

# Begbroke Parish Council

Clerk to the Council: Jeffrey Wright

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## MINUTES

### OF THE ANNUAL PARISH MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON MONDAY 12th MAY 2014 AT 7.00 PM

#### 1 Present

1.1 Cllr Malcolm Ryder(Chairman); Beverly Napier Vice Chairman; Cllr Jill Durrant; Cllr Carol Trevelyan; Cllr David Wintersgill; Cllr Ellis Davies; Cllr Michael Gibbard (CDC); Jeffrey Wright – Clerk and 13 registered electors.

#### 2 Apologies

2.1 None

#### 3 Declaration of Disclosable Pecuniary Interests, Gifts or Hospitality

3.1 None declared

#### 4 Read and Confirm Minutes of Last Annual Parish meeting

4.1 The minutes of the meeting held on May 13<sup>th</sup> 2013 were confirmed as a true record.

#### 5 Matters Arising from the minutes of last Annual Parish Meeting (AGM)

4.1 None

#### 6 Chairman's Report for 2013-4

##### Introduction

Cllr Ryder thanked everyone for attending this meeting and took opportunity to thank the committee for giving their time and efforts in considering issues presented to the parish as well as maintaining the village. He said they carry out regular play area inspections and several councillors represent the parish council at other meetings. Cllr Durrant attends the Oxford airport Consultative committee, Cllr Wintersgill, the Neighbour Action Group, Cllr Davies, Village hall committee. He also thank Cllr Michal Gibbard for attending our meetings when possible and giving us valuable advice. He especially thanked the Clerk Jeff Wright for his work and support. He said we continue to co-operate closely with Begbroke Village Hall Management Committee but understand they need more people on the committee and especially a Chairman.

Mr Pricket continues to make an excellent job of cutting the village grass but next year we will hand the responsibility back to OCC due to proposed reduction in grant.

He reported on improvements to the Village Hall. A new entrance ramp and steps was installed as well as Toilet for the disabled. BVHMC obtained a grant for this with the parish council making up the shortfall and paying the fees. We have also replaced fencing near the bowls club building and provided a new catch to the side gate. We also replaced all the heaters in the village hall and provided a door for access to the Annexe. We continued to arrange hall and bowling green hedge cutting. Litter bins in the play area are emptied by a contractor monthly. Work to remedy damp in the annexe will commence in the summer. At the suggestion of a child, a picnic table has been installed on the base of the old concrete shed near the play area.

Begbroke Lane has become a very popular feature of the village with many people using it both from Begbroke and Kidlington. We have installed two rustic benches, one in memory of Bryan Knott and due to their popularity, intend to install two more.

Snow drops, cowslips, wild daffodils, primroses and bluebells from previous planting are starting to appear in Begbroke Lane. More daffodils may be planted in the village as well as some more trees in Begbroke Lane. The western bus stop was demolished in a Road traffic Accident and had to be completely rebuilt from insurance claims money. It has been constructed exactly in accordance with the original drawings. He thanked Mark Richardson and Dave Elger for rebuilding it. He said we also intend to install a window in the other bus stop so that in inclement weather passengers can see the bus coming without having to step outside. We continue to support subsidised local buses as these are essential to villages such as Begbroke and believe the 244 bus is serving a vital need to the community following a bus survey that collected many comments from Begbroke Yarnton and Kidlington. A new bus operator - GO RIDE has been appointed for our local service. We will continue to push for a pedestrian controlled signal crossing; crash barriers and improved signage. The PC were sad to learn of the death of the young man on the roundabout last year.

Parking on pavements continues to be a problem in the village.

We continue to support village and other organisations with grants and applications are welcomed with a statement of why they are required.

Willow Way Road surface - some rectification work to stop standing water and minor carriageway work has taken place but no surface levelling work

Spring Hill Road and St Michaels Lane; There was flash flooding with water going through the graveyard mixing with foul water from the drains collecting at the East end of Spring Hill Road by Begbroke roundabout near the Royal Sun service road and ultimately ending up in the Oxford canal. We have installed a new Black litter bins in Spring Hill.

The new Begbroke website is nearly complete and the domain name begbrokepc.gov.uk has been assigned.

The Chairman then asked the clerk for his report which is reproduced below.

## **7 Clerk's Report for 2013-4**

### **1 Audit 2012-13**

Last year's audit was considered satisfactory by the external auditors, BDO. The balance brought forward from 31st March 2013 was £14,387.59. Income during 2013-14 totalled £36,043.61 including insurance claim of £6,414.75 for bus shelter. The total expenditure was £36,086.24 including expenditure on bus shelter. The residual balance carried over to 2014-15 is £14,344.96

### **2 The accounts**

The Parish Accounts and Annual Governance Statement were agreed by the parish council on Monday 7th April 2014 and recorded in the minutes as items 11.7.1. And 11.7.2

The accounts have also been approved as satisfactory by the internal auditor and are now being submitted for external audit to BDO.

The accounts are organised by the following pages:

- a) Statement of Responsibilities
- b) Annual Return (Bank reconciliation and External Audit reconciliation)
- c) Explanation of significant differences.
- d) Debtors and creditors
- e) Income and spending Summary
- f) Graph of Income & Spending & Account Transactions.
- g) Detail of income and spending.
- h) Grants Awarded
- i) Assets
- j) Budgeted spending proposals for 2014-15
- k) Financial Management & Administration. Risk assessment.
- l) 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 nil difference for the external audit. Boxes 1 – 11 are those that have to be completed. Differences between last year's figures and this year's >10% or £100, then an explanation has to be given to the external accountants. The differences are explained in the attachment.

### **5 Debtors and Creditors.**

None

### **6 Income and Spending Summary**

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

### **7 Graph of income and spending**

This shows the above in graphical form.

### **8 Grants**

Total grants of £1,155 were awarded in 2013-14. There is a limit to the amount of grants that the parish council can give under Section 137. This is based on the amount of electors and in Begbroke there are 675 as at December 2013. The maximum allowed per elector is £6.98, so the maximum in grants we could have given is £4,711.50

### **9 Section 137 grants of LGA 1972**

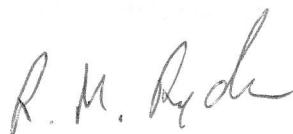
£1,155 in total was given to Begbroke Coffee Morning, Begbroke Women's Institute, BVHMC and Oxfordshire Association for the Blind.

### **10 Section 142 grants of LGA 1972**

No grants using this provision were awarded this year.

### **11 Sections 19 of Misc Provisions Act 1976**

No grants using this provision were awarded this year.

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## **12 Section 214 (6) of LGA 1972**

No grants using this provision were awarded this year.

## **13 Assets and insurance**

## **14 Budgeted spending proposals**

This shows the budget for the next financial year. The precept is set at £26,063 for 2014-15 and includes a sum of £5,200 for improvements to the village hall and its grounds.

## **15 Financial management & Administration**

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

## **16 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 3rd 2014 some of the following items were reviewed.**

- a) Financial Management and Administration Risk Assessment - historic and current records now catalogued and deposited at Oxfordshire History centre.
- 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 - litter bin added.
- g) Councillors over the age of 75 for insurance purposes.
- h) Clerks duties – Reviewed for risk assessment.

## **18 Income 2013-14**

Income of £36,043.61 comprised the precept of £25,501.77 a grass cutting grant of £1,076.08, New Home bonus grant £527.00 Insurance claim £6414.75 and a VAT reclaim of £2,518.00. There was some very limited bank interest of £6.01

## **19 Expenditure**

This year the Parish Council spent £36,086.24 which is detailed accordingly in the transactions. The committee have accrued funds from the precept for village hall improvements. Main expenditure the clerks salary and expenses, council insurance, grass cutting, parish council insurance, hedge cutting, play area inspections, and membership of organisations including Oxfordshire Playing Field association, ORCC, OALC, Association of Local Clerks and the Green Belt Network. It also included the bus shelter replacement.

## **20 Staff Costs**

The clerk is employed by the parish council with tax and NI liabilities paid to HMR&C through an accountant, John Dovey FCCA (Dovey Accountancy Services Ltd. Total costs of £5,761.24 include taxation, NI and accountants fees for processing payroll.

## **21 Begbroke Village hall**

The committee work with Begbroke Village Hall Management Committee to plan for improvements and to accrue funds. There is a damp problem in the annexe related to the rear door ramp and a quotation has been obtained to remedy and repair as well as to construct a small patio to the rear of the hall.

## **22 Future projects**

Plans have been drawn up for new changing facilities for all potential users of outside sports.

## **23 Bankers**

We continue to use NatWest but as Woodstock Branch is closing, the account will be moved to Kidlington.

## **24 Website**

A new domain name has been obtained by the chairman: begbroke-pc.gov.uk and new website is under construction.

## **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 is subject to discussion.

# **8 Reports from County & District Councillors**

## **8.1 District Councillors Report**

Cherwell District Council has now produced its Local Plan. A planning blueprint to guide where development, whether it be housing, employment or recreation, will be encouraged and accepted in the District over the next twenty years. In the case of housing, the strategy is to focus growth on Bicester and Banbury and to have limited growth in our villages. In any case growth around Begbroke, Kidlington and Yarnton is restricted by the Oxford Green Belt. Apart from two limited areas for Green Belt review for employment use, at Langford Lane and Begbroke Science Park, the Oxford Green Belt is strongly defended in the Plan.

The Local Plan is to be 'Examined in Public' in June by a Government Inspector, and there will be many who will challenge it, particularly those developers who say that the housing numbers should be significantly increased. In addition, Oxford City is putting up a strong argument to extend the city boundary, into the Green Belt. It has taken six years to prepare this Plan, particularly gathering the evidence to back it up, and to carry out the many public consultations on its proposals. It remains to be seen whether the Inspector judges the Plan to be adequate. Michael Gibbard 11 May 2014

#### **9 Future of "The Link" Village Magazine**

**9.1** The editor Caroline Crellin briefed the meeting about her attempts to get a committee of interested parties together with the objective of continuing the magazine. Unfortunately, her attempts were unsuccessful. She will be unable to carry on as editor due to personal reasons and so it appears the Link, in its current form, will cease publication at the end of the year. There was a substantial amount of cash and how this will be distributed is to be considered. Sue Blackshaw suggested that possibly the Link could form part of Yarnton village magazine which is distributed to all households. Susan Ganter suggested there were common interests between the villages. The meeting generally thought this a good idea and Caroline is to make further enquiries.

#### **10 Thames Valley Police - presentation/questions**

**10.1** Unfortunately, despite the police requesting attendance, they did not appear or apologise.

#### **11 General question time**

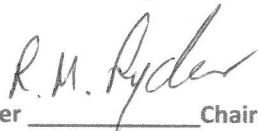
**11.1** Mr Les Allen, who is a regular user of the S3 bus, asked if improvements could be made to the A44 road crossing as one had to take a chance crossing the road. He also said that Yarnton had a crossing. The clerk said, that is the seven years he had been in post, and by previous parish councils, there had been much correspondence with OCC regarding the crossing and roundabout problems and almost every argument had been made to them. Mr Allen said that he did not think the crossing complied with disabled person regulations. The clerk said the informal crossing did not comply to Part 3 of TD/16/07 Pedestrians, Section 5.2 in that there is no tactile paving. The provision of this had been rejected by OCC on grounds of lack of funds. The clerk pointed out that following the recent drainage works at Yarnton, many more trees were planted than had been removed and OCC told our parish there was no funds for the tactile paving. He also said the committee were disappointed that most of the section 106 monies from The Oxford Science Park development, much of which is in Begbroke parish, had gone to Yarnton to provide a crossing there. Other items were discussed such as road markings and roundabout vegetation.

**11.2** Sue Blackshaw asked if the cycle path in Rutten Lane providing access to Begbroke Science Park could be extended so that there was a circular route with Begbroke lane. Cllr Ryder said there used to be a footpath leading to Parkers Farm on the land whose use ceased some years ago. The clerk thought that in documents submitted by the University regarding site development, he thought mention had been made about a cycle link to the then proposed station at Kidlington.

**11.3** Malcolm Blackshaw raised the problem of the traffic lights at Begbroke Science Park changing to allow traffic to turn left whilst at the same stopping north bound traffic. He suggested there should be a filter. The meeting discussed that sometimes the lights apparently changed for no specific reason. It was thought that possibly cyclists going around rather than using the buttons could be a reason. Cllr Wintersgill said he had been on the S3 which had to suddenly stop because the lights changed and this could cause problems to passengers who had stood up on the approach to Begbroke in readiness for leaving the bus. A similar problem of lights changing without reason was experienced at Langford Lane traffic Lights. Cllr Gibbard said he would speak to OCC about the problems.

**12** Date of the next parish meeting – Monday 7th July 2013 6.30pm

**13** Date of next annual parish meeting – Monday 11th May 2015 7.00pm



Signed Cllr Malcolm Ryder \_\_\_\_\_ Chairman Begbroke parish council 11th May 2015