

Begbroke Parish Council

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

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MINUTES

OF THE ANNUAL COUNCIL MEETING OF BEGBROKE PARISH COUNCIL HELD IN BEGBROKE VILLAGE HALL ON TUESDAY 7TH MAY 2019 AT 6.30 PM

1 Present:

1.1 Cllr Malcolm Ryder (Chair; Cllr David Wintersgill (Vice Chair); Cllr Lindsay Gregory; Cllr Cllr Leslie Allen; Jeffrey Wright - Clerk; Clair Lewis – resident.

Apologies:

1.2 Cllr Beverly Napier.

2 Election of Chairman and Vice Chairman

2.1 Chairman – proposed by Les Allen; seconded by David Wintersgill – unanimously elected

2.2 Vice Chairman proposed by Lindsay Gergory; seconded Malcolm Ryder unanimously elected.

3 Statutory Business

3.1 Confirm acceptance of office as councillors – forms to be returned to clerk and disclosure forms/expenses forms to CDC or to clerk for forwarding to CDC.

4 Read and Confirm Minutes of Last Meeting

4.1 The minutes of the meeting Monday April 8th, 2019 were confirmed as a true record.

5 Declaration of Disclosable Pecuniary Interests, Gifts or Hospitality

5.1 None

6 Matters Arising from the Minutes

6.1 Maintenance of planters has commenced.

7 A44 and Begbroke Science Park

7.1 VAR Sign progress. Clerk reported that 3rd June was the date planned for replacement.

8 Reports from County and District Councillors

8.1 None

9 Council Representatives. (Two representatives if possible)

9.1 Agree representatives for other committees.

9.1.1 BVHMC – Lindsay Gregory subject to work/personal commitments.

9.1.2 London Oxford Airport Consultative Meeting - Malcolm Ryder

9.2.1 Annual report to BVHMC has been sent by clerk to Secretary.

9.3 London Oxford Airport Consultative Meeting. (Malcolm Ryder) – no report

10 New Business

10.1 There are 622 currently registered electors in Begbroke.

10.2 A draft policy for future resident donations such as memorial seats was discussed and unanimously approved by the committee.

10.3 The Clerk has notified the link of a councillor vacancy and there is one person interested. Clerk to contact him.

11 Planning

11.1 19/00523/F Whitehead Kettlewell Property Ltd Veterinary Surgery 40 Woodstock Road East. Not agreed due to traffic issues and need for Veterinary Surgery was doubted with several nearby in Kidlington and Woodstock.

11.1.2 19/00524/F Whitehead Kettlewell Property Ltd Veterinary Surgery 40 Woodstock Road East – illuminated sign. Not agreed as committee do not agree with the previous application.

11.2 Planning Other

11.2.1 None

12 Correspondence (see register for full details of postal correspondence)

12.1 Complaint received from Mrs Lewis and Clair Lewis regarding painting of Memorial bench in Begbroke Lane. PC response was discussed where it was stated that under the 1957 Parish Council Act, the council installed and maintained the bench. Furthermore, it was

a parish asset and so the council was quite within its rights to paint the bench in a similar way to other benches and seats. However, the committee had not wished to upset anyone about this, no one had deliberately set out to offend and had happened due to a misunderstanding and assumptions. Clair Lewis attended, and the committee listened to her views and apologised directly but also explained the situation and reasons. An offer to refund the cost of the seat and return the plaque was made and she was to respond later following discussion.

13 Financial Matters

13.1. Grant Information/ Grant Applications for discussion

13.1.1 None

13.2 Balances and Liabilities and Income

13.2.1 Balance (Money) £16,222 Bank Accounts: Current £20,533.20 Reserve £1,902.37

13.2.2 Liabilities £6,225 Transfer of funds required: Nil. Income: Precept 1st payment £14,287.66 Bank interest £0.30 CTRS Grant CDC £72.44

13.3 Expenditure

13.3.1 Jeffrey Wright – clerks salary April – June £1,655.69 CN:783

13.3.2 HMR&C PAYE/NI liability - staff costs to 22nd July 2018 £341.80 CN: 780

13.3.3 Dovey Accountancy Services – Inv. 2019/04/20 staff costs £258.00 CN: 779

13.3.4 M A Caughey – Internal Audit £200.00 CN: 781

13.3.5 B&L Shutters Ltd – Serving Hatch Shutter for Village Hall Kitchen £696.00 CN 782

13.3.6 N R Prickett Grass cutting Inv. 967 £468.00 CN: 784

13.3.7 Baylee Construction Inv. BPC 1640 £2,280.00 village and play area maintenance. CN: 786 £2280

13.3.8 Michele Murchant Gardening Service Inv. 003 £96.40 CN: 787

13.9.9 TWM Traffic Signals – additional payment for 750mm VAR signs. £140.10 CN: 785

The above financial transactions were unanimously agreed.

13.4 Quotations/Tenders

13.4.1 None

13.5 Bank Matters

13.5.1 None

13.6 Other Financial Matters

13.6.1 Reviewed and confirmed current Internal Auditor (Mr McCaughey) for independence, competence, relationship with committee audit planning, audit scope and audit reporting.

13.6.2 Reviewed Fidelity Guarantee Insurance as £50K...

13.6.3 Unanimously agreed clerk's salary as 10 hour/week over 52 weeks on SC27 £13.15/hr from 1st April due to national pay award.

13.6.4 Internal audit with Mr Caughey completed satisfactorily

13.6.5 External Audit documents have been submitted to Moore Stephens, our external auditor

14 Health and Safety Matters

14.1 Weekly playground inspection reports for clerk – received from Cllr Wintersgill.

14.2 No other H&S Matters

15 Training

15.1 None requested.

16 Freedom of information requests

16.1 None

17 Footpaths, Bridleways and Restricted Byway (RUPP)

17.1 Update on footpath amendments, anomalies and additions - none

17.1.1 The leaning tree in Begbroke lane reported to OCC on 10th April, has not been dealt with. Clerk to report again.

17.2 No other footpath issues

18 Date of the next parish council meeting (s):

18.1 June 3rd, 2019

Signed Chairman/Vice Chairman

June 3rd, 2019

