

## Begbroke Parish Council

Clerk to the Council: Jeffrey Wright, 27 Willow Way, Begbroke, Kidlington, Oxfordshire. OX5 1SD.  
e-mail at: clerk@begbrokepc.org.uk Website: <https://www.begbrokepc.org.uk/>

### MINUTES OF MEETING OF BEGBROKE PARISH COUNCIL ON MONDAY 8 JULY 2024 @ 06:00 PM

#### 1 Present:

1.1 Cllr Malcolm Ryder (Chair); Cllr David Wintersgill Cllr, Cllr Beverley Appleton; Cllr Peter Finbow; Jeffrey Wright – Clerk, Louise Wright – Assistant Clerk.

#### Apologies:

1.2 Cllr Leslie Allen (Vice Chair); Cllr Lindsay Gregory;

#### 2 Minutes

2.1 The minutes of the Parish Council meeting Monday 3<sup>rd</sup> June were confirmed as a true record.

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

3.1 None declared

#### 4 Matters Arising

4.1 Vacancy for a parish councillor – no applicants.

4.2 Trees Fernhill Road obstructing footpath – no update. Has been reported to Katherine Gash for follow up.

#### 5 A44, Highways & Begbroke Science Park

5.1 Pedestrian Crossing – updates. Still no updates, the Clerk has progressed with OCC again as of 8 July. A new Officer, Lee Turner has been appointed as a single Countywide Team Leader T&RS. Chris Webb is still responsible for delivery. To date a) Central Reserve Vehicle Restraint System VRS (Crash Barrier) We are awaiting a fee proposal from a specialist consultant for the design of the amended VRS. We are chasing this. b) Traffic Signals The signal design by Telent has been given technical approval by OCC's Traffic Signal Team subject to some minor comments which will be turned around by Telent this week. We will then be in a position to order the traffic signal equipment. c) Possible contractor availability November/December.

5.2 Temporary Road closures Blenheim; Events/Closures - European conference 18<sup>th</sup> July. Public rights of way closed 16<sup>th</sup> -19<sup>th</sup> July Games fair 26<sup>th</sup> July – 28<sup>th</sup> July; Assistant clerk to email maps of closures.

5.3 LED Speed sign faults – see 11.4.2- Put on hold for now as repair costs could be high.

#### 6 Reports from County/District Councillors/Other contributors

6.1 County Councillor – report. Nothing to report.

6.2 Cherwell District Councillor – report. Nothing to report.

6.3 OALC Report/ CDC report – no comments

6.4 Cherwell Parish Bulletin – no comments

#### 7 Council Representatives

##### 7.1 BVHMC Report

- £34.9K in bank
- End of year accounts being created - initial indications that a trading loss of approximately £2k. This was due to works carried out during the year.
- Bookings slightly reduced due to summer
- New Treasurer appointed.
- New committee member added - family activities
- 5 Year plan being updated with costings
- Patio grant to be requested using criteria of new application forms.

- 2 football teams using field - charges being considered if usage over extended period.
- Cleaning equipment for hirers to be updated and comply with colour coding.
- Issues concrete debris following replacement of fence by owner of adjoining property - now believed to be resolved.
- BVHMC advised that playground inspection report has been issued for use at their September meeting.
- Bowls - busy.
- No reps present from WI, Playgroup, or Church.
- Safeguarding - availability of advice and procedures to be investigated.
- Basketball/Netball improvements agreed in principle - further description / supporting drawing required. However, BVHMC Chair wants patio improvements a priority.

**7.2** Oxford Airport report - no report.

**7.3** Four parishes meeting – updates. Next meeting 8<sup>th</sup> July on Teams.

## **8 New Business**

**8.1** Annual review of our parish council records at Oxfordshire County Council-Meeting date 22<sup>nd</sup> July.

**8.2** OCC Engagement Team Walk and talk 24<sup>th</sup> July 10.00am village hall car park - come along if you have anything you want to talk about with the representative.

## **9 Planning**

**9.1** Search Results - Planning register | Planning register | Cherwell District Council

**9.2** Botley West Solar Farm: Targeted consultation.

**9.3** FOI request regarding Toucan crossing - all have viewed. No real progress.

## **10 Correspondence** (See register for full details of postal correspondence)

**10.1** HMRC codes.

## **11 Financial Matters**

**11.1** Balances/Liabilities: Bank Statements : Current £22,550 Reserve £4,025 Transfer: £0.00 from reserve to current. Liabilities (listed below and outstanding cheques)

**11.2** Income: Bank interest – £9.12;

### **11.3 Expenditure**

**11.3.1** N R Prickett Grass Cutting play area invoice 2234 £770.40 CN:1135

**11.3.2** Starboard Systems Ltd (Scribe) INV-6246 £172.80 CN: 1136

**11.3.3** Clerks/Assistant clerks salary June 2024 £943.56-CN 1138 and 1139

**11.3.4** OALC-Staff Training-Risk Assessment: £24.00. CN 1140

**11.3.5** HMRC PAYE/Ni Liability to 22/06/2024 £212.00 CN:1141

**11.3.6** MODUS Accountancy Ltd. £120. CN:1142

**11.3.7** N R Prickett Grass Cutting play area invoice 2265 £537.60 CN:1143

**11.3.8** No other transactions

The above transactions were unanimously agreed

### **11.4 Quotations/Tenders/Grants**

**11.4.1** Laptops/tablets – discussed purchase as we move to on line banking, it was unanimously agreed to order 7 laptops for the councillors. Cost £2,013. Clerk to arrange.

**11.4.2** Speed signs – proposed site visit by Traffic Control Systems to assess repairs. Clerk to delay for now.

### **11.5 Bank Matters**

**11.5.1** On Line banking Parish Council Funding | Socially Responsible, Ethical Banking (unity.co.uk) Application in progress.

### **11.6 Other Financial Matters**

**11.6.1 Accounting software Scribe - Premium Cloud Software for Local Councils**

(scribeaccounts.com) Now in use. Clerk demonstrated reports and transaction process as well as the VAT 126 procedure

**11.6.2 Model Financial Regulations** – No further comments for review. Changes will be necessary when on line banking is implemented.

**11.6.3 HMRC Authorisation codes for PAYE/NI and Taxation** given to Modus Accountants.

**12 Health and Safety Matters**

**12.1** Playground inspection reports received from Peter Finbow.

**12.2** Repairs - Football net needs checking.

**12.3** Rota: July Lindsay; August Les

**12.4** Brush- cutter training – Update. Malcolm will see when training is due.

**13 Training**

**13.1** OALC – Clerks and councillors training courses – Malcolm attending “What is Risk Assessment”.

**13.2** Advert for clerk is on notice board and website. Closing date 30<sup>th</sup> July

**14 Freedom of information requests/receipts**

**14.1.** Reply has been circulated.

**15 Footpaths, Bridleways and Restricted Byway (RUPP)**

**15.1** Parkers Farm – no updates.

**16 Village – Natural Environmental Matters**

**16.1** -The blockage at Rowel Brook has been reported to fix my street.

**16.2** Swift boxes are going to be installed at number 30 Fernhill Road.

**17 Website & Information**

**17.1** Website reviewed. Clerk said some of the information is out of date and assistant is to investigate.

**18 Proposed dates of the Next Meeting (s):**

**18.1** August 5<sup>th</sup> 2024

Signed \_\_\_\_\_ Malcolm Ryder – Chairman Begbroke parish council 05 August 2024