

# Aynho Parish Council

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Minutes of the Ordinary meeting of Aynho Parish Council held on Monday 04-SEPTEMBER 2023 at 7:30pm in Aynho Village Hall Committee Room.

Present: Chair: Cllr. Leighton  
Cllrs: Dean, Horley, James, Grant, Hadley and Ryan-Pont.

In attendance: No Attendees.

Minutes: Leslie Leighton

2023/	<b>Agenda Items</b>	<b>Decisions &amp; Actions</b>
180	To receive and approve apologies for absence.	The Council approved the apologies. Resolved: Unanimously.
181	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.
182	To receive and approve for signature the minutes of the Parish Council monthly meeting held on Monday 03 <sup>RD</sup> JULY, 2023.	The Council approved the Minutes with removal of Cllr Horley name as being in attendance. Resolved: Unanimously.
183	To receive and approve for signature the minutes of the Parish Council monthly meeting held on Monday 04 <sup>th</sup> AUGUST, 2023.	The Council approved the Minutes with removal of Cllr Horley name as being in attendance. Resolved: Unanimously.
184	Public participation session.	No Attendees.
	<b><u>Finance</u></b>	
185	To receive the financial statement (September 23) and consider invoices to be paid.	Resolved: Accepted and approved
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	The Council agreed to defer approval until the next meeting (04 Oct). All to note.

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	April 2023.	
187	Update of review progress for APC's HR related documents, Policies and Standing Orders prior to recruitment of new Clerk.	Review of current documents to identify what updates needed. Cllr. Grant to liaise with RFO regarding any past documentation that may assist the process.
188	Update of recruitment process for new Clerk to the Parish Council.	Following the completion of work required for #187, the recruitment process would start.
189	Update of review progress of APC's current Standing Orders and Policies.	Currently work-in-progress, with the objective of drafting any updates required by/before end 2023/24 year.
	<b>Planning</b>	
190	Planning Applications None Received. RH/Aynhoe Park	No Actions Needed.
191	To receive an update on developments at Aynhoe Park.	Cllr Grant gave update. It was agreed to approach RH regarding concerns of LCV and HGV accessing the site via the entrance on Wembley Corner and H&S issues of RH staff walking to/from current car park on Station Road. And suggested use of 'no car parking' signs on Roundtown. Cllr Grant to action.
	<b>Recreational Matters: Sports Field, Playground and Aynho Active</b>	
192	Update of progress of the Pavilion review, and agree any necessary actions arising.	Cllr Hadley proposed allocation of Councillors to specific tasks for the review process. It was agreed by majority vote these allocations would be adopted.
193	Update of trial use of Scribe's booking app and functionality	Cllr Ryan-Pont agreed to liaise with RFO regarding possible use of Scribe's booking add-on.
194	Agree process and timelines for review of the sports and Pavilion hire charges for 2024.	It was agreed a full review of hire and other fees would be implemented informed by current and projected costs of maintaining the resource. The objective being to announce new costs from April 2024 (new APC financial year) with users informed in January 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.	Cllr Leighton read Cllr R Willis (email) update including actions required. It was agreed to ask the RFO to look back for details of the sunken trampoline installation contractor.
196	To discuss fund-raising ideas for enhancements to the sports and Pavilion.	Cllr. Grant and Hadley outlined the idea of fund raising events for 02-December, with an afternoon event for children and families for Christmas Tree switch-on, and an evening

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		event at the Village Hall for adults. It was agreed to stage these events and Cllr Grant and Hadley to explore what costs might need to be covered ahead of the event, with any monies advanced recovered from profits and the balance used for sports and Pavilion enhancements.
197	To note the number(s) for the Park Club Draw.	The APCD number was confirmed.
	<b><u>Parking and Highways</u></b>	
198	Update of WNC's progress with plans to improve the B4100 through the village.	No Updates, to date.
	<b><u>Maintenance</u></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.	Cllr. Horley forwarded Maintenance Schedule (from Cllr R. Willis); it was agreed to review at October's meeting with details of costs and time allocations.
200	To receive an update on the village grass cutting including change to 'all areas' cuts and approval of (any) increased costs.	Agreed to revisit at October's meeting.
201	First discussion of grass cutting contract review and new contract tender, timed for autumn 2023.	Agreed to revisit at October's meeting.
	<b><u>Health, Wellbeing and Community matters</u></b>	
202	Update of defib and proposal to replace with new unit funded by APC and/or grants, if available.	Cllr. Hadley outlined a new Defib unit was needed given the previous unit now doesn't work. Replacements costs are £650, using the battery and case from the previous unit. The proposed cost (£650) was approved.
203	Update of new bench purchase, agreed in June.	It was agreed to pass details of the approved bench to be purchased to the RFO to arrange payment.
204	Discuss the Impact of Royal Mail's change to once daily collections and any actions required.	No Actions Arising.
	<b><u>Grants and Fundraising</u></b>	
205	All to advise	Cllr Hadley, Grant and Leighton agreed to examine opportunities to source grants for Sports Field Defib and 02-December community events.
	<b><u>Meetings &amp; Conferences</u></b>	
206	All to advise	No meetings or conferences advised.
	<b><u>Communications</u></b>	
207	Clarify the usage of email addresses using the aynho.org domain name and to review	Cllr Leighton confirmed the current use of @aynho.org emails including email forwards

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	recent allocations.	where used. It was agreed to examine other options for email hosting given a number of complaints regarding the robustness of the current email service.
208	To decide on Newsletter/website content.	First announcement (details to follow) of 02-December events – Christmas Tree (afternoon) and Adults (evening) events.
209	To confirm date of next meeting on Monday 2 <sup>th</sup> October 2023, 7:30pm and close.	

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## 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](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.