

Begbroke Parish Council

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

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<https://www.begbrokepc.org.uk/>

Minutes of the ANNUAL PARISH MEETING (AGM) of Begbroke Parish Council held at Begbroke Village Hall on Tuesday 8th May 2018 at 7.00pm.

1 Present:

1.1 Cllr Malcolm Ryder (Chair) Cllr David Wintersgill (vice Chair); Cllr Beverly Napier; Cllr Ellis Davies; Cllr Leslie Allen; Jeffrey Wright - Clerk; One Begbroke elector; Cllr Alaric Rose (CDC & KPC) Cllr Nigel Simpson (KPC)

2 Apologies:

2.1 Cllr Lindsay Gregory; Cllr Maurice Billington.

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 9th May 2017 were read and confirmed

5 Matters arising

5.1 There were no matters arising from the minutes of last Annual Parish Meeting (AGM) 2017

6 Chairman's Report for 2016-17

6.1 Chairman's report

- Orchard House – no further issues have arisen although not completely solved. Issue regarding position of footpath on definitive map – could be incorrect – and should commence further back at the wooden post on the house and could cause possible issues with getting to the footpath if a claim was made for adverse possession for land in front of the house with no rights being given. Due to costs, it was decided to leave in abeyance for now.
- The parish council opposed the Review of Cherwell Local Plan with a 95-page Power Point presentation. We now await a review by the Inspector Paul Griffiths BSc.
- A Freedom of information request was made to CDC on their partial Review of Cherwell Local Plan 2011-2031 - Oxford's Unmet housing need. the total cost for the period 1 September 2015 to 31 March 2018 is calculated as being £571,955.12 and the chairman thought there should be some recompense from Oxford. There was no account of the impact of additional housing on the local infrastructure and considered it should be reviewed.
- The General Data Protection Regulation (GDPR) will have an impact on the council and how it will affect us is being considered.
- Some of the village trees need some attention and perhaps some should be planted to replace those that have fallen. Wild flower seed has been spread in Begbroke lane.
- We continue to co-operate with BVHMC and are happy to assist with improvements at the hall.
- The appearance of the village has improved, and favourable comments have been received.
- The committee are willing to receive applications for grants from organisations.
- Village parking continues to be problematic especially on pavements and at junctions.
- The service road is in poor conditions with many pot holes.
- The real time information board continues to be problematic especially as the S3 service has become less reliable since reducing to a half hourly service. With 16 weeks of roadworks on the Woodstock road in Oxford – the situation is not likely to improve. Stagecoach should modify their timetables accordingly.
- Kidlington parish council to provide a litter bin at Roundham Crossing after request from Begbroke (Via Nigel Simpson)
- Speed enforcement was carried out on The A44 on several occasions
- Grass cutting – arranged for bus stops to be cut and lately the village.
- Paid for a defibrillator at the village hall
- Paid for refurbishment of ladies' toilets at the village hall
- Met with OCC to have repairs and road markings replaced the A44 junctions

- New signage and pedestrian crossing signs are to be installed on the A44 Begbroke East and Begbroke west.
- Tried to get the 7 and 500 bus services to come via Begbroke to no avail.
- Rowell Drive/Begbroke lane – Clerk met with Strutt Parker who discussed with representatives of Oxford University to remove a metal barrier and get an access for disabled and prams to Begbroke lane
- New Website is up and running with a wealth of information both recent and historic.
- Playground inspections were satisfactory according to our external examiner.
- A Duty of care survey on parish trees has been carried out.
- The play area roundabout bearings were replaced, and tiles re-laid.
- The winter condition of Begbroke Lane was reported to OCC who inspected.
- Pedestrian crossing. Cllr Wintersgill and the clerk met Ian Hudspeth, two district councillors and Joy White at County Hall to discuss the provision of a crossing at Begbroke. They presented a five-page document of relevant points to make the case to obtain some of the £530k of section 106 monies that will be provided by the Technology Park developer. This is a major opportunity to get Begbroke residents a signalised crossing.
- The chairman thanked Terrance Saxton for keeping the bus shelters satisfactory even though we experienced some vandalism with posters being ripped off and walls blackened with footprints.
- The chairman thanked Cllr Wintersgill for planting and upkeep of the planters at the bus stops.
- The chairman thanked the clerk for his work.

7 Clerk's Report for 2017-18

1 Audit 2017-18

Last year's audit was considered satisfactory by the external auditors BDO with no issues to report. The balance brought forward from 31st March 2017 was £17,665 Income during 2017-18 totalled £30,782 The total expenditure was £35860 The balance carried forward to 2018-19 is £12,588

2 The accounts

At the parish council meeting on Monday 9th April 2018:

Minute 11.6.1 The committee unanimously accepted the report of the internal auditor Mr Caughey.

Minute 11.6.2 The committee unanimously agreed Annual Governance Statement (Section 1)

Minute 11.6.3 The committee unanimously agreed Accounting Statements (Section 2)

Minute 11.6.4 The committee unanimously agreed information to be submitted with Part 3 AGAR

The accounts have been submitted for external audit to Moore Stephens

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 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 +/-15% or £500, mean an explanation must be given to the external accountants.

6 Debtors and Creditors.

Creditor – HMR&C CN: 709 £326

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 £2,300 were awarded in 2017-18. 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 approx. 675 as at December 2017. The maximum allowed per elector is £7.57 so the

maximum in grants we could have given is £5,109. The parish council received one grant from CDC - a CTR grant of £72.44

Section 137 grants of LGA (1972)

£1,900 in total was given to Begbroke Coffee Morning (£350); Begbroke Women's Institute (£250); Begbroke Yarnton Green Belt (£1,000); Guideposts (£100); Clean Slate (£100); Oxfordshire Ass. for The Blind (£100)

Section 142 grants of LGA (1972)

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

Sections 19 of Misc. Provisions Act 1976

No grants using this provision were awarded this year.

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. Two litter bins were replaced, and a notice board added to the asset list. The current asset value is £74,960

12 Budgeted spending proposals

This shows the budget for the next fiscal year. The precept is set at £28,089 or 2018-19 and includes a sum of £5,500 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. However new legislation is to come in to force and at present, the implications for the council and clerk are not fully understood.

17 At the parish council meeting on February 6th, 2018 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
- f) Parish Assets - reviewed
- g) Clerks duties – Reviewed for risk assessment.

18 Income 2016-17

Income of £30,782 comprised the precept of £27,467 CDC grants of £72.44 a VAT reclaim of £3,240 and Bank interest of £2.01

19 Expenditure

This year the Parish Council spent £35,860 which is detailed accordingly in the transactions. The committee accrued funds from precepts 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 upgrade village hall toilets, a defibrillator, electrical periodic inspection and electrical work associated with the toilets., 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

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 £8,950 include taxation, NI and accountant's fees for processing payroll. The clerk received some backpay because of national pay rise and working additional hours. 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

Improvement of men's toilets at village hall and possible provision of new/additional play equipment in the play area.

23 Bankers

We continue to use NatWest. The local Kidlington branch is to close in June 2018. We now receive interest gross on an interest rate of 0.5%

24 Website

A new website has been published with a great deal of information both up to date and historic.

<https://www.begbrokepc.org.uk/>

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.

8 Reports from County & District Councillors

8.1 Nigel Simpson, who was our District Councillor, thanked the committee for their help whilst he represented them. The committee duly thanked him for his efforts which were appreciated. He continues to represent Kidlington parish council and will keep us informed on local developments. His colleague on Kidlington parish council and now CDC District Councillor, Alaric Rose was introduced to the meeting. A discussion took place regarding the proposed housing developments and how it could affect local infrastructure. Many valid arguments had been presented and ignored. It was agreed that villages had been brought together as result as they had a common objective.

9 General question time.

9.1 Sue Blackshaw expressed concern regarding children getting to Marlborough school if school transport ceases. There is no safe crossing point at the Bladon Roundabout (A4095) and the A44 would need to be crossed several times with no signalised crossing. There was no proper cycle path to the school from this point.

9.2 Sue Blackshaw also pointed out that siblings were not being allocated 1st choice spaces at William Fletcher School.

9.3 Sue Blackshaw commented that the conifers at LVS were still overhanging the bus stop. The clerk said he had written several times but would do so again as it presented a hazard.

9.4 The access and egress at Vans for bands was discussed. Long coaches with trailers were attempting to get on and off the A44 with difficulty. Clerk said he had taken pictures and sent to OCC.

10 Proposed date of the next parish meeting

10.1 Monday 4th June 2018 6.30pm

11 Proposed date of next Annual parish meeting]

11.1 Proposed date of next Annual parish meeting – Tuesday 7th May 2019 7.00pm

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

Signed _____ Print Name _____

Chair Begbroke Parish Council 7th May 2019