

AYNHO PARISH COUNCIL

Minutes of the Council Meeting held on Monday 4th June 2018 at 7.30 pm in the Village Hall

Present: Chair – Leslie Leighton
Councillors – Anderson, Brook, Dean, James, Mann, Moroney, and Reynolds

In Attendance: Chris Wilson (Clerk) and Roger Wertheimer (RFO) and 0 members of the public.

2018/

22. Apologies for Absence

Apologies were accepted from Cllr. Burge.

23. Declarations of Interest

There were no declarations of interest.

24. Minutes of the Council Meetings held on Mon 14 May 2018

It was proposed by Cllr. Dean, seconded by Cllr. Reynolds and therefore agreed that the minutes of 14th May 2018 would be signed.

25. Matters arising not on the Agenda

- a. Timber left on Charlton Road: Cllr. James reported he had spoken to Acreman and it was to be removed but no action yet.

Action: Clerk to monitor.

- b. 'The good councillor's guide': Up to date electronic copy available online.

Action: Clerk to email link.

26. Finance

- a. The RFO reported the Grass Grant had not been received yet.

Action: Clerk to chase NCC.

- b. Approval of Monthly Payments

It was proposed by Cllr. James, seconded by Cllr. Moroney and therefore agreed that the cheques listed on the attached reports (RW/06/18) should be formally approved.

- c. Approval of Internal Audit.

Cllr. Brook circulated the Internal Audit and it was agreed to address the audit and governance issues raised.

d. Outcomes from Internal Audit

i. Cllr. Brook reported that 5 of the audit and governance issues were procedural, the further 2 were:

- The level of free cash reserves represented 175% of the annual precept. Cllr. Brook reported that this was due to a recent change in legislation and the surplus had been built up for future streetlighting project.

Action: Review and 'ring fence' free cash reserves.

- Income from ASRA; Cllr. Brook reported that previously three bank accounts were used and the finance figures reported were as one entry, now there is just one account.

ii. Cllr. Brook reported he found an old 20-year lease agreement from 1982 from the archive.

iii. Club draw: Cllr. Brook reported there is a separate account for this and income goes to run the pavilion, the Cllrs. discussed the legality of the Parish Council running the draw.

Action: Cllrs. Brook and Moroney to meet and discuss.

Clerk to investigate licence/parish council position on lottery.

iv. Standing orders and regulations: The Clerk reported the Audit found these to be out of date and review required.

Action: Clerk to get list of standing order and regulations and review.

v. Minutes: The Clerk reported although the physical minute books were numbered the Audit found and used the online minutes were not numbered sequentially and this posed a potential risk.

Action: Clerk to number agenda items sequentially and number minute pages on pdfs.

vi. Areas of Responsibility: The Chair circulated a list, this was discussed and agreed.

- Maintenance: It was agreed the Clerk should be the main point of contact for these to pass onto Peter Tustain.
- Wellness: Cllr. Anderson thought the Parish Council/Councillors should have more idea of vulnerable residents in the responsibility areas.

vii. Asset Register: Sportsfield, Playground and Green; the Clerk reported the Audit found these were not on the asset register. The Cllrs. discussed this and whether they were registered at the land registry. It was agreed to do this.

Action: Clerk to investigate registration.

- e. Dropbox: The Cllrs. discussed the need to archive and save documents electronically 'in the cloud', the Chair uses and suggested Dropbox and it was agreed all Cllrs. should do this.

Action: Chair to investigate Dropbox.

- f. New Clerk Laptop: Cllr. Brooks reported the current laptop was new with previous Clerk so was over 8 years old. The Clerk reported it made posting on website difficult due to out of date software. It was agreed to purchase new up to a value of £500.

Action: Clerk, SB, AA to investigate options.

27. Planning

There were no applications to be considered.

28. Risk and risk assessment

Nothing to report.

29. Parking, Highways and Transport

- a. 499 Bus: The Cllrs. discussed the new tender generated following the cancellation of the bus from 21st July 2018. The Clerk reported a discussion between Kings Sutton Cllr. Irving, James Loader (Kierwsp) and John Ellerby (Kierwsp) had produced a reduced timetable taking into account the most used times and those where most subsidy was received. The Cllrs. discussed and agreed a portion of the £70,000 needed was not justifiable against our precept. Cllr. Dean reported Oxfordshire County Council had a 'Comet' scheme of minibuses where booked travel could be arranged. The Cllrs. discussed other options e.g. car pooling, car sharing and taxi sharing.
- b. The Glebe: Cllrs. discussed this had gone quiet, it was agreed to ask Duncan Lang to the next meeting and for him to update on progress and initiatives.

Action: Clerk to invite Duncan Lang.

- c. The Chair reported the speed sign on Charlton Road had been fitted.

Action: Chair to report figures in July.

- d. The Chair reported a flurry of requests for Parking Badges.

30. Maintenance

- a. Grass Cutting: The Chair reported several residents had reported areas that had not been maintained, he reported he had tried to contact the contractor Mr. Dempsey. Cllr. Reynolds reported that the grass wasn't been cut short enough on some verges and sportsfield making the blackfly issue much worse. It was agreed a meeting should be arranged with Mr. Dempsey.

Action: Clerk to arrange meeting with Mr Dempsey and Cllr. Reynolds.

- b. Hilltrees: The Clerk reported that they had been in contact with the land agent, Stephen Thompsone, who had agreed be in contact next time in the area and also to kill the ivy to adjoining property.

31. Street Lights Upgrade/Replacement

- a. Cllr. Dean reported that a survey was required of each lamp position marked on a map and with photographs. Cllr. Dean reported we required 3 quotes for the lights and that only Western Power or EDF could do the work to fit.

Action: Clerk to ask Cllr. Burge to provide street map.

Cllrs. Dean and Reynolds to start survey.

32. Health

- a. Community Health: Cllr. Anderson reported the recent event had ~30-40 residents attend and the feedback from the service providers and attendees was very positive. The Cllrs. discussed to scope to widen the community visibility of these events by incorporating with other events e.g. Winter Lunch Club.

Action: Cllr. Anderson to report back on further initiatives.

33. Recreational Matters – to include, Playground, sports field and Aynho Active

The Chair suspended Standing Orders

The Park Club Draw was made; #126 drawn.

The Chair restored Standing Orders

- a. Cllr. Moroney reported the requested 'boot scraper' for the Health Walk Club had been fitted.
- b. Cllr. Moroney reported the requested 'No Dogs' sign for gate had been fitted.
- c. Cllr. Moroney reported she was organising a car boot sale on August Bank holiday Monday 27th August.
- d. Football Wall: The Cllrs. discussed this and agreed once a proposal had been discussed between Michael Johnson and Les Horley.

Action: Cllr. Anderson, Michael Johnson & Les Horley to meet and walk sportsfield decide proposal for APC to agree.

- e. Sportsfield 'users' group. As minuted 2018/16

Action: Cllr. Moroney to organise 'Users' meeting.

- f. The Chair asked for idea on the level of bookings for pavilion.

Action: Cllr. Moroney to report at APC meetings.

- g. The Chair suggested promoting the pavilion and facilities on social media.

Action: Clerk to promote.

- h. Security at Pavilion: The Chair discussed the options for security after recent broken windows, it was agreed to add additional PIR security lighting after the redecoration.

34. Farming and Footpaths

- a. Footpath to Rainscliffe Camp: Cllrs. Reynolds and Anderson reported the path, which has no public right of way, is used on an unofficial basis by local residents. Cllr. Reynolds reported that the farmer was fundamentally acceptable to walkers and an ongoing discussion between appropriate parties was in progress.

Action: Cllr. Anderson to update.

- b. Cllrs. Mann and Reynolds reported again about pet owners not controlling dog appropriately on the path to Kings Sutton.

Action: Cllr. Reynolds to ask Mr Belcher to erect permanent sign.

- c. Cllr. Anderson suggested a forum of farmers to raise and discuss issues they have.

Action: Cllrs. Reynolds and Anderson to arrange informal meeting of local farmers.

35. Communications

- a. The Chair reported the need for the website to be secure with HTTP protocols, a licence for £80 is required and this was agreed.

Action: Chair to organise licence.

- b. Cllr. Dean asked about @aynho.org email addresses following GDPR, it was agreed these are to be used.

Action: @aynho.org email addresses to be used.

- c. Cllr. Mann requested an updated contact list for all council members. The Clerk agreed the list was outdated.

Action: Clerk to update and distribute.

36. Meetings and Conferences

a. Ward Meeting – 23rd July 2018

- i. The Clerk reported an invite had been accepted by NCC Cllr. Breese to speak. Cllr. Brook proposed District Cllr. John Townsend should be asked and also to request the clerks from Croughton and Evenley for agenda items.

Action: Clerk to invite District Cllr. John Townsend.

Clerk to request agenda items from Croughton and Evenley Clerks.

- ii. The Cllrs. discussed agenda items and agreed:

- Community Health
- US air base

b. South Northants Parish Forum – 12th June 2018

The Clerk reported this was the second meeting, the adhoc minutes having been emailed to Cllrs. previously.

Action: Chair and Cllr. Anderson to attend.

37. Correspondence

The following correspondence has been received:

- NCALC E-Update May/June 18

38. Date of Next Meeting – Monday 2 July 2018 at 7:30pm, in the Sports Pavilion.

This was agreed.

The meeting closed at 9:50pm