

# Aynho Parish Council



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**Issued: 29 August 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 4<sup>th</sup> SEPTEMBER 2023 at 7:30pm** when the following business will be transacted.

Leslie Leighton, Chairman to Aynho Parish Council

## AGENDA

2023/

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|----------------|--|
| 180            | To receive and approve apologies for absence.  |
| 181            | To receive declarations of interest under the Aynho Parish Council's (APC) Code of Conduct related to business on the agenda.<br><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> |
| 182            | To receive and approve for signature the minutes of the Parish Council monthly meeting held on Monday 03 <sup>RD</sup> JULY, 2023.   |
| 183            | To receive and approve for signature the minutes of the Parish Council monthly meeting held on Monday 04 <sup>th</sup> AUGUST, 2023.   |
| 184            | Public participation session.<br><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>  |
| <b>Finance</b> |  |
| 185            | To receive the financial statement (September 23) and consider invoices to be paid.  |
| 186            | 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.  |
| 187            | Update of review progress for APC's HR related documents, Policies and Standing Orders prior to recruitment of new Clerk.  |
| 188            | Update of recruitment process for new Clerk to the Parish Council.   |
| 189            | Update of review progress of APC's current Standing Orders and Policies.   |

### Planning

Please note, this is a public meeting. Copies of all council papers are available to download at [www.aynho.org/parish\\_council/](http://www.aynho.org/parish_council/)

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|-----|--|
| 190 | Planning Applications<br>None Received.  |
|     | <b>RH/Aynhoe Park</b>  |
| 191 | To receive an update on developments at Aynhoe Park.   |
|     | <b>Recreational Matters: Sports Field, Playground and Aynho Active</b>   |
| 192 | Update of progress of the Pavilion review, and agree any necessary actions arising.  |
| 193 | Update of trial use of Scribe's booking app and functionality  |
| 194 | Agree process and timelines for review of the sports and Pavilion hire charges for 2024.   |
| 195 | To receive an update on the Pavilion and Sport Field and playground maintenance tasks, including annual safety report and maintenance requirements and recommendations.      |
| 196 | To discuss fund-raising ideas for enhancements to the sports and Pavilion.   |
| 197 | To note the number(s) for the Park Club Draw.  |
|     | <b>Parking and Highways</b>  |
| 198 | Update of WNC's progress with plans to improve the B4100 through the village.  |
|     | <b>Maintenance</b>   |
| 199 | Update on village maintenance schedule; discussion and approval of annual or monthly budget for contractor's involvement and recruitment process. To include village hedges. |
| 200 | To receive an update on the village grass cutting including change to 'all areas' cuts and approval of (any) increased costs.  |
| 201 | First discussion of grass cutting contract review and new contract tender, timed for autumn 2023.  |
|     | <b>Health, Wellbeing and Community matters</b>   |
| 202 | Update of defib and proposal to replace with new unit funded by APC and/or grants, if available.   |
| 203 | Update of new bench purchase, agreed in June.  |
| 204 | Discuss the Impact of Royal Mail's change to once daily collections and any actions required.  |
|     | <b>Grants and Fundraising</b>  |
| 205 | All to advise  |
|     | <b>Meetings &amp; Conferences</b>  |
| 206 | All to advise  |
|     | <b>Communications</b>  |
| 207 | Clarify the usage of email addresses using the aynho.org domain name and to review recent allocations.   |
| 208 | To decide on Newsletter/website content.   |
| 209 | To confirm date of next meeting on Monday 2 <sup>th</sup> October 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](mailto: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.