

MINUTES

Annual Meeting of Ambrosden Parish Council

Councillors present: Cllr. D Seaward, Cllr. T Duff, Cllr. M Cossens, Cllr. D Mann, Cllr. P Jackson, Cllr J Holdway

In attendance: Cllr. C Pruden (CDC), Cllr. C Miller (OCC), The Clerk, Mrs R Chatterley and 8 members of the public.

Apologies: Cllr. D Sames

170.18052023.01: Chair's welcome

Cllr. D Seaward welcomed everyone to the meeting.

170.18052023.02: Election of Chair

Councillor M Cossens proposed Councillor Dawn Seaward as Chair. Councillor P Jackson seconded the nomination. The Council voted and unanimously approved Councillor Seaward as Chair. Councillor D Seaward took Chair of the meeting.

170.18052023.03: Election of Vice Chair

Councillor M Cossens proposed Councillor Darren Mann as Vice Chair. Councillor J Holdway seconded the nomination. The Council voted and unanimously approved Councillor D Mann as Vice Chair.

170.18052023.04: Declaration of Acceptance of Office, Register of Interests and Declarations of Interest and Gifts & Hospitality

Nothing was declared.

170.18052023.05: Apologies

Apologies from Cllr. D Sames (CDC).

170.18052023.06: Election of other Officers

i Appoint: Councillor responsible for internal controls

Cllr. D Mann proposed Cllr. J Holdway as Councillor responsible for internal controls. Cllr. T Duff seconded the proposal.

ii Appoint: Village Hall representative

Cllr. D Seaward proposed Cllr. M Cossens as Village Hall representative and Cllr. T Duff seconded the proposal.

iii Agree: Parish Council committees and representatives

It was resolved to move this item to the meeting in June 2023.

170.18052023.07: To agree: Minutes of previous meeting (Thursday 20 April 2023)

The Council resolved that the Minutes from the meeting on the 20 April be accepted as a true record and were signed by the Chair.

170.18052023.08: Update on progress from the Minutes – to report on progress of outstanding items

- a. The drain cover on Merton Road was reported to fixmystreet and the action is to repair the damage.
- b. Defibrillator update: Pads and battery have been received and replaced.
- c. 20mph speed limit extension: **Cllr. C Miller** is waiting for a reply and will feedback to the Council once there is any news.
- d. AED training dates: **Cllr. D Seaward** to provide an update at the next meeting.
- e. Railings – access permission report from OCC: **Cllr. Miller** to provide an update at the next meeting.

170.18052023.09: Matters arising

- a. To discuss: Re-planting the 2 tubs on the Merton Road (£25.00 per tub, per season).
The Council unanimously approved the decision to continue to re-plant the tubs.

170.18052023.10: Planning

Current planning applications for consideration/response were received between meetings:

22/02866/OUT RE-CONSULTATION based on amendments to original plan	OUTLINE planning application for up to 120 dwellings, vehicular and pedestrian access off Ploughley Road, new pedestrian access to West Hawthorn Road, surface water drainage, foul water drainage, landscaping, public open space, biodiversity and associated infrastructure. Access off Ploughley Road is not reserved for future consideration Location: Land East Of, Ploughley Road, Ambrosden (Archstone)	Submitted Under Consultation (OBJECT)
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To note notices of decision:

22/03394/TPO	Proposal: Cedrus Atlantica - Remove major deadwood in excess of 8cm in diameter (excluding image 6). Remove Ivy from the main stem 0-10m and visually inspect the condition of the main stem. At 13m south-west reduce the compromised branch by removing descending secondary branches to decrease the sail area of the branch by 50%. Reduce the length of the	Permitted
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	secondary branch at 5m north-east by 2.5m removing no more than 3m from any one branch. Tip reduce low lateral branches to create 2m clearance from the adjacent structure, removing up to 1.5m from any one branch - subject to TPO 8/2005	
22/03549/F	Proposal: Erection of 5 new dwellings. 2 pairs of semi-detached, 1 detached. All with private gardens, parking and separate bin storage area Location: Land To Rear Of, Home Farm Close, Ambrosden	Permitted (OBJECT)

It was noted the May planning meeting was postponed and later cancelled. North of Blackthorn Road and Ploughley Road developments will be going to the next planning meeting for discussion.

170.18052023.11: Finance

a. Review: Reconciled Accounts

The reconciled accounts were reviewed and accepted.

b. Review and approve: Bank statements

The bank account statements were reviewed and accepted. Signed by Cllr. D Mann; second signatory Cllr. M Cossens.

c. Review and approve Monthly Payments

The monthly payments were approved and accepted. Signed by Cllr. D Mann; second signatory Cllr. M Cossens.

Supplier	Reason
Village Hall	May Council Meeting
Street Cleaner	Wages for month ending April 2023
Clerk	Wages for month ending April 2023
Chair	Allowance for May 2023

d. Review and approve invoices for payment

The invoices for payment were approved and accepted. Signed by Cllr. D Mann; second signatory Cllr. M Cossens.

Supplier	Reason	Amount
Gallagher	Insurance Renewal	£803.67
OPA	Grant for play event (carried over from April 2023)	£500.00
WEL Medical	Defibrillator (Village Hall) replacement pads	£83.88

WEL Medical	Defibrillator (Village Hall) replacement battery	£267.60
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It was noted income of £1000.00 received from Priority Councillor Fund for the railings project. Funds to be moved to the savings account and Cllr. C Miller thanked.

- e. Review and approve: Insurance Renewal (Long Term Agreement Option)

Council resolved to approve the insurance renewal.

- f. Review and approve: CFO Membership renewal (£70.00)

Council resolved to approve the renewal of the CFO membership renewal.

- g. Review and approve: Draft Statement of Accounts for Financial Year End 2022/2023

It was resolved to move this item to the meeting in June 2023.

- h. Review and approve: Reserves at Year End 2022/2023

It was resolved to move this item to the meeting in June 2023.

- i. Review: S137 Expenditure

It was resolved to move this item to the meeting in June 2023.

170.18052023.12: Governance & Policy Reviews

- a. Committees and Delegation Procedures: Updates and Review and Approve Terms of Reference

It was resolved to move this item to the meeting in June 2023.

- b. Review and Approve: Standing Orders

It was resolved to move this item to the meeting in June 2023.

- c. Review and Approve: Financial Regulations

It was resolved to move this item to the meeting in June 2023.

- d. Review and Approve: Allotment risk assessment

The Council resolved to approve the risk assessment subject to addition of security measures, i.e. locking gate/padlock when allotments in use and also when leaving allotments.

- e. Review and Approve: Land and asset review

Noted to add date of check to review. It was resolved to move this item to the meeting in June 2023.

- f. Review and Approve: Council subscriptions to other bodies.

Council resolved to approve and continue with current subscriptions:

OALC – Oxfordshire Association of Local Clerks
SLCC – For local council professionals (including training)
Community First Oxfordshire
NSALG – Allotment Society
CPRE
Parish Online

170.18052023.13: Allotment update

It was resolved the issue of large hedge and associated maintenance be raised at the next allotment committee meeting.

170.18052023.14: Review of Action Log

It was resolved that any updates would be communicated to the Clerk via email.

170.18052023.15: Correspondence

No correspondence received.

170.18052023.16: Items for information or next Agenda only

Big rubbish clean-up day raised via email by Kevin Jessop. It was resolved to add this item to the meeting in June 2023.

170.18052023.17: Next Parish Council Meeting: Thursday 15 June 2023. Items for inclusion by Monday 5 June

Meeting closed at 19:29