

Begbroke Parish Council

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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 7th May 2019 at 7.00pm.

1 Present:

1.1 Cllr Malcolm Ryder (Chair) Cllr David Wintersgill (vice Chair); Cllr Leslie Allen; Cllr Lindsay Gregory; Jeffrey Wright - Clerk; four 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 8th May 2018 were read and confirmed.

5 Matters arising last Annual Parish Meeting (AGM) 2018

5.1 There were still concerns regarding conifer branches overhanging the bus stop seat next to LVS.

6 6.1 Chairman's report for 2018-19

- The chairman introduced the committee to the attendees.
- He said that Cllr Gregory had agreed, subject to personal constraints, to join BVHMC as the Parish Council representative.
- The chairman thanked the clerk for his work.
- He thanked Ellis Davies, who could not be present, for his valuable service to the committee since 2010.
- The chairman said there was a vacancy on the committee and would probably be filled by co-option with an interested party.
- He said the website statistics were good and showed interest in the activities of the village.
- He said the situation in terms of the footpath at Orchard House was not fully resolved.
- Wildflowers in Begbroke Lane had not flourished.
- There were some spaces for memorial trees on the A44.
- Limited grass cutting was being carried out in the village – mainly the bus stop areas.
- There had been an increase in dog ownership and so an additional bin had been fitted in Begbroke lane.
- Village was reasonably tidy, and vandalism had reduced considerably.
- The real time system at the bus stop was variable and unreliable.
- The Link magazine continued to be an asset and the parish council continued to support it financially.
- There had been two incidents at the A44 roundabouts.
- There were two fallen trees in Begbroke Lane, and they had been reported to OCC.

7 Clerk's Report for 2018-19

1 Audit 2018-19

Last year's audit was considered satisfactory by the external auditors Moore Stephens with one query regarding description of spending. The balance brought forward from 31st March 2018 was £12,588. Income totalled £35,199. The total expenditure was £36,820 The balance carried forward to 2019-20 is £11,292.

2 The accounts

Annual Governance Statement and Annual Accounting Statements were agreed by the parish council on Monday 8th April 2019 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 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.

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 £2,950 were awarded. There is a limit to the number of grants that a parish council can give. The Ministry of Housing, Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137 (4) (a) of the Local Government Act 1972 for the financial year 2018-9 is £7.86. This is based on the number of electors and in Begbroke there were approx. 675 as at December 2018. The parish council received two grants - CDC - a CTR grant of £72.44 and OCC a grant of £5,800 towards VAR signs on the A44.

Section 137 grants of LGA (1972)

Citizens Advice £100; Begbroke Coffee Morning (£350); Begbroke Women's Institute (£250); Begbroke Yarnton Green Belt (£2,000).

Section 142 grants of LGA (1972)

A grant of £250 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. An additional dog bin and two VAR signs were added. The insurance policy was updated. The current asset value is £83,400.

12 Budgeted spending proposals

This shows the budget for the next financial year. The precept is set at £28,575 for 2019-20 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. However new legislation is to come into force and at present, the implications for the council and clerk are not fully understood.

15 At the parish council meeting on February 4th, 2019 some of the following items were reviewed.

- a) Financial Management and Administration Risk Assessment
- b) Internal Auditor (presently 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.

16 Income 2016-17

Income of £35,199 comprised the precept of £27,944 CDC grants of £5,872; a VAT reclaim of £1,278 and Bank interest of £8.71.

17 Expenditure

This year the Parish Council spent £36,820 which is detailed accordingly in the transactions. Main expenditure comprised the clerk's salary and expenses, council insurance, parish council insurance, hedge cutting, play area inspections, work to Begbroke village hall toilets, a defibrillator, In the play area we replaced the swing hangers on the large swings, replaced edgings, tile repairs and redecoration of the climbing frame, painted all village seats and planters in the village with a new protective coat. Membership of organisations including Oxfordshire Playing Field association, ORCC (Community First Oxfordshire), OALC, Association of Local Clerks and the Green Belt Network

18 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 £7,981 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.

19 Begbroke Village hall

The committee work with Begbroke Village Hall Management Committee to plan for improvements and to accrue funds and the parish council have provided suitable finance to completely refurbish the ladies and men's toilets.

20 Future projects

Sanding of floor, a new roller blind to bar, redecoration, and replacement splashbacks in the kitchen at village hall are planned.

21 Bankers

We continue to use NatWest. The Kidlington branch closed in June 2018 and we now use Oxford Cornmarket branch. We now receive interest gross on an interest rate of 0.5%

22 Website

A new website has been published with a great deal of information both up to date and historic.
<https://www.begbrokepc.org.uk/>

23 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 No report

9 General question time.

9.1 A resident requested details of the tree survey (Duty of Care) that had been carried out. It included village trees on the A44 and whilst not part of the parish council's responsibility, several on the playing field had been inspected as well. The future responsibility to inspect the trees in the community orchard was mentioned and that the BVHMC needed to include this in their financial planning. Clerk to e mail survey information to BVHMC.

9.2 It was noted the new swing hangers on the swings were stiff. The clerk assured the resident that they were satisfactory and had checked with the installers that lubrication was not necessary.

9.3 The car parking sign had been re-secured.

- 9.4 It was noted that rabbits were encroaching on the playing field and were getting nearer to the bowling green. It was not known how to effectively deal with this problem.
- 9.5 It was discussed if a similar policy to that adopted by the parish council for memorial seats and trees could be adopted for the community orchard which needed to retain a natural appearance without memorabilia appearing.
- 9.6 It was noted that the flat roof to the annex required an annual inspection for insurance purposes.
- 9.7 The reliability and of the information of the real time information signs was questioned.
- 9.8 Parking in the village was of great concern – especially if emergency vehicles could not access properties due to restricted widths. Of concern was near the car sales and opposite Begbroke lane.
- 9.8 The provision of a 20mph speed limited was suggested. Clerk to ask OCC but thought implementation may be a problem.
- 9.9 The voluntary efforts of the village hall management committee to manage the hall and facilities were noted. Many tasks had been undertaken by Brian Habberfield and was appreciated by all.
- 10 Proposed date of the next parish meeting Monday 3rd June 2019 6.30pm
- 11 Proposed date of next Annual parish meeting -Tuesday 5th May 2020 7.00pm

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

Signed _____ Print Name _____

Chair Begbroke Parish Council 4th May 2021