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Minutes of a Annual General Meeting of Tackley Parish Council held on 9th May 2016 at 7.00p.m. in Tackley Village Hall.

Present:

June Collier (JC) (Chairman)
 Paul Joslin (PM) Vice Chairman)
 Councillors Liz Marshall (LM), John Cook (JCK), Les Summers (LS), Neil Wilson (NW),

Meeting declared open at 7.00pm

	Action
<p>16/52 Apologies for Absence None</p>	
<p>16/53 Declarations of interest None</p>	
<p>16/54 Election of Chairman PJ proposed JC for the chairmanship. JCK seconded and all were in favour. Councillor June Collier was elected the chairman.</p>	
<p>16/55 Election of Vice Chairman JC proposed PJ as Vice Chairman. RG seconded and all were in favour. Councillor Paul Joslin was elected the Vice Chairman.</p>	
<p>16/56 Allocation of other responsibilities Bus Representative – NW Railway Representative – RG with Richard McCloroy Budget review – JCK School Liaison – LM Playground reporting – LM Village Hall representative – LS Internal Checker – LM Airport Representative – Marl Crocker Planning Liaison – JCK</p>	

<p style="text-align: center;">2016 – Sheet 30</p> <p>16/57 To confirm the minutes of the meeting held on 11th April 2016. After some discussion it was decided that the amendments hadn't been added and that the signing off of the minutes should be postponed until the next meeting.</p>	
<p>16/58 Declarations of Interest None</p>	
<p>16/59 County Council Matters The main issue for the County Council is the reorganization. On 18th April, after the Districts announced that they had commissioned PwC to conduct their study, the county council set out that they were willing to halt their procurement and join that piece of work, to ensure best value for taxpayers. This study will be published in June/July. There will be a bid developed in Autumn, when a decision will be made as to the reorganization. NW asked about the white line painting at junctions. IH said that as the funding was limited only white lines at junctions were painted these days unless there was a safety issue. NW said that the junction at the top of Sturdys Castle was a safety issue and it would be good if the arrows in the turnings in the middle of the road could be painted as it is unclear who has right of way. IH noted this concern.</p>	
<p>16/60 District Council Matters CCD said that the Lower Heyford development for 5000 houses has been stopped by Corpus Christi College. The West Oxfordshire District Council are electing a new chairman tomorrow. There are three candidates. NW said that he had noticed that Strudy's castle car sales have started to put cars on the verges again. CCD asked the clerk to write to Kim Smith at WODC to report this problem again.</p>	
<p>16/61 Planning matters JCK reported that the Street Farm Development has finally had its approval issued. The Parish Councils attempt to get conditions attached to the development to benefit the village were not heeded to. The legal document has been issued. Balliol Farm Development appeal is in September 2016. The District Council has published its case on their website.</p>	

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72 Rousham Road and 35 Nethercote Road have both been approved.
A while ago Jeremy Charlett from West Oxfordshire District Council Planning Department suggested that he visit to tell us more about hoe the planning department work. JCK suggested that we arrange for a visit. The clerk will email him and ask him to attend a surgery.
Neighbourhood plan – There was a short discussion about a neighbourhood plan. JCK, JC and JF attended a roadshow about Neighbourhood plans. It will take approx. 3 years to produce a plan and it is not clear how much use it would be. It was agreed that we would wait until after the Balliol Farm Development Appeal.

16/62 To consider Parish Amenities

Jubilee Garden - There was a discussion about the work that had been done at Jubilee gardens. It was felt that the brushes need to be cut back more and the brambles needed to be taken out of the top of the growth. LS agreed to formulate an email to Green Scthye and circulate it for comment.

Land Registry – There are several pockets of land which are registered with the Commons Land Registry. It was decided that all five pieces of land should be registered with the Land Registry.

JCK asked whether the Parish Council was responsible for the small piece of land which runs from the last bungalow on the right of Harborne Road and Jubilee gardens. JC confirmed that it was the responsibly of Parish Council although the local residents had been taking care of the ground.

Playground Report – LM reported that an inspection of the playground. There are areas of the playground which need some re-seeding of the grass. The grass on the top of tunnel has worn down to the corrugated tin. Also at the side of ramp by the Zip wire the concrete is visible and may need some attention.

Heath Lay-by – JC reported that she had spoken to OCC to ask permission to put down some hard core at the Heath Layby. They said that we needed to talk to highways. We are now waiting for a reply from them. There didn't seem to be any reason why we shouldn't put some hard core down.

Paddock on the corner of Medcroft Road /Nethercote road.

JC suggested that we register this paddock as a Community Asset. Everyone thought this was a good idea.

Drain and paving slabs – The new French drain has been finished and is working well and the paving slabs have been relaid. LS thought that the paving slabs were still not satisfactory. However it was decided that the council had made a sufficient effort to rectify any potential accidents.

16/63 Matters of Finance

Annual Return

The Annual Return Section 1 – Annual Governance Statement 2015/16 was read out by the clerk and the council agreed the answers.

The Annual Return Section 2 – Accounting Statement 2015/16 was read out by the clerk and council agreed the figures.

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		2015/16	This Year 2015/16
1	Balances brought forward	32,428	£32,428.68
2	(+) Annual precept	22,433	£22,433.88
3	(+) Total other receipts	26,896	£26,896.09
4	(-) Staff costs	3,534	£3,499.00
5	(-) Loan interest/capital repayments	-	£0.00
6	(-) Total other payments	49,910	£49,945.39
7	(=) Balances carried forward	28,314	£28,314.26
8	Total cash & investments	28,314	£28,314.26
9	Total fixed assets	102,935	£102,935.97
10	Total Borrowings		£0.00

Both sections were signed by the clerk and the Chairman.

Year End Audit report - The year end report was read out and the following points were raised.

The Issues raised at the audit completed for Quarter 3 were checked and closed.

1. **Issue 1 – Q3:** It was noted that a Risk Management Policy had been created to replace the original Risk Assessment Register and it appeared to cover all eventualities.

2. **Issue:** Insurance – adequacy of cover

Action: Levels of cover will need to be reviewed on renewal in June with particular reference to playground equipment and sports equipment owing to the more accurate costings available and the development of facilities during the year.

NB – The insurance review has been completed and the insurance company has been contacted to increase the insured amount of playground equipment to £75,000, and mower and machinery has been reduced to £500. This made no difference to the premium.

3. **Issue:** Monitoring status of Play Area.

A Playground examination checklist is now in place and monthly checks were started from 16 March 2016; some minor issues have been noted. It is not clear how these issues can be easily followed through in their current method of recording or what action is required if any.

Action: Further development of the list is needed to record the issues raised more clearly and to include a note whether action is required or not. If action is required this should be detailed, raised, action agreed at a Parish Council meeting and completion of action recorded. The information should be logged in such a manner that the history of each issue can be easily traced until cleared.

The title of the document needs to be amended to reflect that it is a monthly inspection checklist.

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4. **Issue:** Transparency Code not being fully met as per document “Changes to the smaller authorities’ local audit and accountability framework: a guide, March 2015.”

Action: The Code requires the following information, relating to the authority and previous financial year to be published annually no later than 1st July. The items listed below are those not currently being adequately covered.

- annual governance statement and internal audit report (as contained in the annual return)
 - A copy of the bank reconciliation for the relevant financial year
- A list of councillor or member responsibilities

NB this has now been addressed and the councilors responsibilities will also be published soon.

5. **Issue:** Minute 16/07 refers to budget being further reviewed once the Risk Assessment and Assets Registers had been completed. This does not appear to have been done. Minute 16/31 makes no reference to a review taking place.

Action: Fully review the budget statement and consider whether the potential for the following expenditure has been taken into account:

- Work required to rectify blocked land drain outside Shop
- Relaying of paving slabs outside Village Hall
- Appointment of Trustees for Village Hall (potential of £2500)
- Speed Monitor (minute 15/080 refers but cannot identify in budget sheet)
- Treatment of bracken on Tackley Heath

These are all items that have been raised in the Council Minutes as potentially requiring action. It should be clear in the Budget where allowance for such items have been allocated.

6. **Issue:** Document “Governance and Accountability for Smaller Authorities in England, March 2016” Section 1, item 1.8 Budgeting states:

“It (The authority) needs to monitor actual performance against its budget during the year, taking corrective action where necessary”. This is currently no evidence of this taking place when items of expenditure are being approved for payment.

Action: In particular, non-standard payments such as the Apple Press should be reviewed with reference to the budget figures and, once approved, adjustments made accordingly. The budget is a living document and should be reviewed against actual expenditure regularly and this should be recorded in the minutes.

It is very important that the budget is used to help control financial

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spending as it is a key risk management tool and should highlight any potential financial problems well in advance. This will become more important as the financial reserves decrease.

7. **Issue:** Risk Management Policy: Paragraph 7.1 says Assets Register will identify those assets, which are insured but the register does not do this.

Action: Either mark those assets which are insured or cover all assets in insurance document.

8. **Issue:** Standing Orders and Risk Management Policy are only dated on the first page, have no page numbers or document identifier which could lead to document control problems.

Action: Put date or document identifier and page number on each page of both documents.

NB this has now been rectified.

9. **Issue:** Standing Order 3.2 states that "Councillors will be issued with a copy of 'The Good Councillors Guide' upon adoption of this [Risk Management] Policy" but this has not been done.

Action: Issue the document to all Councillors as soon as possible.

NB. All the councilors have been issued with an electronic version of this document.

Ratification of Payments

Chq 101518 – Oxfordshire County Council – Allotment rent - £50.00

Chq 101519 - Tackley Village Hall – hall rental - £48.00

Chq 101520 – Clerk wages April - £355.59

Chq 101521 – Aon UK ltd – Insurance policy - £398.14

Chq 101522 – Scrapped cheque

Chq 101523 – Julie Farren – Reimbursement for outside tap and keys for allotment - £37.75

The clerk checked with JCK that all these payments were within budget. JCK confirmed that that was the case.

NW proposed that the payments be made and LM seconded. All in favour.

16/64 Other Business

Queens 90th birthday Coins – LM reported that the commemorative coins for the school children were being ordered this week.

BT Fibre Optic – An advertising document from BT has been circulated and the general opinion was that it would be good to talk to their representative. The clerk was asked to contact BT to arrange a meeting at a surgery.

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16/65 - Any other business from the floor.

Mrs Margaret Lindley presented the Council with a beautiful picture, which had been hand painted by herself of some wild flowers which grow on Crecy Hill Reserve. PJ thanked her on behalf of the council. Mrs Lindley asked that the picture be displayed somewhere safe. It was agreed that it would be displayed in the Committee Room which is locked most of the time. PJ suggested that the council make a contribution to a charity of Mrs Lindley's choice.

The meeting was closed at 8.36pm

Signed

Date