

Begbroke Parish Council

Clerk to the Council: Jeffrey Wright, 27 Willow Way, Begbroke, Kidlington, Oxfordshire. OX5 1SD.

e-mail at: begbrokeclerk@btinternet.com

Minutes of the ANNUAL PARISH MEETING (AGM) of Begbroke Parish Council held at Begbroke Village Hall on Tuesday 9th May 2017 at 7.00pm.

1 Present:

1.1 Cllr Malcolm Ryder (Chair) Cllr David Wintersgill (vice Chair); Cllr Ellis Davies; Cllr Leslie Allen; Cllr Lindsay Gregory; Jeffrey Wright - Clerk; 10 Begbroke electors

2 Apologies:

2.1 Cllr Beverly Napier

3 Declaration of disclosable pecuniary Interests, gifts or hospitality:

3.1 None

4 Read and Confirm Minutes of Last Meeting

4.1 The minutes of the Annual Parish Meeting (AGM) held on 10th May 2016 were read and confirm

5 Matters arising

5.1 There were no matters Arising from the minutes of last Annual Parish Meeting (AGM)

6 Chairman's Report for 2016-17

6.1 Chairman's report

The chairman said the parish council had been dealing with the land Registry and the owners of Orchard House regarding a claim for adverse possession. This related to land at the front and to the side of the property. The parish council and the church were objectors and had suffered considerable financial costs in legal fees as a result. However, it was considered essential to object, especially as the footpath commenced some way in from the gate at the church wall boundary and users needed to be assured of continued access. The parish council had provided evidence such as 1910 finance Act documents, maps from the 1800's and photographs, that show St Michaels Lane had been highway beyond the gate that a previous owner had erected. The land registry had ruled out part of the claim leaving the parties to negotiate some areas. Mr Miles had now registered a small area under his car port. The discussions continue and the issues are complex. The consensus of the meeting was that the parish council and the church authorities should continue their objections and to arrive at a suitable agreement. The county council had been of little assistance in the matter.

The chairman wanted to continue planting wild flowers in the village, especially Begbroke lane. He was particularly interested in developing the population of pollinators such as bees. He thanked Terrance Saxton for the upkeep of the bus shelters and Cllr Wintersgill for the upkeep of the flower planters and water butts. He welcomed village organisations to apply for grants and some continue to do so. He continued to press OCC for a pedestrian crossing on the A44. The real-time information at the bus stops was often not working. He praised the quality on The Link magazine and that it was an asset to the village. Litter picking continued to be carried out but pot holes remained near the bus stop and the service road. Some trees required replacement such as oaks that had not survived. He then thanked the clerk for his efforts before asking the clerk to submit his report.

7 Clerk's Report for 2016-17

7.1 Financial Report and Accounts 1st April 2016- 31st March 2017 for Begbroke Parish Council.

1 Audit 2015-6

Last year's audit was considered satisfactory by the external auditors BDO with no issues to report. The balance brought forward from 31st March 2016 was £7,343 Income during 2016-17 totalled £29,638.71 The total expenditure was £25,566.39 The balance carried forward to 2017-17 is £14,592.87

2 The accounts

Annual Governance Statement and Annual Accounting Statements were agreed by the parish council on Monday 3rd April 2017 and recorded in the minutes as items 11.6.1. And 11.6.2. The accounts have also been approved as satisfactory by the internal auditor and will be submitted for external audit to BDO.

The accounts are organised by the following pages:

- a) Report
- b) Statement of Responsibilities
- c) Annual Return (Bank reconciliation and External Audit reconciliation)
- d) Explanation of significant differences.
- e) Debtors and creditors
- f) Income and spending Summary
- g) Account transactions
- h) Detail of income and spending.
- i) Grants and donations
- j) Assets
- k) Budgeted spending proposals for 2017 -18
- l) Financial Management & Administration. Risk assessment.
- m) Freedom of information Act – details of data held by clerk.

3 Statement of responsibilities

The Authority is required to secure that one of its officers has the responsibility for the administration of financial affairs. (Section 151 of the Local Government Act 1972) In this authority that Officer is the Parish Clerk.

4 Annual Return (Bank reconciliation and External Audit reconciliation)

All transactions were reconciled with outstanding liabilities to achieve a (£0.01) difference for the audit (the sum of boxes (1+2+3) -(4+5+6)) Boxes 1 – 11 are those that must be completed

5 Explanation of significant differences.

Full explanation of any significant variances between last year's and this year's figures, or any unusual or unexpected amounts shown in the statement of accounts. Differences between last year's figures and this year's >10% or £100, mean an explanation must be given to the external accountants. The differences are explained in attachment d)

6 Debtors and Creditors.

None

7 Income and Spending Summary

This shows all income and spending categorised into main headings for summary.

8 Account transactions

This shows all transactions made during the year including income and spending

9 Detail of income and spending.

This shows the detail of account transactions.

10 Grants

Total grants of £1050 were awarded in 2016-17. There is a limit to the number of grants that a parish council can give under Section 137 of The LGA (1972). This is based on the number of electors and in Begbroke there were 675 as at December 2016 the maximum allowed per elector is £7.42 so the maximum in grants we could have given is £4,9614.14

The parish council received two grants from CDC - a CTR grant of £72.44 and a New Homes Bonus of £263.00

9 Section 137 grants of LGA (1972)

£650 in total was given to Begbroke Coffee Morning (£400), Begbroke Women's Institute (£250),

10 Section 142 grants of LGA (1972)

A grant of £400 was made using this provision to The Link

11 Sections 19 of Misc. Provisions Act 1976

No grants using this provision were awarded this year.

12 Section 214 (6) of LGA (1972)

No grants using this provision were awarded this year.

11 Assets and insurance

The asset list has been updated to reflect any assets that were disposed of and those that were added. A further dog waste bin been added to the asset list. The current asset value is £75,573

12 Budgeted spending proposals

This shows the budget for the next financial year. The precept is set at £27,467.70 for 2017-18 and includes a sum of £5,200 for improvements to the village hall and its grounds.

13 Financial management & Administration

In accordance with The Audit Commission return 31st March 2007, an assessment of risks facing the Council (Financial management & Administration), with appropriate steps to manage those risks, has been completed

14 Freedom of information Act

This shows details of data held by clerk on behalf of the council.

17 At the parish council meeting on February 6th, 2017 some of the following items were reviewed.

- a) Financial Management and Administration Risk Assessment
- b) Internal Auditor (Mr McCaughey) for independence, competence, relationship with clerk and councillors, audit planning, audit scope planning and audit reporting.
- c) Fidelity Guarantee insurance currently £50k - to cover the amount of precept
- d) Begbroke parish Council Standing orders - added amendments to budget and precept.
- e) Freedom of information Act information - website not functional.
- f) Parish Assets - reviewed
- g) Clerks duties – Reviewed for risk assessment.

18 Income 2016-17

Income of £29,638.71 comprised the precept of £27,062.78 CDC grants of £335.74 a VAT reclaim of £2,236.36 and Bank interest of £3.83

19 Expenditure

This year the Parish Council spent £26,566.39 which is detailed accordingly in the transactions. The committee have accrued funds from the precept for village hall improvements. Main expenditure comprised the clerk's salary and expenses, council insurance, parish council insurance, hedge cutting, play area inspections, work to Begbroke village hall, provision of a new PA system, play area repairs and membership of organisations including Oxfordshire Playing Field association, ORCC (Community First Oxfordshire), OALC, Association of Local Clerks and the Green Belt Network. We also incurred legal costs of £7,620 opposing an adverse possession claim for the land at the side of Orchard House

20 Staff Costs

The clerk is employed by the parish council with tax and NI liabilities paid to HMR&C through our accountant, John Dovey FCCA (Dovey Accountancy Services Ltd. Total staff costs of £5,989.52 include taxation, NI and accountant's fees for processing payroll. The parish council operates a PAYE scheme in accordance with HMR&C Rules. The parish council has registering with the Pensions Regulator to comply with the law on workplace pensions. The Staging Date was 1st January 2017

21 Begbroke Village hall

The committee work with Begbroke Village Hall Management Committee to plan for improvements and to accrue funds. Cllr Davies is our representative on the committee.

22 Future projects: None

23 Bankers

We reluctantly continue to use NatWest. Errors have occurred when transacting business such as transferring funds between accounts. This has taken many hours to resolve. We now receive interest gross on an interest rate of 0.05%

24 Website

A new website is in progress with Cllr Ryder.

25 Remuneration

The councillors again decided not to accept any remuneration under The Local Authorities (Members' Allowances) (England) Regulations 2003 (As Amended) - Parish Allowances Scheme. However, expenses such as mileage to carry out duties will be reclaimed.

26 The Link

The magazines future has improved due to the excellent new colour format - a wide range of articles and the parish council support it financially.

Jeffrey Wright Clerk to Begbroke Parish Council – 3rd April 2017

8 Reports from County & District Councillors

8.1 none

9 General question time.

9.1 Julia Pullen was very concerned about the loss of the local bus service between Kidlington, Begbroke and Yarnton. She said that residents could feel very isolated especially as it was such a distance to the S3 bus stop and many older people had difficulty getting there. There was much discussion on the subject – Oxford Bus and stagecoach had new services from Woodstock via Kidlington to rail stations giving people access to services denied to our residents. The parish council had made many attempts by writing to the County Council, bus companies and the MP, to no avail.

9.2 Playing field – uses for the field were discussed. However, drainage work would be necessary. A Village event is to be held in July.

9.3 The condition of the goal posts was discussed – perhaps the provision of new or possible relocated ones.

10 Proposed date of the next parish meeting

10.1 Monday 5th June 2017 6.30pm

11 Proposed date of next Annual parish meeting

11.1 Tuesday 8th May 2018 7.00pm

As there were no further questions the chairman closed the meeting.

Signed _____ Print Name _____ Chair Begbroke Parish Council 8th May 2018