

Aynho Parish Council

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Minutes of the Ordinary meeting of Aynho Parish Council held on Monday 03-JULY 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: No Attendees.

Minutes: Leslie Leighton

2023/	Agenda Item	Decision & Actions
138	To receive and approve apologies for absence:	The Council approved the apologies. Resolved: Unanimously.
139	To receive declarations of interest under the Aynho Parish Council's (APC) Code of Conduct related to business on the agenda.	There were no declarations of interest.
140	To receive and approve for signature the minutes of the Parish Council monthly meeting held on Monday 15 th May, 2023.	The Council approved the Minutes of the meetings held on Monday 15 May 2023. Resolved: Unanimously.
141	To receive and approve for signature the minutes of the Parish Council monthly meeting held on Monday 5 th June, 2023.	The Council approved the Minutes of the meetings held on Monday 05 June 2023. Resolved: Unanimously.
142	Public participation session.	No Attendees.
	Finance	
143	To receive the financial statement (July 23) and consider invoices to be paid.	Resolved: Accepted and approved
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.	Item to be included in September's Agenda.
145	Discuss an ad hoc budget for purchases of services or items in-between monthly meetings; agreeing	It was agreed an upper limit of £250 would be allowable for purchases

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	scope, budgeted amount and approval (to spend) process.	required in-between APC Meetings, accepting approval by email is first obtained before purchase from at least five Councillors.
146	Discuss and agree budget to refresh APC's HR related documents, Policies and Standing Orders prior to recruitment of new Clerk.	Resolved: Accepted and approved budget up-to £350.
	Audit 2022-23	
147	To review and agree further actions and decisions required to complete 2022-23 audit process (AGAR).	No Actions Required.
148	Discuss the current format for APC Minutes and what changes, if any, are required.	It was agreed to continue with current format detailing 'Decisions and Actions'.
149	Discuss review of APC's current Standing Orders and Policies to update; agreeing timeline and Councillors involved.	It was agreed to review all current Standing Orders and Policies including review of any new SO&P that maybe required. Cllr Grant agreed to lead.
	Planning	
	Planning Applications	
150	FYI: Tree removal (23 The Glebe Aynho) Link: https://www.aynho.org.uk	No Actions
	RH/Aynhoe Park	
151	To receive an update on the developments at Aynhoe Park.	No issues of note. It was agreed to raise the issue of safety for staff walking from Station Road to AP, especially during autumn and winter periods.
152	To discuss issues or updates regarding parking in Aynho by RH employees, visitors and contractors parking in Aynho.	Cllr. Dean continues to liaise with RH regarding staff and contractor parking in areas across the village.
153	Discuss and agree how the Parish Council liaises and reports future discussions with RH going forward.	It was agreed the current arrangements are effective and, as such, it was agreed to continue. Cllrs. Dean & Grant to manager and advise APC as necessary.
	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.	It was agreed to meet later in July to discuss the current review findings and agree an allocation of tasks across the Council to help fulfil the review process more fully.
155	Discuss and agree implementing a trial of Scribe's booking app and functionality	Cllr. Ryan-Pont agreed to explore the app's suitability and possible use.
156	Review current facilities hire charges with the intention of increasing charges for introduction later this year or January 2023.	It was agreed the current sports and Pavilion charges need increasing, with the likely introduction of rates phased-in from January 2024. Review process to

		be implemented in Q4-2023.
157	To receive an update on the Pavilion and Sport Field maintenance tasks. Ad hoc budgets discussed and actioned under #164 below.	Currently the sports field has a rabbit problem, Cllr. Ray Willis agreed to explore options to mitigate the problem.
158	To receive an update on the August Bank holiday car-boot sale and actions required.	It was agreed the Car Boot could go ahead accepting the need to recruit sufficient volunteers to manage the event. Provisional date: 21 August.
159	To note the number(s) for the Park Club Draw.	Winning Numbers drawn: #84 (July) & #88 (August)
	Parking and Highways	
160	Update on the Community Speed Watch.	Cllr. Dean confirmed the possibility of the CSW scheme being allocated to Aynho again in 2024. Dates to be advised.
161	Update on the approved of the fixed VAS sign. (Wembley Corner).	No Actions yet, pending possible funding from WNC.
162	Update of Cllrs Dean, Grant and Horley's discussions with WNC and details of actions arising.	Cllrs. Dean, Horley and Grant outlined the scope of possible improvements by WNC to the B4100 through the village. Further updates will be given as WNC develop their proposals.
	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.	It was agreed Cllr. Ray Willis would draft a schedule of works by month/season for discussion at September's meeting.
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 #157 above.	It was agreed an upper limit of £250 would be allowable for purchases required in-between APC Meetings, accepting approval by email is first obtained before purchase from at least five Councillors.
165	To receive an update on the village grass cutting including change to 'all areas' cuts and approval of (any) increased costs.	Cllr, Dawn Willis to advise likely increase of charges with changed scope to now being 'all areas' at each cut.
166	First discussion of grass cutting contract review and new contract tender, timed for autumn 2023.	It was agreed to review more fully and agree actions at September's meeting.
	Health, Wellbeing and Community matters	
167	Update of new bench purchase, agreed in June.	Cllr Dawn Willis to confirm costs; spending approved at previous meeting.
168	Discussion of how the Parish Council manages difficult conversations with residents to ensure	It was agreed to review current SO&P to identify whether these are adequate of if

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	good outcomes.	a new SO&P is required.
	Grants and Fundraising	
169	All to advise	No Actions
	Meetings & Conferences	
170	All to advise	No Actions
	Communications	
171	To decide on Newsletter/website content.	Items include Car Boot, CSW and Park Club Draw.
172	To confirm date of next meeting on Monday 4 th September 2023, 7:30pm and close.	

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.