into the points made, and agreed to convene an Extra Parish Council meeting within the next two weeks.

ACTION: Clerk to organise an Extra Council meeting and add to the agenda for the March meeting to be discussed further.

f) Internal Controls Audit results (full reports available in the attached Appendices)

Cllr. King handed out copies of her internal controls report, which was based on the Internal Audit report for 2018/19. The reports confirmed the following:

- All records to be added to the electronic system only.
- All payments supported by invoices and paid properly.
- Bank reconciliations are provided to each meeting and internal controls audits will be done every quarter.
- Precept payments to the churches and the eligibility of this have been looked at.
- She has suggested putting in place a system whereby the Clerk provides a copy of the invoices log to Council meetings to confirm that payments are received. These will then be receipted.
- Salary deductions are correct.
- Assets/investment registers are complete.
- Bank reconciliations are carried out monthly and quarterly by the Clerk and Cllr. King.
- The Council uses a Receipts and Income system.

Cllr. Haley asked if an accountant could be employed to carry out a pre-audit report before the internal audit report is progressed to assure the Council that all of the issues raised by both internal and external audit on the 18/19 accounts are addressed. Cllr. King and the Clerk agreed that this would be very helpful.

Cllr. Haley proposed that Cllr. King and the Clerk seek quotations from professional companies for an internal audit check before the formal internal audit; seconded by Cllr. Williams and agreed by all.

ACTION: Clerk and Cllr. King to work further on this.

Cllr. King to review the external audit report next in the light of the internal controls report.

Cllr. King asked which report the Council would like to have for the future; Cllr Haley asked for both a high level and more detailed report to be produced for the Council quarterly, using the templates provided.

Cllr. King provided a bank reconciliation up to end of December 2019 to confirm that the bank statements and the electronic system reconcile and Cllr. Haley signed the records.

ACTION: Clerk to add into these documents where these reports are recorded in the minutes.

g) To consider and select an Internal Auditor for 2019/20.

The Clerk contacted OALC for a list of local internal auditors and contacted four in the local area. She has received references for two and felt that one in particular stood out as the best choice for the job. To be looked at again by the Council at an Extra Parish Council meeting.

ACTION: To find out more about all possible candidates with more information about each one and referees.

Councillors thanks Cllr. King for all of her work on the internal controls over the last few weeks. Cllr. Haley stated that improvements are being made to the management and organisation of the accounts and that the Council must have full confidence in the presentation of accounts for 19/20 and that all of the points raised by both internal and external audit are addressed. Cllr. Haley stated that he is not prepared to approve the 19/20 accounts on behalf of the Council until the Council is totally satisfied that all issues have been addressed.

17. To discuss correspondence received.

The Clerk reported the following correspondence:

- A letter from the High Sheriff to confirm that the Council's nomination for the Award, Mrs Judy Balmer, was successful. Judy and Cllr. Haley will be attending the awards ceremony at Oxford Town hall on 24th March.
- Press release from WODC regarding signing up for green waste collections.
- Press release from WODC asking for a ban on allowing sewage to be released into rivers.

18. 'Around the Village' – matters not covered by other agenda items that need addressing or noting.

Cllr. Haley asked if there had been any progress on allowing part of the village noticeboards to be used by local organisations. The Clerk confirmed that the logistics of this had not yet been finalised.

ACTION: Clerk to add access to the Spar Shop noticeboard onto the March meeting agenda and ask the shop if they might hold a key to allow residents to access this.

Signed: _____
Cllr. David Haley, Chair

Appendix I

MISTER LOVELL PARISH COUNCIL
RECEIPTS AND PAYMENTS ACCOUNT TO DATE FOR THE YEAR ENDED 31.3.19
Report up to and including December 31st 2019

<u>2018</u>		<u>2019/20</u>
	RECEIPTS	
	Precept	£34,789.00
	Precept	£0.00
	Allotments	£272.50
	VAT Refund	£1,381.78
	WODC Interest Received	£120.00
	Telephone Allowance	£2.00
	WODC Grass Cutting	£1,859.70
	TOTAL RECEIPTS	£38,424.98
	EXPENDITURE	
	Village Maintenance	£1,017.14
	Grass Cutting	£3,568.06
	Ripley Avenue General Maintenance	£1,488.62
	Grants - precept	
	Grants - other	£250.00
	Computer/Software/Website	£293.99
	Stationery	£182.36
	Postage	£58.41
	Clerks Salary	£5,448.50
	Telephone Allowance	£0.00
	Office Allowance	£900.00
	Insurance	£482.56
	Audit fees	£180.00
	Training	£420.00
	Hire of Hall	£480.00
	Subscriptions	£275.23
	Village News	£280.00
	Non Recurring	£212.79
	Bank Charges	£19.80
	Allotments	£523.60
	Fun Day	£0.00
	Service of Remembrance	£17.00
	Chairman's Allowance	£132.80
	Precept/Grants	£7,742.50
	HMRC	£240.47
	Vandalism	£0.00
	TOTAL EXPENDITURE	£24,213.83
	SURPLUS (DEFICIT) FOR THE YEAR TO DATE	£14,211.15
	CURRENT ASSETS	
	WODC LOAN SCHEME BALANCE	£30,000.00
	RIPLEY AVENUE REFURBISHMENT RESERVES	£13,503.09
	CURRENT ACCOUNT	£16,266.87
	Represented by	
	Brought forward	£45,558.81
	surplus (deficit) 19/20	£14,211.15
		£59,769.96

PRESENTED TO COUNCIL

17th February 2020.

RECORDED IN MINUTES

2020/14 and 2020/15 ; 17/02/20 .

Appendix II

MINSTER LOVELL PARISH COUNCIL
Bank reconciliation for year end Financial year 2019/20

UP TO AND INCLUDING 31st DECEMBER 2019 BANK STATEMENTS

Current Account		£16,522.88	
WODC Account		£30,000.00	
Ripley Avenue Account		£13,503.09	£60,025.97
less any unrepresented cheques			
cheque number	200878	£11.39	
	200910	£66.00	
	200911	£178.62	£256.01
plus any unbanked income			
details		£0.00	
		£0.00	
		£0.00	
Net bank balances			£59,769.96

Cash Book		
Opening Balance		£45,558.81
Add - receipts to date		£38,473.98
Less - payments to date		-£24,262.83
Closing balance as per accounts		£59,769.96

TOTAL FUNDS AVAILABLE **£59,769.96**

Prepared by *[Signature]* date 17/02/2020

Approved by *[Signature]* date 17/02/2020

Minuted 2020/15 date 17/02/2020