

## Wardington Parish Council

Minutes of the annual meeting of the Parish Council held on Tuesday 16<sup>th</sup> May 2023 at 7:30pm in the Lady Wardington Room at Wardington Village Hall

**Present:** Mr M Patterson (Chairman), Mr R Jarrett, Mr R Reid, Mr N Bankes, Mr G Page.

**In attendance:** Clerk, 3 representatives of DSV Ltd.

**10. Election of Chairman** – It was proposed and agreed to elect Cllr Bob Jarrett as the Chairman. Cllr Jarrett completed his Declaration of Acceptance of Office which was countersigned by the Clerk.

**11. Presentation by DSV Ltd regarding their upcoming planning application** – DSV are a plant breeding company who are renting land at Top Dawkins. They have realised that it would be better for the company to purchase rather than rent so have put together a planning application to put in some new buildings. The existing buildings will no longer be used by DSV Ltd so it is unknown what the landowners plan is for those buildings. The height of the buildings match the maximum height of the current agricultural buildings. They hope to attract more wildlife to the area than is there currently through hedge planting etc which will give a 10% biodiversity net gain. It is hoped the planning application will be validated by Cherwell District Council in the next couple of weeks.

*The DSV Ltd representatives left the meeting at 7:51pm.*

**12. Election of Vice-Chairman** – Defer to next meeting.

**13. Apologies for absence** – Apologies received - Cllr Julie Burnett. Apologies accepted – None. It was agreed that Cllr Burnett should complete her Declaration of Acceptance of Office within the next 2 weeks. Apologies were also received from District Cllr Phil Chapman.

**14. Proposal to co-opt Mrs Lexi Gordon-Finlayson and Mr Richard Reid onto the Parish Council (PC)** – Proposed and agreed. Mr Richard Reid signed his Declaration of Acceptance of Office which was countersigned by the Clerk. It was agreed that Mrs Lexi Gordon-Finlayson should complete her Declaration of Acceptance of Office within the next 2 weeks.

**15. Members' declarations of interest for items on the agenda** – Cllr Nigel Bankes declared an interest in planning application 23/01036/F and 23/01037/LB.

**16. Public participation session** – None.

**17. To approve the minutes of the PC meeting held on 18<sup>th</sup> April 2023** – The minutes were proposed, agreed, and duly signed.

**18. Outstanding matters/actions from previous meetings**

18.1 HS2 update – HS2 have advised they have passed on the responsibility for the VAS to Oxfordshire County Council (OCC). OCC say they are not responsible for VAS devices and it is the parish council. HS2 are now looking into who installed the devices and will clarify manufacturer and a possible maintenance provider. It was suggested that the **Clerk should contact the Chipping Warden Clerk to find out if they have any maintenance agreement re their VASs.** The Clerk met with 3 representatives of HS2 last week to discuss the possibility of Wardington Parish Council (WPC) applying for funding to replace some items of play equipment in the play area. The HS2 representatives felt that WPC would have a good chance of being successful in a bid for funding and suggested the PC apply for up to £75k. It was agreed that an **application should be submitted for £75k by Cllr Bob Jarrett and the Clerk.**

18.2 Proposal to install paving slabs in front of the noticeboard – permission has been received from Oxfordshire County Council (OCC) – **Clerk to ask Brent Harris for a quote to put in some concrete slabs.** Cllr George Page advised that he can probably provide the slabs so it is just labour and sand

that the quote needs to cover. It was proposed and agreed to delegate authority to the Clerk to instruct this work up to a cost of £150.

- 18.3 Plans for a second Defibrillator/CPR training session – It was agreed to run another session on a different day and time to try to make the session available to more people. **Clerk to organise another session in June.**

**19. Tree related issues in the parish** – The tree from HS2 has arrived and has been planted on the cricket field. The councillors expressed their thanks to Cllr George Page for getting it planted. Cllr Page will put a tree guard around it. A parishioner has contacted the PC about some trees on the Green in Upper Wardington that they believe need reducing and crown lifting in order to allow the Green to be used as a recreational space and for safety. The parishioner has obtained a quote of £1,975 to complete this work and they have asked if the PC could fund some of the work. After discussion it was agreed that the PC will not fund any of the tree work or any other tree work requested in future on land not owned by the PC for the following reasons:

- It is not known who owns the land as it is currently unregistered. This does not mean it is publicly owned land, just that the land has not been sold since the requirement to register with the Land Registry therefore the ownership details are held in private paper records. The PC is not permitted to spend public money on works to land that is privately owned.
- It would not be possible for the PC to seek permission from the owner of the land as the ownership is unknown.
- If the PC were to spend funds on works to trees or on land that is privately owned/not owned by the PC this would set a precedent which could be very costly to the parish.

## **20. Play Area**

- 20.1 Update re replacement of the Trim Trail – No further update.
- 20.2 Proposal to instruct The Playsafety Company to complete a Life Expectancy Assessment on the equipment at a cost of £30 + VAT – Proposed and agreed.

## **21. Planning applications received**

**23/01004/F - Archers House, Thorpe Road, Wardington.** Agricultural storage building. **No objection.** (Response made using delegated powers).

**23/01066/TCA - The Limes, Thorpe Road, Wardington.** G1 x Apples - re-reduce by up to 1.5 metres. **No objection.** (Response made using delegated powers).

**23/01036/F and 23/01037/LB - Home Farm House, Cropredy Lane, Williamscoth.** Erection of two replacement dormers and a conservation rooflight to the rear, retrospective consent for two external openings at ground floor level on the rear elevation and an additional internal partition at first floor level. **No objection.** (Response made using delegated powers).

### **Planning decisions received**

**23/00078/F - Wardington Cricket Club, Pavillion, Thorpe Road, Wardington.** Change of Use of Cricket Club ground to Car Park to serve Wardington Memorial Hall and Wardington Cricket Club. Works to include new hard surfaced car park area and upgrading of existing vehicular access - Re-submission of 22/01817/F. **Approved.**

## **22. Annual Governance and Accountability Return 2022-23**

- 22.1 To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year – The internal auditor's report was received with the following issues raised – RFO's responses in red:
- a. Whilst I can understand the requirement to have all transactions on one tab (for ease of transferring to the figure to the spend to budget tab), it must be ensured that ALL bank transactions are recorded on the individual bank account tabs. This is to ensure that the bank account balance at

the end of the year agrees to the bank statement. The tabs referred to by the internal auditor do not represent bank accounts, they represent balances for individual budget items (Williamscott, Playground) hence why they do not tie up to individual bank accounts. This has been explained to the internal auditor since receipt of her report.

- b. Some transactions had been allocated to the incorrect bank account tab, this has now been corrected. As per the response to item a.
- c. It is noted that payments for the prize payments for Playground 200 were being paid out of the main Wardington Parish Council bank account instead of the Playground account. There was possibly a reason for this but as there is a cheque book for the Playground account all prizes should be paid out of this account. The playground draw and account is being closed down. The PC had agreed to start paying prizes from the main Unity account as there are no charges for cheque payments on this account, unlike the HSBC playground account. This has been explained to the internal auditor since receipt of her report.
- d. The bank reconciliations on the Bank Recs tab only ran up to 08/03/2023. I have inserted a new Bank Reconciliation tab for the balances as at 31/03/2023 and this is in the same format as previous years. A separate bank reconciliation was provided to the internal auditor which showed the full year end bank reconciliation. The tab referred to by the auditor is one used by the Clerk/RFO to calculate balances as at each meeting to provide the most up to date information on each agenda and was not intended for use by the auditor, hence why it only showed up to 08/03/2022 as that was the date of the last agenda going out within the 2022-23 financial year.
- e. All figures on the Spend to Budget tab are correct. Agreed.

It was proposed and agreed to appoint Annette Read as the internal auditor for the 2023-24 financial year.

- 22.2 To complete and approve the annual governance statement for the 22/23 audit - It was proposed and agreed to tick yes to all statements except statement 9 which is not applicable.
- 22.3 To approve the accounting statements for the 22/23 audit - The accounting statements were proposed, agreed, and duly signed.
- 22.4 To approve completion and signing of the AGAR Certificate of Exemption for 22/23 - The Certificate of Exemption was approved and duly signed by the Chairman.
- 22.5 To agree the dates for the notice of public rights – proposed dates are Monday 5<sup>th</sup> June to Friday 14<sup>th</sup> July 2023 – Proposed and agreed.

## 23. Finance

- 23.1 To note the bank balances and cashbook balances as at 09.05.2023 – Noted.

PC Current	£3,931.67
PC Savings	£30,204.33
HSBC	£6,363.68
HSBC 2	£0.03
Uncashed cheque	-£20.00
<b>Total</b>	<b>£40,479.71</b>

	WPC Main	Williamscott	Total
<b>Cashbook balances as at 09.05.23</b>	£34,013.87	£6,465.84	<b>£40,479.71</b>

- 23.2 To note and approve payment of the following invoices already paid using delegated powers: Proposed and agreed.

20.04.23	BACS	South Central Ambulance Charity	Donation re defib training	£50.00
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20.04.23	BACS	BHIB	Parish insurance	£526.20
20.04.23	BACS	Kirsty Buttle	Salary April	£432.43
20.04.23	BACS	HMRC	Tax April	£0.40
28.04.23	DD	NEST	Pension April	£16.58
18.04.23	300007	Mrs A Wilkins	Playground 200 draw prize	£20.00
18.04.23	300009	Mrs J Pearson	Playground 200 draw prize	£10.00

23.3 To note the following receipts: Noted.

14.04.23	CDC	Precept	£6,000.00
17.04.23	OCC	Grass cutting grant	£867.56
02.05.23	HMRC	VAT reclaim	£823.98

23.4 To approve payment of the following invoices: Proposed and agreed.

Parish Magazine Printing	Warbler printing	£398.00
N R Prickett	Grass cutting 11th and 26th Apr	£804.00
Annette Read Bookkeeping	Internal Audit 2022-23	£100.00

23.5 Playground 200 club draw – FINAL DRAW

1<sup>st</sup> Prize – 20 - R J Fenemore - £20

2<sup>nd</sup> Prize – 44 - Mr C R Morgan - £10

**24. To re-adopt the following policies/documents with no changes made:** Proposed and agreed.

- 24.1 Financial Regulations
- 24.2 Standing Orders
- 24.3 Subject Access Request Procedure
- 24.4 Data Breach Policy
- 24.5 Role Holder Privacy Notice
- 24.6 GDPR Privacy Notice
- 24.7 Records Retention Policy
- 24.8 Freedom of Information Policy
- 24.9 Data Protection Policy
- 24.10 Publication Scheme

**25. Information exchange** – A Cllr has been asked if Fairport is going ahead this year. Cllr Nigel Banks advised that it is going ahead and notification re tickets will come out soon.

**Meeting closed @ 9:20pm**

**Date of next meeting – 27<sup>th</sup> June 2023**

Signed..... Date.....