



MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Alexandra Molton

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MINUTES OF THE MAY PARISH COUNCIL MEETING HELD ON MONDAY 21ST JUNE 2021 AT 7.00PM AT ST KENELM'S HALL

Present: Cllr. David Haley (Chair), Cllr. Jonathan Stowell, Cllr. Jean King, Cllr. Sue Bicker, Cllr. Ann Williams. Alexandra Molton (Clerk).

Apologies: None.

Parishioners present: 10

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence.

Cllr. Haley asked all attendees to confirm that they were comfortable with the measures which had been put in place in line with Covid-19 Government guidelines. All attendees confirmed that they were comfortable. All attendees were asked to complete the track and trace paperwork to ensure that the meeting is able to meet the guidelines as advised by NALC and the Government in the case of a positive Covid result. Cllr. Haley ask all attendees to contact the clerk if they have Covid-19 symptoms or a positive test in next two weeks.

Cllr. Haley and the Council recognised the very long service of Cllr. Alderman, who recently stood down from the Council. Cllr. Alderman was presented with a gift to mark his 25 years' service as a Parish Councillor. The Council also presented Mrs Alderman with a bouquet of flowers to show appreciation for her support to Cllr. Alderman and the Council.

No apologies were sent to the meeting.

2. Declarations of interest in agenda items.

None were made at this point in the meeting.

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

A parishioner confirmed that he was attending the meeting to show support for the proposed plans for white lines in the lower village which have been put forward by OCC, although he had some reservations about the effectiveness. He also suggested some signage to indicate that parking in the lower village is for residents of the village only and suggested some markings to indicate areas for pedestrians. He also queried the responsibility of English Heritage in helping to alleviate the issues with parking in the lower village.

The Council RESOLVED to take this agenda item at this point in the meeting as several other members of the public had attended the meeting to participate in discussions on agenda item 17 (v).

4. To receive the Minutes of the Annual Parish Council Meeting dated 19th April 2021.

The Clerk had uploaded these to the website for Councillors to review before the meeting.

Cllr. King suggested that the Council should confirm in the minutes why the cheque presented as payment for the Clerk's May salary was refused by the bank. The Clerk confirmed that the bank were unhappy with the clarity of the cheque and will amend the minutes accordingly

Cllr. King pointed out that the minutes stated April salary in the scheduled payments but this should be May salary.

Cllr. King reminded the Council that the figures of the bank reconciliation need to be included in the minutes for transparency.

ACTION: Clerk to amend the June meeting minutes and upload these to the website.

Cllr. Stowell proposed accepting the minutes as a true and accurate record of the meeting with these amendments; seconded by Cllr. Bicker and agreed by all. The Council RESOLVED to accept the minutes as a true and accurate record of the meeting.

5. To receive the Minutes of the Annual Meeting of the Parish Council Meeting dated 17th May 2021.

The Clerk had uploaded these to the website for Councillors to review before the meeting.

Cllr. King proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Stowell and agreed by all with an abstention from Cllr. Williams who was not in attendance at the meeting. The Council RESOLVED to accept the minutes as a true and accurate record of the meeting.

6. To receive the Minutes of the Parish Council Meeting dated 17th May 2021.

The Clerk had uploaded these to the website for Councillors to review before the meeting.

Cllr. Stowell proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Bicker and agreed by all with an abstention from Cllr. Williams who was not in attendance at the meeting. The Council RESOLVED to accept the minutes as a true and accurate record of the meeting.

7. To review applications for the Parish Council and confirm co-options.

The Council received two applications for the vacant Councillor roles prior to the meeting. The Clerk added these to the website for Councillors to review before the meeting. A third expression of interest was presented to the clerk at the beginning of the meeting.

Cllr. Haley informed the Council that a final date for acceptance of expressions of interest needs to be included on the notices that advertise the Councillor co-opted vacancies. The Clerk will add new posters to the notice boards after the meeting to confirm that the final date for expressions of interest to be received is Thursday 15th July.

a) Councillors to sign Acceptance of Office forms.

The elected Councillors signed their Acceptance of Office forms and the Clerk co-signed these as the Proper Officer of the Council.

Cllr. Stowell asked if the Council might be able to increase the number of Councillors if there are more expressions of interest from the public wanting to be a Councillor that there are seats.

ACTION: Clerk to confirm with Keith Butler whether the Council is able to increase the number of Councillors on the Council.

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

Not in attendance at the meeting.

9. To receive an update from District Councillor Colin Dingwall.

Cllr. Dingwall informed the Parish Council that the June West Oxfordshire District Council (WODC) meeting has been deferred to July because the chamber is not large enough to allow social distancing.

Cllr. Haley informed the Council that Cllr. Dingwall had met with himself and Cllr. Stowell and suggested some sources of funding via WODC which the Parish Council may be eligible to apply for to further projects in the village.

ACTION: Clerk to find out more information about the grants suggested by Cllr. Dingwall.

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

Cllr. Walker gave the following update:

- New Council constituency boundaries have been announced and West Oxfordshire remains in the same constituency.
- The future plans for the bridge on Burford High Street should be discussed by OCC and agreed this week.
- Bovis are being very slow in progressing the footpath or the legal work necessary to move the boundary signs of the village to their new location and to install speed signs on Burford Road.

A resident asked Cllr. Walker whether there are any plans to introduce more cycle tracks in the County. Cllr. Walker confirmed that there are plans to add in a cycle path on the road between the A40 and Carterton as part of the investment in the infrastructure in the area following the building of new developments in Carterton.

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

- a) To receive and review planning application: 21/01299/HHD; 125 Brize Norton Road Minster Lovell Witney: Erection of garage to side of property.**

Cllr. Haley confirmed the location of the property.

The Council discussed the details of the plans and considered the impact upon 125b and recognised that it is incumbent upon the neighbouring properties to make their own representations.

The Council RESOLVED not to comment or object to the application.

- b) To receive and review planning application: 21/01721/HHD; Cotswold 99 Brize Norton Road Minster Lovell: Demolish existing garage. Erection of two storey extension.**

The Council recognised that the property is closely located to three neighbouring properties but it is incumbent upon the neighbouring properties to make their own representations. The Council RESOLVED to comment on the application to this effect.

ACTION: Clerk to add these comments to the Council's response.

- c) To receive and review planning application: 21/01714/HHD; Orchard House Old Minster Lovell Minster Lovell: Erection of a new Pool Complex, relocation of Main Vehicular Entrance to the property and associated landscape proposals.**

Cllr. Stowell confirmed the location of the property.

The Council discussed the plans and agreed that they include a large amount of development but this is a big plot. Cllr. Stowell confirmed the changes to the access arrangements from the current situation. The Council felt that the plans did not make it clear whether the access is designed to be one-way and suggested that the access point might be better if moved a little closer to the car park which would be safer as it would then not be so close to the existing car park at the Ruins.

The Council did not feel that there would be any negative impact upon neighbouring properties.

ACTION: Clerk to add these comments to the Council's response.

- d) To receive and review planning application: 21/01936/HHD; Charterville House Burford Road Minster Lovell Witney Oxfordshire OX29 0RZ: Erection of front boundary wall. (Retrospective).**

The Council considered the safety aspects of the wall and the plans as set out.

Cllr. Stowell proposed that the wall is out of character, out of keeping with the area and that the scale of the wall was not appropriate (Happy Days, for example, were instructed to lower the height of their wall). He also felt it was not in keeping aesthetically with the design requirements of an AONB.

Cllr. Stowell proposed that the Council strongly objects to the plans; seconded by Cllr. Williams and agreed by a majority of 4 votes to 1.

ACTION: Clerk to confirm the Council's objection with WODC.

- e) To receive and review planning application: 21/02033/OUT; Lovell Croft Burford Road Minster Lovell: Erection of a detached dwelling.**

The Council agreed that the proposed dwelling appears to be rather squashed into the plot and also questioned the effect upon the proposed plans upon neighbouring properties.

ACTION: Clerk to add these comments to the Council's response.

- f) To review Caravan Club application 64 AT PB 21 for a small caravan site behind Molygannon, Burford Road.**

The Clerk confirmed that responses to this application need to be made online to the Caravan Club by 28th June 2021.

Cllr. Stowell confirmed that concerns have been raised in relation to the number of vehicles which will be travelling up and down the track next to neighbouring properties and also that the vehicles will be pulling out onto a busy road – although this will be onto the layby section of the road initially. Additionally the Council recognised the detrimental effect of the noise which the site would generate upon neighbouring properties.

Cllr. Williams asked for further details on the proposed details for the site. Cllr. Stowell confirmed that the site would be only for holiday vehicles and would be a temporary site for up to five caravans which would only be used for one year. The licence would then have to be renewed.

The Council recognised the effect that the site would have upon neighbouring properties.

Cllr. King proposed that the Council strongly object to the site; seconded by Cllr. Williams and all voted in favour. The Council RESOLVED to strongly object to the application.

ACTION: Clerk to send an objection to the Caravan Club and also copy this to the Enforcement team at WODC who have also been made aware of the situation.

Cllr. Dingwall arrived at the meeting at 8.13pm.

g) To receive a progress update on planning enforcements.

The Clerk confirmed that a satisfactory design has not been agreed between WODC and the owners of Lavender Cottage regarding the parking space which has been created. Mr Nelson at WODC has confirmed that the legal process as previously set out will now be followed by WODC in order to seek resolution of this planning breach.

h) To approve up-dated Minster Lovell Parish Council Planning Policy Statement.

Cllr. Haley informed Councillors that Cllr. Dingwall has offered to help the Council in updating this in order to provide better protection for the Village in terms of the historical nature of the village.

ACTION: Clerk to add this to the agenda for July for review.

i) Ripley Avenue Amenity Area:

i) To review and discuss options for lighting.

ii) To review and discuss options for safety barriers.

The Clerk has contacted site manager Alan McCormack at Bovis. He has confirmed that the final plans for the path are currently being approved by the Directors. He will then be in a position to confirm a start date for the project and discuss further details about lighting and the safety barriers.

Cllr. Bicker informed the Council that the fence between Dovecote Park and Ripley Avenue Amenity Area has been removed and an access has been created unofficially.

ACTION: Clerk to contact the site manager to insist upon a meeting with Bovis, Cllr. Haley and Cllr. Stowell on site within the next 5 working days to finalise the plans for the path.

(iii) To receive monthly Ripley Avenue Play Park inspection report.

Cllr. King confirmed that there are no significant items of concern at this time and a full report will follow.

Cllr. Haley asked whether the Council should start to consider its plans for a new play park in Ripley Avenue. Cllr. Bicker suggested meeting with the children of the village to find out what they would like in a new park/amenities. The Council agreed that this would be an effective way in which to survey the views of the children of the village.

12. To receive monthly dog fouling report.

Mrs Holloway confirmed that all deposits this month were in Upper Crescent. There has also been a lack of dog bin emptying this week.

ACTION: Clerk to find out why these dog bins were missed.

13. To receive monthly Allotments report.

i) To consider alternative attachments for the water supply containers.

The Clerk informed the Council that following the May meeting she wrote to allotments holders to ask for the hose attachment to be removed. Several tenants contacted the Clerk to advise that they had found the attachment really useful and asked if the Council might consider installing a similar device to make the butts easier to use. The Clerk has researched possible devices and contacted one of the tenants who has limited mobility to ask them to confirm if the suggested device would be appropriate.

ACTION: Clerk to keep investigating this further whilst being mindful of not promoting access to large supplies of water to avoid a large increase in the water bills for all tenants.

14. To receive an update on the Churchyard Extension project.

Cllr. Stowell updated the Council on this project:

Some concerns have been expressed by Historic England regarding the possibility of the proposed site being a medieval burial site and therefore being unusable. The Council is now awaiting a formal response from Historic England.

Cllr. Stowell asked the Clerk if she has set up separate accounting codes in the electronic cashbook for the project and the Clerk confirmed that she has set up an income and expenditure code for the project.

15. To receive an update from the Village Hall Working Group.

Cllr. King confirmed that following the May meeting, the Clerk emailed the Briefing Paper to Rev. White. One of the Parochial Church Council (PCC) members then contacted Cllr. King to confirm that Rev. White has taken up a sabbatical but advising that a meeting between the working group and the PCC could still go ahead. The Clerk has been in contact with one of the members of the PCC, who has confirmed that they will advise the Clerk when it is possible to organise a meeting.

ACTION: Clerk to organise a meeting between the working group and the PCC before the next Parish Council meeting if possible.

16. To consider new communications strategy for the Council.

The Clerk suggested that following the news that the Village News has ceased, the Council needs to decide how it will inform parishioners about the activities of the Council. The Council already has the website and a Facebook page which it could make more use of. The Council needs to decide if there are any other means by which it would like to communicate with parishioners.

Cllr. King suggested that more information could be published in noticeboards.

The Clerk confirmed that she could put together an electronic newsletter and manage a list of recipients.

ACTION: Clerk to confirm with Mr Rose whether the Village News has definitely ended. . Clerk to look into the possibility of setting up an electronic newsletter with residents signing up to receive a copy.

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

a) To review Action Log.

The Clerk uploaded this to the website for Councillors to review before the meeting.

Cllr. Stowell suggested better planning for the litter pick next year.

Cllr. King asked when the weed killing is due to start in the village.

ACTION: Clerk to contact McCrackens to confirm a date by which this work needs to take place.

The Clerk confirmed that the new speed indicator sign has now been installed on Brize Norton Road and connected to the mains and the previous sign has been removed.

b) Village maintenance:

(i) To receive an update on the broken bus shelter on Brize Norton Road.

The Clerk has sent the insurance company the confirmed final quote from the Shelter Store to repair and replace the broken bus shelter. The Clerk has chased this several times since the May meeting to obtain confirmation that the Council can commission this work. No response has been received from the insurance company.

Cllr. Stowell proposed going ahead with the order to repair/replace the damaged shelter; seconded by Cllr. King and agreed by all. The Council RESOLVED to commission the order and work to repair/replace the damaged shelter.

(ii) To receive an update on speed signs and white gates on Burford Road.

Cllr. Stowell suggested that the Council could consider a wooden entrance sign rather than the current plastic gates which are more expensive to maintain. The Council agreed for this to be considered during precept planning in October.

(iii) To review quotations for installing a wooden bench in the Burford Road bus shelter.

The Clerk confirmed that Mr Cross has provided the following quotations to install a slatted wooden bench in the bus shelter:

- To supply and install a slatted bench along the back wall of the shelter and down one side, with chrome legs and varnished: £598.00.
- To supply and install a slatted bench along the back wall of the shelter only, with chrome legs and varnished: £410.00.

Cllr. Stowell proposed asking Mr Cross to install a bench only across the back wall of the shelter; seconded by Cllr. Bicker and agreed by all. The Council RESOLVED to commission Mr Cross to install a slatted bench along the back wall of the stone shelter on Burford Road.

(iv) To consider setting up a No Cold Calling Zone in the village.

The Clerk uploaded a possible poster for parishioners to install in their windows to the Councillor page of the website before the meeting. The Council agreed to promote the scheme in the village. Cllr. Williams confirmed that the posters are also available as stickers.

ACTION: Clerk to order a bulk supply of stickers from Trading Standards and arrange for the Spar and the Post Office to hold these for residents to collect and advertise these in the noticeboards.

(v) To approve Oxfordshire County Council (OCC) white lining proposal in Lower Village.

The Clerk uploaded potential plans provided by OCC to the website before the meeting for the Council to review.

Cllr. Stowell confirmed that OCC has already confirmed that there is not enough space for white lines to be laid to indicate a footpath in the lower village.

OCC are hesitant to paint lots of white lines in the area as they feel that white lines impinge upon the historic nature of the village and have therefore resolved to initially address the issue in the worst affected areas of the lower village to see if it is effective.

Cllr. Stowell reminded the meeting that the likelihood of OCC completing the white lines is dependent upon budget constraints and it has not been budgeted for in the financial year 2021/22.

A resident asked if residents of the village could do anything to help encourage OCC to paint the white lines in time for this summer. Cllr. Walker confirmed that it is dependent upon budgets and as is it is not in the plans for this year it is not likely to be completed this year.

Cllr. Stowell confirmed that English Heritage has offered to help to alleviate the parking at the Ruins but there is no confirmed commitment from them at this time.

Cllr. Bicker informed the meeting that the resident of Lovell Cottage has asked for the Keep Clear sign on the plans to be moved from directly outside of their house. Cllr. Stowell confirmed that he would find out if the position of this could be moved.

Cllr. Stowell proposed moving forward with the plans as set out; seconded by Cllr. Bicker and agreed by all. The Council RESOLVED to move forward with the plans from OCC.

A resident spoke to the meeting to express disappointment that the plans appear to take account of the need to ensure access for emergency vehicles to the area but not address the issues faced by residents of the lower village who are unable to park outside of their own property. The resident also asked the Council to take account of access to garages within the plans. Cllr. Haley confirmed that the Council will send back feedback from the residents of the lower village to OCC and push to get the work completed as soon as possible.

(vi) To approve annual leave for the Clerk.

The Clerk proposes taking the following dates as annual leave:

5th - 9th July (half day) 2021

26th July – 6th August 2021

30th August – 3rd September 2021

The Council approved these dates.

ACTION: Clerk to forward the Council phone when on leave and set up the out of office message on the email inbox.

18. Finance: To Receive and Review May Finance Report.

a) To consider and approve payments due:

| Invoice number/ Reference | Cheque number/ (Spending Power) | Payee | Details | Amount |
|------------------------------|--|--|--|-----------------------------|
| 06/21 | 101409 (Salaries) | Alexandra Molton | June salary and office allowance Expenses (mileage to meet with internal auditor: 18.8 miles @ 45p per mile) Total: | £692.16 £8.46 £700.62 |
| 00406 | 101410 (Parish properties: maintenance of) | Multi Hands | June bus shelter window cleaning | £50.00 |
| PC03 | 101411 (Grass cutting) | Richard Hubber | Grass cutting at St Kenelm's churchyard | £235.00 |
| 60042586 | 101412 (Grass cutting) | Ubico Ltd | April grass cutting | £534.72 |
| 2020-21 PP003v2 LH | 101413 (Insurance) | Business Services at CAS Ltd | Annual Council insurance 2021/22 | £356.66 |
| 72969 | 101414 (Cemetaries, provision of) | Cemetery Development Services Limited | Pre-planning application advice and research for potential churchyard extension | £2,491.20 |
| MLP/21 | 101415 (Audit fees) | Elizabeth Cooper | Internal audit 2020/21 | £276.65 |
| 6004327X | 101416 (Grass cutting) | Ubico Ltd | May grass cutting | £606.90 |

The RFO provided Cllr. Haley with the paperwork for these payments in advance of the meeting.

The Council has taken the advice of the internal auditor to present the salary of the Clerk in a different way in order for this to be more transparent. Cllr. Haley signed the wage slip as presented to the Council.

Cllr. Haley proposed that the cheques are signed as set out; seconded by Cllr. Stowell and agreed by all. The Council RESOLVED to sign the cheques as set out.

Cllr. King proposed that future agendas should include a spending 'code'.

ACTION: RFO and Cllr. King to confirm whether there is a code to be used as a spending power reference for future agendas.

b) To report payments made with the Council debit card

| Payee | Details | Amount |
|--------|--|--------|
| Amazon | Gift for Cllr. Alderman on retirement from the Council. | £45.59 |

Cllr. Haley confirmed that the receipt for this payment reconciled with the bank statement.

c) To review and confirm payments received.

| Invoice number/Reference | Payer | Details | Amount |
|--------------------------|-----------|---|------------|
| Kfv12600001454 | HMRC | VAT refund September – December 2020 | £439.59 |
| INV2021/22-23 | Plot 5 | Allotment water rates 2020/21 | £5.10 |
| INV2021/22-24 | Plot 6 | Allotment water rates 2020/21 | £5.10 |
| INV2021/22-9 | Plot 6 | Annual allotment rent 2021/22 | £15.00 |
| INV2021/22-26 | Plot 8 | Allotment water rates 2020/21 | £5.10 |
| INV2021/22-11 | Plot 8 | Annual allotment rent 2021/22 | £15.00 |
| INV2021/22-4 | Plot 2 | Annual allotment rent 2021/22 | £25.00 |
| INV2021/22-3 | Plot 1 | Annual allotment rent 2021/22 | £25.00 |
| INV2021/22-5 | Plot 3 | Annual allotment rent 2021/22 | £25.00 |
| INV2021/22-6 | Plot 4a | Annual allotment rent 2021/22 | £15.00 |
| INV2021/22-7 | Plot 4b | Annual allotment rent 2021/22 | £15.00 |
| INV2021/22-13 | Plot 11 | Annual allotment rent 2021/22 | £25.00 |
| INV2021/22-17 | JS Motors | Annual charge for bus shelter publicity information | £200.00 |
| INV2021/22-18 | Plot 1 | Allotment water rates 2020/21 | £10.20 |
| INV2021/22-20 | Plot 3 | Allotment water rates 2020/21 | £10.20 |
| INV2021/22-21 | Plot 4a | Allotment water rates 2020/21 | £5.10 |
| INV2021/22-28 | Plot 11 | Allotment water rates 2020/21 | £10.20 |
| INV2021/22-33 | Plot 5 | Allotment deposit | £50.00 |
| INV2021/22-34 | Plot 5 | Annual allotment rent 2021/22 | £15.00 |
| INV2019/20-23 | Plot 11 | Allotment water rates 2019/20 | £15.84 |
| 34052131 | WODC | 1 st Precept payment 2021/22 | £21,345.50 |
| 1269615 | OCC | Grass cutting grant 2021/22 | £1,549.70 |
| Xfv126000101454 | HMRC | VAT refund January – March 2021 | £692.39 |
| INV2021/22-19 | Plot 2 | Allotment water rates 2020/21 | £10.20 |
| INV2021/22-22 | Plot 4b | Allotment water rates 2020/21 | £5.10 |
| INV2021/22-12 | Plot 9 | Annual allotment rent 2021/22 | £15.00 |
| INV2021/22-30 | Plot 13 | Allotment water rates 2020/21 | £10.20 |
| INV2021/22-15 | Plot 13 | Annual allotment rent 2021/22 | £25.00 |
| INV2021/22-31 | Plot 14 | Allotment water rates 2020/21 | £10.20 |
| INV2021/22-16 | Plot 14 | Annual allotment rent 2021/22 | £25.00 |

The RFO provided Cllr. Haley with the paperwork for these payments in advance of the meeting. Cllr. Haley confirmed that these were reconciled to the schedule provided by the Clerk, the bank statements and the receipt book. Cllr. Haley confirmed that Cllr. King had also checked the details and agreed them.

Cllr. Williams asked the Council to express thanks to the Chairman, Cllr. King and the Clerk/RFO for all of their work to improve the reporting of the finances over the last year. The Council thanked the Chairman, Clerk/RFO and Cllr. King for their work on improvements in financial processes this year.

d) To receive bank reconciliation for May 2021.

The RFO provided Cllr. Haley with the paperwork for this in advance of the meeting. Cllr. Haley confirmed that the bank reconciliation provided from the cashbook reconciled with the bank statement.

The totals for each Council account are as follows:

WODC savings account: £30,000

Barclays Savings Account: £17,538.73

Community Account: £39,570.38

e) To receive bank reconciliation for 2020/21.

The RFO and Cllr. King provided Cllr. Haley with the paperwork for this in advance of the meeting.

Cllr. Haley confirmed that this reconciled with the bank statement for March 2021.

f) Appointment of internal auditor 2022/23.

The Clerk confirmed that Ms Olds has now confirmed that she is able to take on the internal audit of the Council.

Cllr. King proposed that the Council commission Ms Olds to carry out the internal audit for the next three years; seconded by Cllr. Williams and agreed by all. The Council RESOLVED to commission Ms Olds for internal audit for 2021/22, 2022/23 and 2023/24.

ACTION: Clerk to contact Ms Olds to confirm this.

g) To consider and approve the final Statement of Accounts for 2020/21.

The RFO and Cllr. King provided Cllr. Haley with the paperwork for this in advance of the meeting.

Cllr. Haley confirmed that this reconciled with the cashbook reconciliation for March 2021.

ACTION: Cllr. King to provide another copy of this to Cllr. Haley to be signed.

h) To receive and consider the Internal Audit Report and response

This has been received, considered and understood by Cllr. Haley, Cllr. King and Cllr. Stowell who met with the Clerk/RFO to discuss this. The report was uploaded to the Councillor page of the website for the Council to review before the meeting. The RFO and Cllr. King have also met with the internal auditor to confirm the details of the report.

The Council did not have any queries about the report.

i) To consider and approve the Annual Governance Statement.

The RFO had provided the Council with suggested responses to these in advance of the meeting. This is shown in Appendix A. The Council RESOLVED to submit these responses to the external auditor in conjunction with the AGAR form.

j) To consider and approve the Accounting Statements for 2020/21.

Cllr. Haley confirmed these orally to the meeting and Cllr. King confirmed that these figures are correct. Cllr. Williams proposed approving these; seconded by Cllr. Bicker and agreed by all. The Council RESOLVED to approve the Accounting Statements for 2020/21.

Cllr. Haley and the RFO signed the statements to confirm approval.

k) To agree on the levels of virement.

Cllr. King suggested that all virements should go through the Council as it has set the budget for the year. The Council agreed that all virements should be placed on the agenda and be approved by the Council.

l) To review and approve Financial Regulations 2021/22.

The Clerk uploaded this to the website for Councillors to review before the meeting.

Cllr. Williams proposed approving the Financial Regulations 2021/22; seconded by Cllr. Stowell and agreed by all. The Council RESOLVED to approve the Financial Regulations 2020/21.

m) To review and approve Risk Assessment 2021/22.

The Clerk uploaded this to the website for Councillors to review before the meeting.

Cllr. Williams proposed approving the Risk Assessment for 2020/21; seconded by Cllr. Bicker and agreed by all. The Council RESOLVED to approve the Risk Assessment for 2020/21.

19. To discuss correspondence received.

The Clerk has received the following correspondence:

- Email from a resident asking about when weed killing in the village will commence. The Clerk confirmed that this will begin shortly as a contractor has been selected for the work.
- Email from a resident to ask why Gigaclear have dug up Burford Road. The Clerk has emailed Gigaclear to ask for more information.

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

Cllr. Williams asked if it is possible for items 19 and 20 to be moved up the agenda to be ahead of the Finance section as it may encourage more parishioners to attend the Parish Council meetings. The Council agreed that it was happy to make this change.

Cllr. King reported that 1 Drylands Road has installed a car parking space but not a dropped kerb.

ACTION: Clerk to chase this up with OCC as this has previously been reported.

Cllr. Bicker asked for more details about the potential car park by the old A40; Cllr. Stowell confirmed that this is part of the white lining proposals which have been put forward.

Cllr. Bicker asked if the Council should approach the Old Swan to ask whether it might be possible to use land behind the pub for parking in the lower village in the summer months. The Council agreed that this could be considered and Cllr. Haley volunteered to contact the Old Swan to ask about this.

Cllr. Haley informed the meeting that there is a bollard knocked over opposite St Kenelm's Hall.

ACTION: Clerk to ask McCrackens to reinstate this as the original contractor for the work.

A resident informed the Council that a three-bar gate has been installed on the edge of Dovecote Park; the Council to raise this with Bovis when a meeting is scheduled to discuss the path.

Meeting closed at 9.28pm.

Signed:
Cllr. David Haley, Chairman