

Minutes

Meeting of Ambrosden Parish Council

7:30pm, Thursday 16 June 2022

Present: Cllr. M Cossens Cllr. T Duff (Vice-Chair) Cllr. V Rose Cllr. D Seaward (Chair)
Cllr. R Seaward

Jonathan Porter and David Banbridge plus others representing Savills; Archstone Builders and landowners. Present only up to item No: 031.22.23

In attendance: 2 members of the public, District Cllr. Pruden and Anne Feather (Clerk)

028.22.23 **Welcome**

Cllr. D Seaward welcomed everyone to the meeting especially the members of the public.

029.22.23 **Apologies for absence**

Apologies for absence were received and accepted from District Cllr. Cotter and County Cllr. Miller.

030.22.23 **Declarations of Interest and Gifts & Hospitality**

Cllr. D Seaward and Cllr. R Seaward reported they received hospitality from Mario's Best Kebabs and The Oxford Wine Company, in the form of glass of wine each together with a plate of food at the recent Queen's Jubilee event run by the Parish Council.
No declarations of interest or gifts or other hospitality were received.

031.22.23 **Archstone Builders LLC Presentation**

An informative presentation was given by the group regarding a proposed residential development of some 150 units at land east of Ploughley Road Ambrosden. After an interesting discussion **it was agreed** that the Council would invite Archstone Builders to a Village meeting where they can give a presentation to village residents. Archstone Builders have taken back the Council's priorities, thoughts, and suggestions.

ACTION FOR CLERK and Cllr. D Seaward To feed back the Council's initial thoughts in the next week or so.

ACTION FOR CLERK To arrange a meeting in two or three months' time at the Village Hall inviting residents to attend a presentation by Archstone Builders.
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ACTION FOR CLERK To advertise village meeting on Website; Facebook and notice boards to generate interest.

032.22.23 **Minutes of previous meeting**

Minutes of the previous meeting (meeting number 157), Thursday 19 May 2022, were reviewed, approved and signed as a true record.

033.22.23 **Matters arising**

Cllr. D Seaward has reviewed both 2021 and 2022 Action Grids which has resulted in many actions having been completed.

ACTION FOR Cllr. D Seaward - forward copy of amended Action Grid to all Councillors.

Cllr. Rose has reviewed the Internal Controls document and plans to circulate this to all Councillors.

ACTION FOR Cllr. Rose – forward copy of amended Internal Controls document to all Councillors.

034.22.23 Public speaking
None

035.22.23 District and County Councillor Reports
District Cllr. Pruden reported under planning issues as seen as being more appropriate.
County Cllr. Miller meeting with Cllr. D Seaward; Cllr. Rose and Cllr. R Seaward on 17 June to discuss several concerns the Parish Council has.

036.22.23 Village Matters
A Jubilee Celebrations

All feedback received has been positive. The celebrations were thought to be a great success. Thanks went to the Village Hall Committee for all their hard work. Cllr. Cossens reported that they had a very successful street party near her, which was reported to have had a great atmosphere.

037.22.23 It was noted that when similar events are organised in the future, candles will not be offered to residents.

ACTION FOR CLERK – Make note in Events folder to remind Council of the different risks to include in future event risk assessments.
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Cllr. Rose reported that the Parish Council has received a grant for £650 from Cherwell District Council in support of the Jubilee celebrations.

B Water Leaks in Village

Cllr. Duff reported that the water leak near the Three Corner House has been fixed. However, the large water leak emanating from beneath the new houses at Page Turner Court is yet to be sorted. It has been reported.

C Grass Cutting Maps

Cllr. Cossens reported that the grass is waist high next to the dog bin near the level crossing. It is understood that the grass cutter will only maintain the grass if it appears on his location map and that this area along with other areas may not be on this map.

038.22.23 It was agreed that Cllr. D Seaward would liaise with County Cllr. Miller to make sure all areas are on the current location map used by the contractors.

ACTION FOR Cllr. D Seaward – To make sure all areas Parish Council expect to be cut in the village are shown on the location map – liaising with County Cllr. Miller for location map to be updated as necessary.
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ACTION FOR CLERK – Review of grass cutting areas to be undertaken. Put on January's meeting agenda in readiness for 2023 maintenance contract. Volunteers to help with review.
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D Cllr. Rose has a list of items she regularly sends to the OCC Highways contact to review progress.

ACTION FOR CLLR. ROSE - To re-send this list and request update.

039.22.23 Planning

The following planning application was considered:

A Application Number: 22/01609/F

Proposal: Temporary open storage for use in connection with the construction of HS2.
Location: Ambrosden Farm, Ploughley Road, Ambrosden

040.22.23 After discussion with District Cllr. Pruden **It was agreed** that a formal response would be made after District Cllr. Pruden had approached the Planning Department asking for more information regarding the following:

- a Which HS2 site the vehicles would be arriving from. As this makes a difference to which route they use to enter the village.
- b Traffic management plan
- b When does it plan to start and finish the work
- c What are the plans once works are complete
- d Have they taken into consideration the people who live along the drive
- e Part of Planning permission to be TEMPORARY change of use

The Council noted that the following planning application has been granted:

B

Application Number: 16/01268/OUT

Proposal: Residential development of 1,500 residential dwellings; local centre and school

Location: Wretchwich Way

041.22.23 It was agreed to produce a separate list for planning applications that the Council is awaiting decisions on. This 'Planning Applications awaiting decision' document will form part of the monthly documentation for each meeting.

042.22.23 Village Hall Update

Cllr. D Seaward reported that a great deal has happened recently regarding the Village Hall. The Village Hall AGM took place on 26 May 2022. Vince Bailey stood down as Vice Chair for the Village Hall Committee and Terry Taylor has since resigned as Village Hall Treasurer. The next meeting takes place on 23 June 2022.

Cllr. D Seaward is working through risk assessment and safety issues concerning the Village Hall and would recommend that safety issues be a standing agenda item. Cllr. D Seaward would like to thank Jill Colyer who had been doing a brilliant job with addressing the safety issues.

Cllr. Rose reported that £40,000 of Section 106 money is now available for the refurbishment of the hall with a further £130,000 expected from Redrow, the developers for the Merton Road development. There should be enough funds for indoor sports as well as refurbishing the portacabin.

The Clerk received the following email from the Village Hall Treasurer:

The village hall has now received 2 x £20.00 payments from the Parish Council that were not expected.

Please would you arrange to cancel any standing orders to the village hall account that you may have running.

Please would you also let me have details of the PC bank account, so that I can make a repayment.

I will need:

Name that the account is held in

Account number

Account sort-code

The Council can confirm that it does not pay the Village Hall via a standing order when paying for the hire of the hall. The Council was also not aware that it had paid twice.

043.22.23 It was agreed that the Council would reply to Mr Taylor explaining this after investigation into whether in fact two payments have been made in error.

ACTION FOR CLERK – Look through February and March's bank accounts to find out when payments were made to the Village Hall and for how much.

ACTION FOR Cllr. D Seaward – Reply to Mr Taylor's email explaining the present situation.
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044.22.23 Finance

Statement of Bank Accounts as at 31 May 2022

Community Account	£40,926.95
Business Savings Account	£23,828.96
TOTAL	£64,755.91

No Direct Debits to be paid in June 2022

Accounts to be paid in June

Payee	Details	Amount	Power to Act
Cllr. D Seaward	Lawnmower Service (£210.52) Jubilee Banner (£84) + artwork (£20); Piper (£150) and balance for Entertainer (£250) for the Jubilee event	£714.52	
Mr Cheeseman	Village street Cleaner Wages for May less tax	tbc	LG(Misc Prov) Act 1976 Highways Act 1980
Ambrosden Village Hall	Room Hire for June	£20.00	Section 13(4) LGA 1972
Campaign to Protect Rural England (CPRE)	2022/23 Annual CPRE membership 2022/23	£36.00	
Deborah O'Brien	2021/22 Internal Audit	£60.00	Section 111 LGA 1972

Monthly bank statements are signed but unfortunately the Clerk did not bring them with her. These statements will be brought to next month's meeting and signed retrospectively.

045.22.23 Reconciliation report together with payment and receipt cashbooks and copy of annual budget report were forwarded to all Councillors.

046.22.23 Approval for payments was proposed by Cllr. Duff seconded by Cllr. R Seaward and agreed.

047.22.23 The financial report was proposed by Cllr. Rose seconded by Cllr. Cossens and voted unanimously.

Clerk reported that Council needs to renew Microsoft 2022/23 licence. Mr Mann, in attendance at the meeting volunteered to investigate whether the Council could gain its licence as part of Cherwell District Council.

048.22.23 Internal Audit report

The Councillors went through the Internal Audit Report, being Page 3 of the Audit along with separate internal report of findings and observations. Below are the auditor's findings needing a response:

Parish Council Powers

'A Section 137 payment was made in the amount of £900 as a grant towards the cost of a flagpole for the Church.'

Parish Councils have some restrictions upon powers for expenditure and certain payments are not considered appropriate or within PC powers such as payments towards the fabric of the Church. There is some discussion as to whether or not maintenance of a churchyard which is still actively in use may be made, but it is quite clearly defined that payments by a Parish council towards the fabric of the Church should not be made and that this cannot be done using Section 137 monies. Please refer to NALC's briefing L01-18 Financial Assistance to the Church and SLCC's advisory AD67 Funding Church buildings for guidance'.

The Council believe that the flagpole is a community asset which is hosted by the Church, rather than paying for the fabric of the Church itself.

049.22.23 It was agreed that Cllr. D Seaward would put a paragraph together for the Clerk to forward to the auditor.

ACTION FOR Cllr. D Seaward – To forward paragraph to Clerk to accompany the papers being sent to the External Auditor.

Minute Book

A review was made of every month online. I have not seen examples of requested, signed minutes.

050.22.23 It was agreed that the clerk would find these minutes and email copies to the internal auditor.

ACTION FOR CLERK – To find copies of minutes and send to the Internal Auditor. Requesting Internal Auditor to add note onto the report confirming that she has had sight of these to inform the External Auditor of compliance.

Annual Governance Statement 2021/22

051.22.23 The Councillors reviewed the Annual Governance Statement which was agreed and signed at the meeting.

Accounting Statements 2021/22

052.22.23 The Councillors reviewed the Accounting Statements 2021/22 which were agreed and signed at the meeting.

053.22.23 **Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return**

This notice will be announced 17 June 2022 on the Website and Village notice boards.

ACTION FOR Cllr. D Seaward – Display copy of Notice of Public Rights form on both village notice boards.

ACTION FOR CLERK – Publish Notice of Public Rights form on Ambrosden Parish Council website.

External Audit

054.22.23 It was agreed that the Clerk should send the completed papers to the External Auditor for their inspection before 1 July 2022.

ACTION FOR CLERK – Send completed audit papers to the External Auditor after having received a written response from the Internal Auditor to the Council's comments (see above)

055-22-23 **Governance**

Cllr. Rose reported that she would check and populate the Council's Policy Review Schedule in order that the Council can comply with the review of all policies in a timely manner throughout the year.

ACTION FOR Cllr. Rose – After reviewing the 'Policy Review Schedule' Cllr. Rose to bring to the next meeting.

056-22-23 **Allotments Update**

Cllr. D Seaward is in the process of accessing how much the Council need to put aside for ongoing maintenance for the allotments.

ACTION FOR Cllr. D Seaward – To report back next month on amount of funds to allocate for maintenance of the allotments.

Cllr. D Seaward is also working on reviewing the Tenancy List of current tenants and create a Tenancy Waiting List. She is meeting with Andy King at the weekend, who will help complete updating the Tenancy List.

ACTION FOR Cllr. D Seaward – To work on reviewing the Tenancy List for the allotments and to create a Tenancy Waiting List.

057-22-23 Correspondence

A Swarco – Renewal of annual contract for the YSI (Your Speed Indicator)
silver contract £169.95 (£203.94 with Vat)
Gold contact £257.50 (£309 with Vat)

058.22.23 It was agreed that the council would purchase the Gold Contract as annual maintenance was included for the YSI. This was proposed by Cllr. Rose seconded by Cllr. Duff and agreed unanimously.

ACTION FOR CLERK – Print Contract for signing at next month's meeting

B New Survey on dementia friendly councils – NALC (National Association of Local Councils) closes 22 July 2022.

ACTION FOR CLERK – Forward to Cllr. D Seaward

C Cllr. D Seaward has received reply from Rev. Hayes regarding the London Bridge Condolence Book, in preparation for the Queen's passing. The Church is happy to host the book of condolence and an official photograph of the Queen for villagers to sign. The Church will supply a candle and keep an eye on everything.

059-22-23 Matters Carried Forward

A Allotment Policy Schedule
B Allotment Fees
C Internal Controls
D Review Internal Audit

Meeting closed at 9:36pm

Signed: Date:
Chair of Ambrosden Parish Council

**Next Meeting – 7:30 pm Thursday 21 July 2022
Ambrosden Village Hall
ALL PUBLIC AND PRESS ARE INVITED.**