

Aynho Parish Council

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Minutes of the Ordinary meeting of Aynho Parish Council held on **Monday 3rd June 2019** at 7:30pm.

Present: Chair: Leighton
Cllrs: Anderson, Brook, Dean, James, Moroney, Reynolds.

In attendance: Chris Wilson (Clerk), Roger Wertheimer (RFO) and 2 members of public.

2019/

122. To receive and approve apologies for absence.

Cllr. Burge submitted apologies.

Resolved: That Cllr. Burge absence be approved.

123. To receive Chairman's Declaration of Acceptance of Office.

The Chair and Clerk signed the Declaration of Acceptance of Office.

124. To discuss and Co-Opt new Councillor.

The Chair asked each potential new Councillor to outline their background and experience. The candidates left the committee room and the Council discussed each candidates' merits. The Chair noted on the quality of candidates. The Chair invited the candidates back for the vote, however they jointly decided to not be present. A vote was taken; 4 to Jonathan Clinch, 3 to Paul Duncanson. The Council discussed that another vacancy was coming up later in the year and invited Paul Duncanson to attend meetings and apply again.

Resolved: That Jonathan Clinch be Co-Opted onto Aynho Parish Council.

125. To receive the new Councillor's Declaration of Acceptance of Office.

Cllr. Clinch and Clerk signed the Declaration of Acceptance of office.

Action: Clerk email Cllr. Clinch Disclosure form.

126. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.

There were no declarations of interest.

127. To receive and approve for signature the minutes of the meetings held on Monday 13th May 2019.

The minutes of the meeting held on Monday 13th June 2019 were proposed by Cllr. Dean and seconded by Cllr. Reynolds.

Resolved: That the minutes be signed by the Chair as a correct record of the meetings.

128. Public participation session.

There was one member of the public.

Finance:

129. To receive the financial statement and consider invoices to be paid.

The RFO circulated the financial statement RW/06/19 and invoices. The invoices were proposed by Cllr. Reynolds and seconded by Cllr. James. The Council discussed the grass cutting contract and following a satisfactory meeting and improvement the approved cheque will be sent out.

Resolved: That the cheques listed should be formally approved.

130. The Clerk to confirm scrutiny of invoices, bank statements and Internal financial controls for October 2018 to March 2019.

The Clerk confirmed they had reviewed financial statements RW-10-18, RW-11-18, RW-12-18, RW-01-19, RW-02-19 and RW-03-19, the Clerk also confirmed that invoices, cheque stubs and bank statements had been reconciled.

Action: The Clerk to reconcile Apr, May and June for September meeting.

131. To note and review the Annual Internal Audit Report 2018-19.

The Chair noted the areas the Internal Auditor had brought up:

- No review of the Risk Assessment.

Action: Council to review later in the meeting.

- Financial Controls/quarterly reconciliation only been completed once in 18-19.

Action: Clerk to conduct quarterly reconciliation and report.

- Asset register needs reviewing.

Action: Register to be reviewed after Streetlighting project.

- Clerk has no formal contract of employment.

Action: Chair to organise contract.

132. To discuss, approve and complete Section 1 (Annual Governance Statement 2018-19) of the Annual Governance and Accountability Return 2018-19 Part 3 (AGAR 18-19 pt3).

The Chair read out the Annual Governance Statement for 2018-19 and the Council agreed to answer Yes to Governance statements 2,3,4,6,7,8 and No to Governance statement 1 and 5. The Chair reported the Council had now put in place controls to cover actions required from the internal and external audits reports relating to the 2018/19 accounts. It was proposed by Cllr. Dean, seconded by Cllr. Brook.

Resolved: That the Chair and Clerk should sign this document.

133. To discuss, approve and complete Section 2 (Accounting Statement 2018-19) of the AGAR 18-19 pt3.

The RFO presented the Accounting Statement 2018-19 as previously signed and presented at the Internal Audit. It was proposed by Cllr. Brook, seconded by Cllr. Moroney.

Resolved: That the Chair should sign this document.

Action: Clerk to send AGAR to PKF Littlejohn.

134. **Planning**

The Chair noted an application for tree works at Aynho Wharf had been received for information only.

Cllr. Reynolds reported breaches in the planning conditions at Wensden Buildings.

- i. 15 Trees 1.8m in height to be planted – currently 1 at 1.8m.
- ii. No Sunday activity – regular activity on Sundays.

Action: Clerk to email Cllr. Burge for advice and report.

Risk and Risk Assessment:

135. To confirm and approve the use of the current Risk Assessment document.

The Council reviewed the current document and was proposed by Cllr. Brook, seconded by Cllr. Dean.

Resolved: That the Risk Assessment be re-adopted.

Action: Clerk to post on website.

Parking, Highways and Transport:

136. The Chair to report on data from SWARCO sign.

The Chair confirmed the sign was on Charlton Road near Butts Close. The Council discussed the calibration needed look into as flashed up at much lower speeds than 30mph.

Action: Chair to contact service contractor.

137. The Clerk to report on Aynho Shoppers' Bus for May.

The Clerk circulated figures for May; 6 passengers for 2nd, 9th & 16th and 7 passengers for 23rd & 30th. Cllr. Brook volunteered to collect fares 6th and 13th June. The Council discussed extending to another day in the week.

Action: Chair to contact Ronnie Irving at Kings Sutton.

Maintenance:

138. To decide on the date for Autumn 'Keep Aynho Beautiful'.

The Council discussed and agreed the date in October.

Resolved: That 'Keep Aynho Beautiful' be on the weekend 26th/27th October.

Action: Clerk to contact SNC.

Streetlighting:

139. To receive an update on latest developments.

The Clerk reported the Tender document had been sent to 4 companies – 3 currently actively looking at the tender. Cllr. Brook also confirmed Covea insurance company were due to pay for the accident damaged lamp near The Pediment.

Action: Clerk to chase 4th company.

Health, Wellbeing and Community Matters:

140. To receive an update on the 'Good Neighbour Scheme' (GNS).

Cllr. Anderson reported that there was a low survey response and that NACRE lead, Rebecca Breakwell, had resigned. The Council agreed not to take this on further, however Cllr. Anderson suggested getting a meeting of the volunteer helpers together. The Council agreed this should be something in the next village questionnaire.

Action: Cllr. Anderson to contact volunteers.

Recreational Matters – sportsfield, playground and Aynho Active:

141. To receive an update on latest developments.

Cllr. Moroney confirmed the fitting of equipment in early summer, date to be confirmed.

142. To note the number for the Park Club Draw.

It was noted the winning number of Park Club Draw was #170.

143. Farming and footpaths

Cllr. Reynolds reported Farm Walk could be possible in June 2020 as this was a quiet month for farmers.

Communications:

144. To decide on Newsletter/website content.

Good Neighbour Scheme	Cllr. Anderson
New Councillor	Clerk
Carboot	Cllr. Moroney
Grass Cutting	Chair

The Clerk reported receiving contact from Newbottle Parish Council about sponsoring a PCSO. The Council discussed this and suggested this as an agenda item for the next Little Brook Ward Meeting.

Meeting and conferences:

145. To discuss items for the next Little Brook ward meeting in July.

The Clerk suggested sponsoring a PCSO as an item at the meeting in Evenley on 22nd July 2019.

**Action: Clerk to contact
Newbottle/Evenley Clerks.**

146. To confirm date of next meeting on Monday 1st July 2019 at 7:30pm and close.

Resolved: The Council confirmed the next meeting on Monday 1st July 2019 at 7:30pm in the Sports Pavilion and that the meeting closed at 9:18pm.