**Present:**

Cllr Jonnie Bradshaw (JB) Chair

Cllr Megan Hanson (MH)

Cllr Nigel Meadows (NM)

Cllr Richard Pullen (RP)

Bryony Ringsell – Clerk (BR)

District Cllr Andrea Powell (AP)

County Councillor Robin Bennett (RB)

8 Members of the public

2023/**084 To accept apologies and reasons for absence**

Apologies from Cllr Kier Sheldon, Cllr Verenique Beviere and Cllr Mark Searle

2023/**085 Declarations of interest (existence & nature) with regards to items on the agenda**

None

2023/**086 To confirm the minutes of the Annual General Meeting held on 10th May 2023**

The minutes were previously circulated to councillors. JB proposed to approve and sign them, all councillors in favour - **DECISION**

2023/**087 Actions arising from last meeting**

TLGO have been contacted about taking care when mowing, planning comments submitted and all other actions in hand. Councillors have spoken to a number of villagers and it seems that so far there would be support for a biennial event, further consultation to take place.

2023/**088 Distribution of Councillor Roles and Responsibilities**

JB Proposed as follows, all councillors in favour - **DECISION**

|  |  |  |
| --- | --- | --- |
| Area | Lead | Second |
| Environment | RP | NM |
| Communications | NM | VB |
| Infrastructure (other) | NM | RP |
| Capital Projects | JB | RP |
| Highways | VB | NM |
| IT | JB | KS |
| Legal | JB | VB |
| Planning | MH | RP |
| Rec/Green | MS | KS |
| Greet Hall | KS | MS |

2023/**089** **Representation from the Public for items not on the Agenda (limited to 15 minutes)**

W Oscroft expressed concerns about the legality of rerouting footpath 7 and asked the council to ensure they followed correct procedure in this matter and gave an update on other footpaths in the Parish. JB will follow this up. ACTION

MH arrived at 20.05

AP gave the District Councillors report including information on accessible grant schemes and a council run consultation on waste management. Report added to the website.

RB gave the county council report highlighting a consultation on the Didcot Central Corridor Project. Report added to the website.

2023/**090 Planning**

**P23/S1425/HH – 39 Wallingford Road, Shillingford**

Representation from Mr and Mrs Feldsted supporting development of the property but raising concerns re parking/maneuvering space and requested that materials used in the renovations be in keeping and of good quality. MH explained that a 5 bedroom house, such as is proposed should have 3 car parking spaces and that the application suggests that 2 are provided for by the garage and one by the driveway. JB questioned whether the vista was compromised by the proposal. MH proposed to comment on the application, raising the point of parking, maneuvering and using materials in keeping with the area. Seconded by NM, All councillors in favour – **DECISION.**

2023/**091 Neighbourhood Plan Update**

Update from Laurie Kosobucki stating that they currently working on securing the funding necessary to complete the review and that the questions for the questionnaire are being prepared. NM will now step in for MH on the group for a few months.

2023/**092 Rights of Access over the Green**

JB reported that additions have been made to the draft easement which ensure the land is kept in good repair and that no changes may be made to the surface of it without permission from the council. Once these are added the easement should be available to sign as previously agreed and can then be used as a template for any future requests.

2023/**093 Clerks pay review**

JB explained that an independent consultant had carried out a pay review for the role of clerk/RFO and had recommended the pay be between SCP 20 and 22 on the NALC pay scale. JB proposed to place the BR on SCP 22 and backdate this to May 2023. All councillors in favour.

Clerks performance review also carried out by JB prior to the meeting. NM also requested Clerk's Pension is looked into and facilitated.

2023/**094 Working Group Reports**

**Infrastructure –** The council have officially withdrawn their request for a 20mph speed limit in the parish. Velocity have been instructed to commence the traffic survey and have been sent data from the SIDs. NM to attend the Crowmarsh Parish Council meeting to which a SI from Thames Valley Police is attending to discuss speeding in the area.

**Environment** – Some areas of grass/verge cutting appear to have been missed by contractors and some hedges are growing over footways. RP to pick up and discuss with TLGO/OCC. ACTION

NM proposed to engage Arbocare for parish tree works as they are significantly cheaper than current contractors and have all necessary qualifications, insurance and references. Seconded by RP, all other councillors in favour. DECISION

**Recreation & The Green –** Annual safety check of the play area booked for July/August 2023.

**Greet Hall –**Readings to be taken quarterly due to difficulty with access. JB proposed to re-enter into an Occupational Lease with Jo Carter Flowers for use of the rear area of the hall, details to be agreed in time. All councillors in favour – **DECISION.**

**Events –** MH to attend Green Councils events and propose a list of actions for the Parish. Biennial event for the Parish to be explored further.

2023/**095 RFO Report**

JB proposed to approve all payments, all councillors in favour – **DECISION**.

Internal Audit report discussed including some accounting codes differing on invoices and software (differences explained by BR), queries with HMRC payments (advice to be sought from OALC and experienced RFO), the need for an annual appraisal (now done) and some updates to the clerks contract (in hand). Full report circulated to all councillors.

Annual Governance Statement explained and discussed – JB proposed to approve, all councillors in favour – **DECISION**

Annual Accounting Statement circulated to councillors prior to the meeting. BR explained the additional income and expenditure is down to the CIL projects but that no financial anomalies were present. JB proposed to approve, all councillors in favour – **DECISION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Description of Goods** | **Value** | **Method** | **Code** |
| Opus Energy | Pavilion Electric | £34.01 | DD | 6055 |
| Gigaclear | Greet Hall Internet | £36.00 | DD | 4320 |
| Duocall MSP | Telephone | £19.88 | DD | 4320 |
| EDF energy | Greet Hall electric | £72.00 | DD | 5030 |
| Castle Water | Pavilion Water | £154.99 | DD | 6050 |
| Castle Water | Greet Hall Water | £10.00 | DD | 5020 |
| Castle Water | Allotment Water | £5.00 | DD | 6015 |
| Bryony Ringsell | Clerks Salary | £1239.14 | BACS | 4110 |
| Shield Maintenance | Dog Poo Bin emptying | £93.60 | BACS | 6020 |
| Ryman Business | Storage Boxes | £78.00 | BACS | 4320 |
| 6 Bells – Warborough | Hog Roast and Band – Coronation | £1050.00 | BACS | 4510 |
| Personnel Advice and Solutions | Job Evaluation | £120.00 | BACS | 4800 |
| Chip Hosting | Microsoft 365 | £94.90 | BACS | 4320 |
| Carol Vaisey | Greet Hall Cleaning | £250.00 | BACS | 5070 |
| Wheelers Electrical | Pavilion heater check | £102.00 | BACS | 6035 |
| Velocity Transport Ltd | Traffic Audit | £3600.00 | BACS |  |
| Community First Oxfordshire | Halls Subscription | 50.00 | BACS | 4360 |
| Elizabeth Cooper | Internal Audit Fee | 250.00 | BACS | 4340 |
| W&S Cricket Club | Green mowing | £1000.00 | BACS | 6010 |
| Chippy Nickson | Fly papers -Greet Hall | £4.50 | BACS | 5070 |
|  |  |  |  |  |
| **Receipts** |  |  |  |  |
| L Knapp | Greet Hall Rent | £64.00 | BACS | 1310 |
| C Kinash | Greet Hall Rent | £30.00 | BACS | 1310 |
| A Young | Greet Hall Rent | £16.00 | BACS | 1310 |
| Short Mat Bowles | Greet Hall Rent | £48.00 | BACS | 1310 |
| V Chell | Greet Hall Rent | £40.00 | BACS | 1310 |
| W&S Cricket Club | Cricket Pitch Rent | £200.00 | BACS | 1225 |

Exercise of Public Rights explained by BR and dates discussed. JB proposed to approve for publication on 8th June 23, all councillors in favour – **DECISION**

Work from home allowance discussed, agreed that the office in the Greet Hall is not fit for purpose. JB proposed to approve BR claiming work from home allowance, all other councillors in favour – DECISION.

2023/**096 Correspondence for further discussion if not covered under other Agenda items**

All correspondence in hand.

2023/**097 Matters for report and inclusion on the next agenda**

Clerks contract – BR to made suggested changes for discussion at meeting – **ACTION**

NM requested financial update of total expenditure YTD (inc accruals) vs Budget YTD at next meeting, BR explained that YTD figures are done quarterly so will be available at the end of July but specific items can be checked as needed.

**Meeting closed at 22.08**