

Aynho Parish Council



Tel. : 07493 833888 (Temporary)
Email : clerk@aynho.org
Web : www.aynho.org/parish_council/
Twitter : @aynho
Postal Address : c/o Aynho Village Hall, Croughton Road, Aynho OX17 3BD

Issued: 27 June 2023

To : All Parish Councillors
From : Leslie Leighton, Chairman (acting as Clerk pro tem)

Dear Councillors,

You are hereby summoned to the **Ordinary** meeting of Aynho Parish Council in the Village Hall Committee Room, Croughton Road, Aynho, OX17 3BD on **Monday 3rd July 2023 at 7:30pm** when the following business will be transacted.

Leslie Leighton, Chairman to Aynho Parish Council

AGENDA

2023/

- | | |
|----------------|--|
| 138 | To receive and approve apologies for absence. |
| 139 | To receive declarations of interest under the Aynho Parish Council's (APC) Code of Conduct related to business on the agenda.
<small>(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business.)</small> |
| 140 | To receive and approve for signature the minutes of the Parish Council monthly meeting held on Monday 15 th May, 2023. |
| 141 | To receive and approve for signature the minutes of the Parish Council monthly meeting held on Monday 5 th June, 2023. |
| 142 | Public participation session.
<small>(Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the chairman of the meeting.)</small> |
| Finance | |
| 143 | To receive the financial statement (July 23) and consider invoices to be paid. |
| 144 | To confirm scrutiny of invoices, bank statements and internal financial controls for (Q3) November, December 2022 and January 2023 and (Q4) , February, March and April 2023. |
| 145 | Discuss an ad hoc budget for purchases of services or items in-between monthly meetings; agreeing scope, budgeted amount and approval (to spend) process. |
| 146 | Discuss and agree budget to refresh APC's HR related documents, Policies and Standing |

Please note, this is a public meeting. Copies of all council papers are available to download at www.aynho.org/parish_council/

Orders prior to recruitment of new Clerk.

Audit 2022-23

- 147 To review and agree further actions and decisions required to complete 2022-23 audit process (AGAR).
- 148 Discuss the current format for APC Minutes and what changes, if any, are required.
- 149 Discuss review of APC's current Standing Orders and Policies to update; agreeing timeline and Councillors involved.
-

Planning

Planning Applications

- 150 FYI: Tree removal (23 The Glebe Aynho) Link: <https://bit.ly/3JzhmAk>
-

RH/Aynhoe Park

- 151 To receive an update on the developments at Aynhoe Park.
- 152 To discuss issues or updates regarding parking in Aynho by RH employees, visitors and contractors parking in Aynho.
- 153 Discuss and agree how the Parish Council liaises and reports future discussions with RH going forward.
-

Recreational Matters: Sports Field, Playground and Aynho Active

- 154 Discuss the current status of the Pavilion review process and agree any actions to help expedite the review process anticipating a review of research and reporting prior to recommendations from the Parish Council in autumn 2023.
- 155 Discuss and agree implementing a trial of Scribe's booking app and functionality
- 156 Review current facilities hire charges with the intention of increasing charges for introduction later this year or January 2023.
- 157 To receive an update on the Pavilion and Sport Field maintenance tasks. Ad hoc budgets discussed and actioned under #164 below.
- 158 To receive an update on the August Bank holiday car-boot sale and actions required.
- 159 To note the number(s) for the Park Club Draw.
-

Parking and Highways

- 160 Update on the Community Speed Watch.
- 161 Update on the approved of the fixed VAS sign. (Wembley Corner).
- 162 Update of Cllrs Dean, Grant and Horley's discussions with WNC and details of actions arising.
-

Maintenance

- 163 Update on village maintenance including details of the newly scoped 12-months 'village maintenance schedule'; discussion and approval of annual or monthly budget for contractor's involvement and recruitment process.
- 164 Discuss an ad hoc maintenance budget for purchases of items in-between monthly meetings; agreeing scope, budgeted amount and approval (to spend) process. This includes #157above.
- 165 To receive an update on the village grass cutting including change to 'all areas' cuts and approval of (any) increased costs.
- 166 First discussion of grass cutting contract review and new contract tender, timed for autumn 2023.
-

Health, Wellbeing and Community matters	
167	Update of new bench purchase, agreed in June.
168	Discussion of how the Parish Council manages difficult conversations with residents to ensure good outcomes.
Grants and Fundraising	
169	All to advise
Meetings & Conferences	
170	All to advise
Communications	
171	To decide on Newsletter/website content.
172	To confirm date of next meeting on Monday 4 th September 2023, 7:30pm and close.

Information about this Agenda

The role of Clerk to Aynho Parish Council is currently vacant and, as such, the functions ordinarily completed by the Clerk are being fulfilled by Councillors until a new Clerk has been appointed. In the meantime all correspondence can be direct to the Clerk's email and the telephone number noted in the introduction.

Apologies

Apologies for absence including a general reason (i.e. illness, holiday, work etc.) should be notified to the clerk@aynho.org prior to the start of the meeting.

Declarations of Interest

Members should disclose any interests in the business to be discussed. They are also reminded that the disclosure of a Disclosable Pecuniary Interest (i.e., money) will require that the member withdraws from the meeting room during the transaction of that item of business. They should declare these either before the meeting or at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

If notified by the Clerk or any Councillor to evacuate the building, do this via the nearest available fire exit. Members and visitors should proceed to the assembly area directly in-front of the village hall and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the Clerk, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.