

# Aynho Parish Council



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Minutes of the Ordinary meeting of Aynho Parish Council held on **Monday 6<sup>th</sup> June 2022** at 7:30pm in Aynho Village Hall Committee Room.

Present: Chair: James  
Cllrs: Clinch, Dean, Hadley, Horley, Ryan-Pont, D.Willis and R.Willis.

In attendance: Chris Wilson (Clerk) and 1 members of the public.

2022		Action
137	To receive and approve apologies for absence.	
	The Cllr. Leighton submitted apologies. Cllr. Dean proposed, Cllr Hadley seconded and the Council approved the apology. <b>Resolved:</b> Unanimously.	
138	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.	
	Cllr. Hadley declared an interest in 2022/152 and duly signed the Book of Declarations of Interest.	
139	To receive and approve for signature the minutes of the meeting held on Monday 9 <sup>th</sup> May 2022.	
	The Clerk reported due to personal circumstances they had not been able to produce the minutes. The Council agreed to receive the minutes in July. <b>Resolved:</b> Unanimously.	Delay till July.
140	Public participation session.	
	No items were raised by the member of the public.	
141	To Co-Opt new Councillor/s or discuss recruitment.	
	Three candidates (Lesley Grant, Alex Ryan-Pont and Ray Willis) were in attendance, they introduced themselves and gave a short resume of their skills and experience, all considered excellent candidates in different fields. Rounds of voting, as statutory, were completed until majority votes were achieved. Alex Ryan-Pont and Ray Willis were duly co-opted.	Clerk to send new Councillors pack, including of acceptance of office to co-pted.

	<b>Finance</b>	
142	To receive a short report and list of expenditure for payment on the Queen's Platinum Jubilee celebrations (as 2022/105).	
	The Council received a breakdown of Jubilee expenditure totalling £877.47, this was proposed by Cllr. Dean and seconded by Cllr. Clinch. The Council agreed a vote of thanks for Mr. Bellamy., seconded by Cllr. <b>Resolved:</b> Unanimously.	
143	To receive the financial statement (June 22) and consider invoices to be paid.	
	The RFO previously circulated the financial statement (June 22) and invoices. The Council scrutinised the invoices and the payments were proposed by Cllr. Dean and seconded by Cllr. D.Willis. <b>Resolved:</b> Unanimously.	
144	To confirm scrutiny of invoices, bank statements and internal financial controls for January, February and March 2022.	
	The Council agreed to delay scrutiny of invoices, bank statements and internal financial controls for January, February and March 2022 till July 2022.	Cllr. James to report in July.
	<b>Audit 2021-2022</b>	
145	To receive 2021-22 budget against year-end finances (or Receipts and Payment forecast 21-22).	
	With the RFO absent the Council agreed to delay the receipt of the 2021-22 budget against year-end finances (or Receipts and Payment forecast 21-22).	RFO to produce in July.
146	To confirm receipt of the Annual Internal Audit Report (IAR) and note any action points.	
	The Clerk confirmed receipt of the IAR and confirmed no points of action were required. The Clerk expressed the need for compliance to section 5.25 of 'AGAR practioners' guide 2022' - reviewing the budget against actual expenditure.	RFO to produce in regularly, at least quarterly.
	<b>To review and approve Section 1 – Annual Governance Statement 2021-22.</b>	
147.1	Approve 'Yes' to: We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. <b>Resolved:</b> Unanimously.	
147.2	Approve 'Yes' to: We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. <b>Resolved:</b> Unanimously.	

147.3	Approve 'Yes' to: We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	
	<b>Resolved:</b> Unanimously.	
147.4	Approve 'yes' to: We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	
	<b>Resolved:</b> Unanimously.	
147.5	Approve 'yes' to: We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	
	<b>Resolved:</b> Unanimously.	
147.6	Approve 'yes' to: We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	
	<b>Resolved:</b> Unanimously.	
147.7	Approve 'yes' to: We took appropriate action on all matters raised in reports from internal and external audit.	
	<b>Resolved:</b> Unanimously.	
147.8	Approve 'yes' to: We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	
	<b>Resolved:</b> Unanimously.	
147.9	Approve 'N/A' to: (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	
	<b>Resolved:</b> Unanimously.	
147.10	To approve the Section 1 – Annual Governance Statement 2021-22. Cllr. Dean proposed and seconded by Cllr. Hadley to approve Section 1 – Annual Governance Statement 2021-22.	
	<b>Resolved:</b> Unanimously.	
	<b>To review and approve Section 2 - Accounting Statements 2021-22.</b>	
148	To approve Section 2 (Accounting Statements 2021-22) of the AGAR. Cllr. Hadley proposed and seconded by Cllr. Horley to approve Section 2 – (Accounting Statements 2021-22) of the AGAR.	
	<b>Resolved:</b> Unanimously.	

149	To confirm Chairman and Clerk signing Section 1 – Annual Governance Statement 2021-22.	
	The Chairman and Clerk duly signed Section 1 – Annual Governance Statement 2021-22.	
	To confirm Chairman and Clerk signing Section 2 – Accounting Statements 2021-22.	
	The Clerk confirmed only the Chairman was required to sign Section 2 – Accounting Statements 2021-22 which they duly undertook.	
150	To receive and approve an explanation of any significant variances in 2022/148 (Section 2; Accounting Statements).	
	With the RFO absent the Council agreed to receive and review prior to submission.	RFO to circulate.
151	To receive a bank reconciliation as at 31 March 2022.	
	The RFO circulated prior to the meeting a copy of the bank reconciliation.	
152	To confirm posting the arrangements for exercise of public rights.	
	The Clerk confirmed the Notice of Exercise of public rights had been published on the noticeboards.	
	<b>Planning</b>	
153	To consider and respond to the consultation on: WNS/2022/0957/FUL: 1 Blacksmiths Hill, Aynho OX17 3AH Single storey rear extension, loft conversion including new conservation rooflights and replacement doors and windows and new shed/greenhouse to replace existing.	
	Cllr. Hadley, having signed the Declarations of Interest book, duly left the room during the discussion. The Council discussed and agreed the following response: <i>“The Council discussed the application on 6-6-22 and agreed to Support.”</i>	
154	To receive update (if any) to the consultations on developments in Cherwell: - Baynards Green warehouse development. - Oxfordshire Strategic Rail Freight Interchange (OXSRFI) at Heyford.	
	There were no further updates.	
155	To review and note other planning issues as required.	
	There were no further issues for discussion.	
	<b>Maintenance</b>	
156	To receive an update on grass cutting and the contractor.	
	Cllr. Willis reported the grass cutting and contractor was all satisfactory.	
157	To note the resignation of Peter Tustain, village maintenance contractor.	
	The Council noted the resignation of Peter Tustain.	

158	To discuss advertising for village maintenance contractor.	
	The Council discussed the need to have a contractor, potentially from outside of the village. Cllr. Willis suggested a contractor from Bodicote, the Council agreed to use on a casual basis initially, however nothing was currently needed.	
159	To receive an update on the project to survey and renew street name signs (2022/80).	
	The Council reported no survey of the name plates had yet been completed. The Clerk reported the response from WNC, that being only specific name plates as approved by WNC could be used.	
	<b>Parking, Highways and Transport</b>	
160	To approve purchase and fitting of 4 Speed camera signs at £59 per sign.	
	Cllr. Clinch proposed and seconded by Cllr. D. Willis the purchase and fitting of 4 Speed camera signs at £59 per sign. <b>Resolved:</b> Unanimously.	
161	To receive an update on MVAS data.	
	Cllr. Dean reported data on the MVAS would be delayed till July, the excessive speed on Charlton Road was discussed.	July Meeting.
162	To receive an update on PCC grant for fixed MVAS speed sign/s.	
	Cllr. Dean reported no further progress on the grant.	
	<b>Health, Wellbeing and Community Matters</b>	
163	To receive an update on the August Bank Holiday Monday 2022 car boot, event scheduled and organisers.	
	Cllr. Hadley reported the event will take place, with some general discussion on outsourcing the refreshments, renewed signage, car parking and confusion on start time.	Clerk to remove previous Carboot details from Aynho.org
	<b>Recreational Matters – sportsfield, playground and Aynho Active</b>	
164	To receive and review a vision statement for Aynho Active.	
	The Chair being absent, the Council agreed to delay till July.	July Meeting
165	To receive an update on urgent remedial action required at the pavilion.	
	Cllr. Hadley reported the fitting of smoke detectors and fire blanket. Work was still required on the outside lighting circuit. A safety assessment of the pavilion was booked for w/c 6 <sup>th</sup> June. Cllr. Hadley reported the key from the keysafe had gone missing and the lock on the righthand door had been replaced. Cllr. Horley enquired on the purchase of the green bin certificate. The Council discussed the booking and risk assessment forms required.	RFO to supply. Cllr. Clinch to forward VH copies to Cllr. Hadley.
166	To approve appointing a contractor to regularly clean the pavilion.	
	The Council discussed using the same contractor as the Village Hall, Dirty Dusters.	
167	To receive an update on any other recreational matter.	
	The Council discussed a new group, Yoga and that a gas BBQ had been donated.	

168	To note the number for the Park Club Draw.	
	The Council noted #20 (May) as the number for the Park Club Draw.	
	<b>Risk &amp; Risk Assessment</b>	
169	To confirm regular weekly inspections of play park and sports field.	
	Cllrs. Hadley and Clinch reported weekly checks. The collapsing wall was noted and ownership discussed.	Cllr. Willis to report on Streetdoctor.
170	<b>Aynho Eco</b>	
	The Council discussed planting bulbs at the village gateways, it was agreed to use funds previously approved (2022/26).	
171	<b>Grants and Fundraising</b>	
	There was nothing to discuss.	
172	<b>Farming and footpaths</b>	
	The Council discussed the timescale of opening of the deer park circular walk.	Clerk to check planning conditions.
	<b>Meetings &amp; Conferences</b>	
173	To receive feedback and actions required from the Annual Village Meeting.	
	The Council discussed feedback received. The Village Hall liaison, Cllr. Clinch, confirmed the hearing loop is constantly now on.	
	<b>Communications</b>	
174	To decide on Newsletter/website content.	
	The Council discussed and agreed: Community Speed Watch (CSW) Thanks for Platinum Jubilee.	Cllr. Dean Clerk
175	Any other business – no decisions can be made under this item.	
	There were no items to discuss.	
176	To confirm date of next meeting on Monday 4 <sup>th</sup> July 2022, 7:30pm and close.	
	<b>Resolved:</b> That next meeting of the Parish Council is on Monday 4 <sup>th</sup> July 2022 at 7:30pm and closed at 9.56pm.	