

Aynho Parish Council

Tel.: 07887 548774

Email: clerk@aynho.org

Web: www.aynho.org/parish_council/

Twitter: @aynho

Postal Address: Scholars Corner, 3 School End, Aynho OX17 3BS



Minutes of the Ordinary meeting of Aynho Parish Council held on **Monday 2nd September 2019** at 7:30pm.

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

In attendance: Chris Wilson (Clerk), Roger Wertheimer (RFO) and 1 members of the public.

2019/

195. To receive and approve apologies for absence.

Cllr. Brook submitted apologies.

Resolved: That Cllr. Brook's absence be approved.

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

There were no declarations of interest.

197. To receive and approve for signature the minutes of the meetings held on Wednesday 3rd and Tuesday 23rd July 2019.

The minutes of the meetings held on Wednesday 3rd July 2019 and Tuesday 23rd July 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.

198. Public participation session.

There was one member of the public who lives in the Almshouses, they enquired on the Parish Council involvement with the Almshouses (John Baker Charity).

Finance:

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

The RFO circulated the financial statements RW/08/19 and RW/09/19 and invoices. The RW/08/19 payments were proposed by Cllr. Moroney and seconded by Cllr. Dean. The RW/09/19 payments were proposed by Cllr. Dean and seconded by Cllr. James.

Resolved: That the cheques listed should be formally approved.

Action: *The RFO to email electronic copies of financial statement prior to meetings.*

200. To discuss changing bank account; for ease of deposit and two signatories online authorisation.

The RFO reported due to bank closures depositing cash or cheques meant a trip to Oxford. The Council discussed that cheques could be deposited via a post office. It was agreed cash could be deposited into the RFO, Clerk's or Councillor's bank and an immediate transfer to the Parish Council account, an email should then be circulated to inform the RFO and Council. The RFO also reported that the Council can claim back VAT, however the Council have a reference number but it doesn't have the same format as a business might have.

Action: *RFO to investigate dual signatory banks e.g. Unity*

201. The Clerk to confirm scrutiny of invoices, bank statements and Internal financial controls for April 2019 to July 2019.

The RFO gave the Clerk the relevant invoices, bank statements and cheque book for April 2019 to July 2019 for scrutiny. The RFO reported the asset register needed to be updated.

Action: *Clerk to report in October. RFO and Chairman to meet and review briefly prior to addition of new streetlights.*

202. To receive reports on the current Community Grant Updates; Streetlighting and Exercise equipment.

The Chairman reported an application for £19,000 from South Northants Community Grant had been lodged at South Northants Council as part-funding for the streetlighting project. Cllr. Moroney reported an application for ~£6,000 from South Northants Community Grant had been lodged at SNC as funding for two final pieces of outdoor exercise equipment and a replacement swing set. The Clerk reported they had now claimed on the outdoor exercise equipment grant offer (April 2019) for £3,266.45.

203. **Planning**

There were not planning issues or applications to be discussed.

Risk and Risk Assessment:

204. To review the 'Aynho Parish Council Complaints Procedure'.

The Council reviewed the complaints procedure and discussed the more direct concerns and grievances individual Councillors received. It was agreed these should be dealt with on an informal basis, however anti-social behaviour to Councillors was not acceptable. The Council discussed an Aynho Parish Council facebook account and also using whatsapp for instant messaging between Councillors.

Action: Cllr. Clinch to set up whatsapp group.

205. To review the risk and procedures particularly on Lyme disease.

The Council discussed the deer herd enclosed at Aynhoe Park and the potential risk of tick-borne Lyme disease.

Action: Clerk to contact Aynhoe Park to request their policy on Lyme disease.

206. As per 2019/157: Agree Councillor responsibility list.

The Clerk had previously circulated the new responsibility list and this was finalised.

Action: Cllr. Burge to update map.

Parking, Highways and Transport:

207. The Chair to report on data from SWARCO sign and proposed 'Village Traffic Survey and Report'.

The Chair reported they had met with NCC Highways and shortly monitor units will be positioned at the 4 entrances to monitor traffic bi-directionally. Highways had suggested painting the gateway fences at the entrances to the village white.

Action: Clerk to email Peter Tustain.

208. To discuss and agree a policy on village 'Street Signs' with major events such as; fete, car boot etc.

To be updated at October meeting.

209. To review numbers for Shoppers' Bus and discuss extra buses running up to Christmas.

The Clerk reported the following data.

Date	Passengers	Fares	Cash at APC	To KS	Bus Cost	Cost to APC	comments
11-Jul	3	£ 15.00	£ 15.00	£ -	£ 21.00	£6.00	
18-Jul	6	£ 30.00	£ 20.00	£ 10.00	£ 21.00	£1.00	
25-Jul	6	£ 30.00	£ 20.00	£ 10.00	£ 21.00	£1.00	
01-Aug	3	£ 15.00	£ 15.00	£ -	£ 21.00	£6.00	
08-Aug	6	£ 30.00	£ 20.00	£ 10.00	£ 21.00	£1.00	
15-Aug	4	£ 20.00	£ 20.00	£ -	£ 21.00	£1.00	
22-Aug	6	£ 30.00	£ 20.00	£ 10.00	£ 21.00	£1.00	
29-Aug	4	£ 20.00	£ 20.00	£ -	£ 21.00	£1.00	£150 tf to PC acct

The Chair suggested an extra bus (Comet) prior to Christmas.

Action: Clerk to enquire with Comet.

210. To discuss the use of stones on verges.

The Council discussed the use of stones on the Charlton Road.

Maintenance:

211. To discuss and organise schedule for next 3-months maintenance issues in the village including tennis court.

The Council discussed maintenance issues including:

- Remove red bench in tennis court.
- Remove picnic benches in playpark.
- Renew/improve spring on gate to field from Portway.
- Regular sweeping of Holloway.
- Weeding around roads in village.
- Painting of gateway fences.

Action: Chair to inform P.Tustain.

212. The Chair to update on Grass Cutting contract.

The Chair reported the grass cutting was now being cut to the Councils requirements and introduction of a grass cutting request form.

213. Cllr. Reynolds to report on Tree works.

Cllr. Reynolds circulated a map with significant trees marked. The Council discussed and agreed a priority of tree works was required.

Action: Cllr. Reynolds and Continental to meet and identify priority list.

Streetlighting:

214. To receive an update on Streetlighting.

The Council discussed latest developments.

215. To approve initial payment for streetlighting project for £18,271.58 (VAT £3,045.26).

The Council agreed and approved this in Minute item 2019/199.

Health, Wellbeing and Community Matters

216. To receive an update on the latest developments.

Cllr. Anderson reported forthcoming attendance at Police Fire and Crime Commissioner forum.

Action: Cllr. Anderson to report back in October.

217. Winter Lunch Club – to Approve Public Liability cover and 50% funding of Village Hall rental costs.

The Council discussed and Cllr. Moroney proposed and Cllr. Dean seconded.

Resolved: That the Council approve Public Liability cover and 50 % funding of Village hall rental cost for the Winter Lunch Club.

Action: Chair to inform A.Limb.

Recreational Matters – sportsfield, playground and Aynho Active:

218. To receive an update on the latest developments.

Cllr. Moroney reported an application from grant funding for replacement swing set and last 2 pieces of outdoor exercise equipment had been submitted to SNC.

219. To receive report and receive feedback on ‘August Bank Holiday Car Boot’.

Cllr. Moroney reported a successful event on the sportsfield, 13% increase on ‘booters’ and 17% increase on profit (to ~£720).

220. To discuss the RoSPA inspection of Playground and Recreation Ground.

The Council discussed the reported circulated before the meeting. Cllr. Moroney reported costing for Aynho Watch ‘Not on our door step’ stickers at £175. Cllr. Reynolds proposed and seconded by Cllr. Clinch.

Action: Cllrs. Burge and Moroney to review RoSPA report action plan in October. Cllr. Moroney to order stickers.

221. Discuss and approve further exercise session/s on sports field.

Cllr. Moroney reported that fitness sessions were fairly well attended. Cllr. Reynolds proposed and Cllr. Clinch seconded. trainer could provide training on the new outdoor exercise equipment and also do a small ‘boot camp’. Cllr. Reynolds proposed 2 further sessions and seconded by Cllr. Clinch.

Resolved: That 2 exercise sessions at £40 per session be approved.

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

It was noted that #39 was drawn for July and #3 for August.

223. **Farming and footpaths**

There was nothing to discuss at this time.

Communications

224. To decide on Newsletter/website content.

The following items were discussed to be inserted in the Newsletter.

- | | <i>Action</i> |
|------------------------|-----------------------------|
| - Keep Aynho Beautiful | <i>Clerk</i> |
| - Aynho Watch | <i>Cllr. Moroney</i> |
| - Carboot feedback | <i>Cllr. Moroney</i> |

225. 2019/20 Village Survey - agree timelines/potential questions.

The Chair discussed an overview of what a Survey might achieve and agreed to proceed with a sub-group.

Meeting and conferences:

226. To confirm date of next meeting on Monday 7th October 2019, 7:30pm at the Village Hall Committee room and close.

The Chair discussed the use and addition of Any Other Business (AOB) to the agenda. The Clerk reported this had been removed prior to April 2018 after an internal audit report as decisions had been made without prior notification. The Clerk reported in August 2018 extra Council meeting AOB was used with the following caveat 'items agreed by Chairman can be discussed but decision deferred to next meeting.'. It was agreed that AOB should be added with a view for Councillors to highlight areas of discussion for the next meeting.

Resolved: The Council confirmed the next meeting on Monday 7th October 2019, 7:30pm at the Village Hall Committee room and closed at 9:41pm.