

2015 – Sheet 23

Minutes of a Meeting of Tackley Parish Council held on 5th October 2015 at 7.00p.m. in Tackley Village Hall.

Present:

June Collier (JC) (Chairman)

Paul Joslin (PM) Vice Chairman)

Councillors Elizabeth Marshall (EM), John Cook (JCK), Les Summers (LS), Neil Wilson (NW),

District Councillor Charles Cottrell Dormer (CCD)

	Action
<p>15/060 Apologies for Absence County Councillor Ian Hudspeth (IH)</p>	
<p>15/061 Declarations of Interest None</p>	
<p>15/062 Confirm Minutes of meetings held on 7th September 2015. JCK proposed that the minutes be accepted and RG seconded. All in favour and the minutes were therefore signed by J C.</p>	
<p>15/063 Matters arising from the minutes 07/09/2015 <u>Potholes at Church Hill (15/053)</u>– I H had copied in the Parish Council on an email he had sent to the Highways Department of the County Council showing pictures of the affending potholes and therefore reporting them for repair. <u>Hedge at Angelina’s Corner(15/053)</u> – It was agreed that the clerk would remind Ian Hudspeth about this matter and also mention the piece of hedging at Rousham Gap looking south where visibility is impaired. <u>School Ditch</u> – (15/053) The issue with the school ditch is ongoing and I H reported to the clerk via email that he was still investigating the matter and that it was proving difficult to sort out. <u>Issue of Cars parked on the verge at Sturdys Castle (15/054)</u> – CCDormer has spoken to Kim Smith from WODC and she has this matter in hand. <u>Advice about Bank accounts (15/054)</u> – The Clerk has been investigating different bank accounts, but with little success. It seems that there aren’t any better deals out there. LM suggested that the clerk looks at the Unity Bank</p>	Clerk

Clerk

as they may have a bank account, which may benefit the council.

Footpath Report (15/056) – NW has had an informal chat with the estate. There are lots of proposed projects involving the footpath, however it may be January before any real progress will be forthcoming as clearing and cutting back would be better done in the winter before the new growing season. NW will also talk to John Harding.

NW

Villages Benches (15/056) – JC has spoken to Nigel Plumridge from Green Scythe and they have agreed to clean and treat the village benches and to carry out any repairs.

Noticeboards (15/056) – PJ reported that one of the noticeboards has been repaired and the other noticeboard doors are being manufactured and will be fitted shortly.

Tackley Nature Reserve Noticeboard (15/056) – NW said that this job is ongoing but in hand.

Hedge at No. 21 Medcroft Road (15/056) – The clerk reported that a letter had been sent to the property owner asking for the hedge to be trimmed.

Network Rail Bridge Feasibility Study 15/056) - RG reported that it is still unknown whether this study is necessary.

FGW Customer and Community Fund 15/056) – RG reported that there is a meeting planned with himself, Richard Mcrory, Network Rail and FGW. No date has been confirmed.

Trees by school pond (15/056) – JC reported that she had spoken to Phil Plumridge and he has agreed to trim the trees. Parish Council will pay for this work as the trees belong to the Parish.

Annual Tree Report for Village (15/058) - JC reported that he had received a quote from Boward Oxford LTD, to do a Duty of Care survey of trees owned by Tackley Parish Council (approx. 40 trees). The quote for this annual report is £612.00 including VAT. PJ proposed we accept this quote and go ahead with appointing Boward Oxford Ltd to carry out the work. NW seconded. All in favour.

Green Scythe Contract (15/058) – The clerk reported that a

<p style="text-align: center;">2015 – Sheet25</p> <p>copy of the present contract with Green Scythe has been obtained. Green Scythe have been asked to quote for the new contract. Two more companies have been found and they will be asked to quote for the new contract as well. CCD advised that WODC are setting up a new company to do ground maintenance. The clerk will investigate this.</p> <p><u>Salt grit bin for Twynhams/St Nicholas/ St Johns (15/059)</u> The Clerk reported that a request had been sent to Winter Preparation Department of WODC for a new Salt grit bin for Twynhams/ St Nicholas/ St Johns.</p> <p><u>Newsletter update (15/059)</u> – LS reported that he now has an arrangement with the Tackley Newsletter and there will be a summary of meetings of Tackley Parish Council in the next edition.</p> <p><u>Welcome to Tackley Pack (15/59)</u> – NW reported that the process of producing a Welcome to Tackley Pack was underway and he was looking for small articles from Tackley organisations and clubs.</p>	Clerk
<p>15/064 To consider County Council matters</p>	
<p>15/065 To consider District Council matters JCK asked CCD about the refusal for planning permission of the Woodstock development. CCD thought that there would be an appeal. One of the reasons for the refusal was the proposed shopping centre, which would have a dramatic effect on Woodstock Town Centre.</p>	
<p>15/066 Community Asset progress PJ reported that a surveyor (Jonathan Longdon) had been appointed to carry out a survey of the Gardiner’s Arms. The cost of this survey will be £1250 plus VAT. The valuation of the property will follow. PJ had also spoken to the agent to register the Parish’s interest in purchasing the pub. The surveyor will contact the agent direct. LS proposed that the Parish Council pay for the survey initially. LM seconded. All in favour.</p>	
<p>15/067 To consider planning matters JCK commented that the refusal of planning permission for the Balliol Farm Development did not mention the number of houses involved in the application.</p>	
<p>15/068 To consider matters of Finance</p>	

Report on Fixed Asset Review

The Clerk reported that in the end of year accounts the Fixed Asset Register was incorrect. The Playground had been entered at an estimated value of £100,000. However, when a qualification was raised by the External Auditors a more detailed Fixed Asset review was done. When the playground equipment values were taken from the invoices and the ground work and labour were not included, then the Fixed asset register is now valued at £102,237.02. It is proposed that this register is reviewed in February to insure that it is complete and correct for next year's audit.

VAT Reclaim Forms

The clerk reported that in the process of reviewing the VAT reclaims, and following the comments of the internal auditor in the last quarter's audit a few mistakes were discovered in the last two VAT Reclaim Forms. The clerk has rectified these mistakes into VAT reclaims. One for the period up to the end of March 2015 and the other for the period from 1st March 2015 to 30th September 2015.

Risk Assessment and Management (financial)

A risk assessment has been prepared but is by no means complete. This Risk assessment will be circulated to all the councillors for consideration and a more comprehensive risk assessment will be discussed at the next surgery and beyond. It is proposed that the Risk Assessment process starts soon so that it is ready and complete by the end of year.

Review of Budget

Owing to a formula error the budget which had been prepared was not correct. It was proposed that a new budget review would be prepared correcting the error. However the principle of the budget was accepted.

Ratification of appointment of PAYE agent

Kim Placko has been appointed as the PAYE agent for the Parish Council. The cost of this service is £100.00 plus VAT. Acceptance of appointment was proposed by Councilor Robin Gibbons and seconded by Councilor June Collier. All in favour.

Ratification of payments

Cheque no

101473 – Green Scythe - £975.56

101474 – Tackley Methodist Church grant - £1000.00

101475 – Clerk’s September wages - £320.71

101476 - Clerk’s reimbursement for membership to
Society of Local Council Clerks- £82.00

101477 – HMRC employer on cost - £181.81

LS proposed ratification of these payments. Seconded by
LM. All in favour.

15/069 To consider other matters

Robin Gregory and Jamie Gregory did a presentation to the council about purchasing a community Apple Press. They were asking for a contribution of money towards the cost. The total cost of the equipment would be £700.00. They have pledges of £330.00 and were asking for the remainder from the Council. After some discussion and some reservations expressed by PJ and JCK it was proposed by NW that a grant be made. Seconded by RG. LM, NW, RG and JC were in favour. PJ objected to the proposal. LS abstained.

15/070 To consider other matters

JC reported that a Poppy wreath had been ordered for the Remembrance day service. A donation to Royal British Legion will follow. Normally £100.

15/071 To consider matters from the floor

None.

Meeting closed at 20.35

Signed

Date