

Aynho Parish Council

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Minutes of the Ordinary meeting of Aynho Parish Council held on Monday 5 June 2023 at 7:30pm in Aynho Village Hall Committee Room.

Present: Chair: Leighton
 Cllrs: Dean, Grant, Horley, James, A.Ryan-Pont, D.Willis and R.Willis.

In attendance: 33 members of the public

Minutes: Mrs R E Horley

2023	Agenda Items	Decisions & Actions
106	To receive and approve apologies for absence. E Hadley.	The Council approved the apologies. Resolved: Unanimously.
107	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.	There were no declarations of interest.
108	To receive and approve for signature the minutes of the meetings held on Monday 3 April 2023.	The Council approved the Minutes of the meetings held on Monday 3rd April 2023. Resolved: Unanimously.
109	To receive and approve for signature the minutes of the Annual Parish Council Meeting and monthly meeting held on Monday 15th May 2023.	The Council agreed to defer approval until the next meeting (3 July). All to note.
110	Public participation session. Members of the public attended to share their feedback, frustrations and comments regarding RH (Aynhoe Park). The Council agreed to act as conduit for the views expressed and any questions arising	Agreed that Cllr Grant would provide details of the meeting and questions to the Parish Council's principal point of contact (at RH) and publish any responses to the issue raised and answered by RH in the newsletter.

	Cllr Horley requested a proposal to add an agenda item to the next meeting as RH will have been open to the public for a few weeks with no further problems envisaged. That we should now communicate with RH as we would any other enterprise.	Item to be added to Agenda for 03 July meeting
	Finance	
111	To receive the financial statement (June 23) and consider invoices to be paid.	Resolved: Accepted and approved
112	To confirm scrutiny of invoices, bank statements and internal financial controls for November, December 2022 and January, February, March and April 2023. Audit 2022-23	The Council agreed to review and approve, if appropriate at the next meeting (3 July). All to note
113	To confirm receipt of the Annual Internal Audit Report (IAR) and note any action points. Noting the slowness of the production of minutes of meetings and other minor admin points	Resolved: Agreed
114.1	Approve 'Yes' to: We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Resolved: Agreed
114.2	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.	Resolved: Agreed
114.3	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.	Resolved: Agreed
114.4	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.	Resolved: Agreed
114.5	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.	Resolved: Agreed
114.6	Approve 'yes' to: We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Resolved: Agreed
114.7	Approve 'yes' to: We took appropriate action on all matters raised in reports from internal and external audit.	Resolved: Agreed
114.8	Approve 'yes' to: We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-	Resolved: Agreed

	end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	
114.9	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.	Resolved: Agreed
114.10	To approve the Section 1 – Annual Governance Statement 2022-23.	Resolved: Agreed
To review and approve Section 2 - Accounting Statements 2022-23.		
115	To approve Section 2 (Accounting Statements 2022-23) of the AGAR.	Resolved: Agreed
116	To confirm the Chairman and Clerk signing Section 1 – Annual Governance Statement 2022-23.	Resolved: Agreed
117	To confirm the Chairman signing Section 2 – Accounting Statements 2022-23.	Resolved: Agreed
118	To receive and approve an explanation of any significant variances in 2023/114 (Section 2; Accounting Statements).	Resolved: Agreed
119	To confirm posting the arrangements for exercise of public rights.	Resolved: Agreed to post accounts on the website. Action: Cllr Grant
Planning Applications		
120	Planning RH/Aynhoe Park	Nothing to report
121	To receive an update on the developments at Aynhoe Park.	Addressed under item 110
122	To discuss RH employee, visitor and contractor parking in Aynho.	This action has been done and car stickers have been approved
Recreational Matters – sportsfield, playground and Aynho Active		
123	To note the number/s for the Park Club Draw. To approve purchase of padlock for the sportsfield (£19.99).	Park Club draw winner – Number 5 Purchase of padlock - Approved
124	To receive an update on the maintenance of the Pavilion and sport field, including: <ol style="list-style-type: none"> 1. Pavilion 2. General maintenance of the sports court 3. General maintenance of the changing rooms – décor and weekly maintenance 	<ul style="list-style-type: none"> • Pavilion lighting needs attention. • Frisbee golf has been removed • Play park needs minor maintenance. • Proposed agreement of pre-approval of £250/monthly to cover immediate and necessary maintenance purchases in-between Parish Council monthly meetings. Specific scope of use and decision making to be agreed.

		<ul style="list-style-type: none"> Require transparency policy and statement for instances of 'no or low cost' gifts of items donated to the Council for use in maintenance and improvements to the Pavilion. The sports field survey form sent by WNC needs completing. Cllrs R Willis and Horley agree to implement.
125	To discuss the pavilion kitchen.	The Council agreed to defer this item until a later meeting.
126	To review the booking system for the sportsfield and pavilion.	Use of Scribe's booking app was discussed. It was agreed to review and trial if no-cost trial period an option. Discuss at next meeting.
127	To review the hire costs for the sportsfield and pavilion.	<ul style="list-style-type: none"> Request from Ardley 5 aside who just need access to wc's and some storage. Suggest £400 per annum. All users (including Brackley Town) need to agree KO times to avoid parking issues. Action: Discuss rates on going
128	To receive an update on the August Bank holiday car boot sale and actions required.	Car boot date TBC. Possible 20 August or 3 Sept, if no football. Action: Chair to draft article for inclusion within the next newsletter. (see item 136) seeking (c20) volunteers for staffing of event.
Parking and Highways		
129	To receive an update on the Community Speed Watch.	Cllr Dean is still going ahead with these. There is to be one tomorrow and we have already had 3 sessions. It was busy yesterday with 35 people in one hours between 5 and 6 pm. The station is opposite the Bothy on the Croughton Rd.
130	To receive an update on the approved of the fixed VAS sign. (Wembley Corner).	Cllr Dean reported no progress but a meeting is due to be held on 20 June with all parties.
Maintenance		
131	To receive an update on village maintenance.	Cllr D Willis reported. Suggested that a schedule of works be compiled of all activities including scope and frequency of edging, trees, hedges

		maintenance with a view to handing over to someone from July.
132	To receive an update on the village grass cutting.	Cllr D Willis request that APC not do "no mow May" next year. There have been complaints that some areas have been missed and there are pockets around the village which have had to be followed up. Suggest that we don't differentiate frequency in particular areas and if we can afford to, just do the whole lot from next year onwards.
		Action: Newsletter to advise residents of what we do within the budget that we have. It costs around £50 per year per house which is a good deal. Perhaps residents could help by doing their own area in front of their house. Action: Chair to implement
	Health, Wellbeing and Community matters	
133	To approve purchase of a bench, Quotes being: £470, £329.99, £385 and £349.	Resolved: Purchase of the bench at £385
134	Meetings & Conferences	Nothing to report
135	To review the Annual Village Report and Annual Village Meeting and decide on any actions required.	Considered that meetings went well but dominated by RH just for now
	Communications	
136	To decide on Newsletter/website content.	<ul style="list-style-type: none"> • Car boot appeal (see item 128) • Re grass cutting: Advise about the equipment failure of the contractor and generally what APC do within the budget • Thank you re: the speed watch crew and results will be reported soon • Recruitment drive for a new Clerk • Park Club draw winner – #5
137	To confirm date of next meeting on Monday 3rd July 2023, 7:30pm and close.	The Council approved the next meeting on Monday 3 July 2023, 7:30pm at the Village Hall Committee room and closed at 9:40 pm. Resolved: Unanimously.
	Summary: Actions & Possible Items for Next Meeting Agenda	
	List of Actions: <ul style="list-style-type: none"> • 110 – Liaison with RH regarding public participation questions and concerns. (Cllr Grant) • 119 - Post accounts on the website (Cllr Grant) • 124 – Complete and send out form to WNC (Cllrs R Willis and Horley) 	

- 136 – Comms in the newsletter (Chair)

Matters Arising/suggested items for next agenda:

- Agree minutes of May Meeting (ref: 109)
- Agree minutes of June Meeting
- That we should now communicate with RH as we would any other enterprise (ref: 110)
- To confirm scrutiny of invoices, bank statements and internal financial controls for November, December 2022 and January, February, March and April 2023 (Ref: 112)
- Agree a float for maintenance (Ref: 124)
- Discuss pavilion kitchen (Ref: 125)
- Agree hire costs for sports field and pavilion (Ref: 127)

Information about this Agenda

Apologies for Absence: 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.