

Aynho Parish Council

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Issued: 31 OCTOBER 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 6TH NOVEMBER 2023 at 7:30pm when the following business will be transacted.

Leslie Leighton, Chairman to Aynho Parish Council

AGENDA

2023/

245 To receive and approve apologies for absence.

246 To receive declarations of interest under the Aynho Parish Council's (APC) Code of Conduct related to business on the agenda.
(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.)

247 To receive and approve for signature the minutes of the Parish Council monthly meeting held on Monday 02nd October, 2023.

248 Public participation session.
(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.)

Finance

249 To receive the financial statement (November 2023) and consider invoices to be paid.

250 To confirm scrutiny of invoices, bank statements and internal financial controls for Q3 & Q4, 2022/23 and Q1 and Q2 2023/24.

251 Discuss the draft budgets for 2024/25 prior to setting the precept

APC: Policies, Standing Orders & Procedures

252 Update of review progress for APC's HR related documents, Policies and Standing Orders prior to recruitment of new Clerk.

253 Update of recruitment process for new Clerk to the Parish Council.

254 Update of review progress of APC's current Standing Orders and Policies.

255 Review the practice of Parish Council meetings being audio and video recorded by Parish

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

Councillors and members of the public.

Planning

256 Planning Applications

257 None Received, to date. Any Applications received subsequently may be included for discussion at the meeting.

RH/Aynhoe Park

258 To receive an update on developments at Aynhoe Park.

Recreational Matters: Sports Field, Playground and Aynho Active

259 Update of progress of the Pavilion review and agree any necessary actions arising.

260 Agree process and timelines for review of the sports and Pavilion hire charges for 2024.

261 Update of trial use of Scribe's booking app and functionality

262 To receive an update on the Pavilion and Sport Field and playground maintenance tasks, including necessary updates to the Pavilion electrics and other maintenance works to the Playpark facilities.

263 To discuss fund-raising ideas for enhancements to the sports and Pavilion.

264 To note the number(s) for the Park Club Draw.

Parking and Highways

265 Update of WNC's progress with plans to improve the B4100 through the village.

Maintenance

266 Update on village maintenance schedule and current and projected costs to year-end.

267 To receive an update on the village grass cutting and discuss the option to continue the current contract for one more year, or implement a new contract tendering process.

268 Maintenance needs of the Village 'Stocks' on Roundtown

Health, Wellbeing and Community matters

269 Update of defib purchase and commissioning, and updates of grants available for new unit at the sports field.

270 Update of new bench purchase, agreed in June.

271 To discuss and agree ideas, actions and costs (to implement) for Christmas event(s) for fund raising and community involvement.

272 Discuss and approve annual payment of Remembrance Day wreath by Parish Council on behalf of residents. Initial budget £75 annually, with budget to be reviewed and increased as needed.

Grants and Fundraising

273 All to advise

Meetings & Conferences

274 All to advise

Communications

276 To review alternative providers, solutions and costs for the current email hosting and what actions are appropriate.

277 To decide on Newsletter/website content.

278 To confirm date of next meeting on Monday 4th DECEMBER 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.