



**MINUTES OF THE STRATTON AUDLEY PARISH COUNCIL
ON TUESDAY 21 OCTOBER 2014 AT 7.00PM
IN ST MARY & ST EDBURGA CHURCH, STRATTON AUDLEY**

Present: Mr N Ferguson (Chairman), Mr Anthony Flack, Mr J Honsinger, Mrs H Smithers

In attendance: Mrs J Olds (Parish Clerk), James Doble (CDC Democratic and Elections Manager)

Apologies: None

Public Participation: Eight members of the public (two from 7.25pm). All departed between 7.40pm and 7.45pm

The 14 October meeting agreed at the September meeting was cancelled because it was clear following the issuing of the Summons that it would be inquorate. This meeting was convened by the Chairman.

1. Apologies for absence

There were no apologies.

2. Resignation of Mr Jonathan Ormerod

The Councillors noted the resignation of Mr Ormerod and thanked him for his valued contribution to the work of the Parish Council.

3. Declarations of interest

There were no declarations of interest.

4. Public participation

Eight members of the public attended the meeting.

One member of the public wished to raise the issue of speeding vehicles in the village. The Clerk informed the meeting about the Speedwatch initiative which PCSO Chris Kidd had contacted her about. It is hoped that PCSO Kidd will be able to attend the November meeting to explain the project in more detail.

One member of the public reported that a large pickup truck was parking inconsiderately over the pavement outside the Manor. The Clerk recommended that the best course of action was to call the non-emergency Police telephone number 101. However, the Clerk would also try to take the matter up with the company marked on the side of the truck.

Five members of the public attended to present their planning applications.

Regarding 14/01547/F the owners attended to answer questions. The Clerk reported that she had received two positive comments from neighbours on the application.

Regarding 14/01693/LB the owner attended to answer questions.

Regarding 14/01589/PAMB the owner and his representative attended to answer questions. Concern was raised over the number of parking spaces, but the meeting was assured that further consultation would take place before finalising.

5. To suspend Standing Order 1m regarding photographing, broadcasting or transmitting of Parish Council proceedings

Following the amendment of the Public Bodies (Admission to Meetings) Act 1960 and the introduction of the Local Audit and Accountability Act 2014, section 40, it is now possible for people attending Parish Council meetings to film, photograph or make audio recordings of meetings and to report or comment on the proceedings in writing during or after a meeting.

In order to comply with the new legislation, the Councillors **RESOLVED** to suspend Standing Order 1m – “Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council’s consent”.

6. To consider the election of a Vice Chairman for the current year 2014 / 15

The Councillors **RESOLVED** to agree to the election of a Vice Chairman. Mr John Honsinger was nominated by Mrs Smithers and seconded by Mr Flack.

7. Minutes of the meeting held on Tuesday 9 September 2014

It was **RESOLVED** that these be accepted as a true copy with the addition of the phrase ‘The Clerk agreed to produce a timetable of action’ under item 13a Playground. This amendment was agreed and initialled by the Clerk and the Chairman and the Minutes were signed by the Chairman as a true record of proceedings.

James Doble complimented the Council on the quality of the Minutes.

8. Matters arising from the Minutes

a. Speedwatch

Due to the likely length of the October agenda, the Clerk had asked PCSO Kidd if he could attend the November Meeting.

b. Letter from the Red Lion Publican

The Clerk had revised the letter, posted it to the publican and circulated it to the Councillors for information.

c. Gravel by the trough and entrance to the Pond on Mill Road

The Clerk had liaised with Mr Adams and the gravel had been ordered and delivered. The Clerk was awaiting the invoice.

9. Report from District and County Councillors

No Councillors attended the meeting.

10. Finance

a. To receive the financial report

As at 6 October the Accounts stood at

Current Account	£2,695.55
Savings Account	£16,651.27

There were three outstanding cheques amounting to £80.

The Precept and CTRS Grant totalling £3,040 and interest of £7.69 has been received into the Savings Account. The Clerk has transferred £2,000 from the Savings Account to the Current Account on 30 September. The Current Account has received £0.02 in interest.

b. To consider formally closing the Barclays Current Account

The Councillors **RESOLVED** to close the Barclays Current Account and asked the Clerk to write to Barclays.

c. To consider making all Councillors signatories on the Co-op bank accounts.

It had been recommended that all Councillors be signatories on the bank account to make it easier to manage the account. The Councillors **RESOLVED** to agree to this recommendation. The Clerk would prepare the paperwork and circulate it for signatures.

d. To order copies of the Good Councillors Guide

The Councillors **RESOLVED** to ask the Clerk to order seven copies of the Guide from OALC at a cost of £3.20 each.

e. To consider invoices for payment

The Councillors **RESOLVED** to approve the following payments.

Payment to:	Budget	Cheque No	Amount
Stratton Audley and Godington PCC for hire of Church in September	Church hire budget	500071	£30.00
CDC for dog bin emptying	Dog bin emptying	500072	£174.34
Mike Gore September mowing	Grass cutting	500073	£150.00
Mike Gore September playground mowing and maintenance	Playground Maintenance	500073	£30.00
OALC for J Honsinger to attend the Openness of Local Government Bodies Regulations Briefing on 2 October	Training	500074	£42.00
Royal British Legion for Poppy Appeal Wreath	S137 Grant	500075	£100.00
John Honsinger for reimbursement regarding repair to wooden seat by Jimi the Woodcarver	Highways General Works	500076	£50.00
JMC Olds for Clerking Duties (9 September – 8 October)	Clerk's salary	500077	£149.59

f. To consider paying the Clerk by regular Standing Order

The Councillors **RESOLVED** to pay the Clerk the monthly amount as agreed in the Confidential Minutes 7.b. of 10 September 2013 by regular Standing Order on the ninth of the month.

Expenses would continue to be paid by cheque on an ad-hoc basis.

11. New Financial Regulations

The Councillors confirmed that they had read through the new Financial Regulations which the Clerk had circulated and **RESOLVED** to adopt them.

12. Staffing Committee

The Councillors considered the terms of reference drafted by the Clerk and **RESOLVED** to agree them and the formation of the Committee. The Committee would comprise the Chairman, the Vice Chairman and Mr Anthony Flack.

13. New Parish Councillor

The resignation of Mr Jonathan Ormerod had caused a Casual Vacancy. The Clerk had notified CDC and posted the Vacancy Notice on 1 October; the closing date for a request for an election was 21 October.

The Clerk would be notified by Mr Doble on 22 October and if no request for an election had been received. The Clerk would post a notice advertising the vacancy on the noticeboard so that applications could be considered at the next meeting.

14. Remembrance Day

a. Donation to the Royal British Legion

The Councillors considered the application of a grant to the Royal British Legion for the poppy wreath and **RESOLVED** to agree to a grant of £100 under S137 of the LGA 1972.

b. Remembrance Service

The Councillors **RESOLVED** that Anthony Flack would represent the Parish at the annual Service of Remembrance on 9 November in Church.

15. Community Led Plan

a. To consider an appropriate way of thanking the former Chair of the CLP

The Councillors **RESOLVED** to agree to send a card and a bouquet of flowers (with a budget of £30) to Mrs Reynolds as a thank you for all her hard work.

b. To Receive an update

John Honsinger reported that there is currently no Chair nor Secretary as the Secretary had also just resigned. When the group last met they agreed that they felt they did not need to have a Chair. However, concern was raised that it was an important part of the management structure that the CLP Working Party had a Chair and a Treasurer.

John Honsinger was currently devising the questionnaire which would be sent to the Parish Council and Tom McCullagh at OALC before it is published and sent to all villagers.

The 'information for villagers leaflet' would also be considered at a future meeting of the Parish Council.

c. To discuss plans, roles and responsibilities between the Parish Council and the Community Led Plan group for the next twelve months

The Councillors **RESOLVED** that this should be left until the new year.

16. Parish Matters not otherwise mentioned in Matters Arising

a. Playground

i. To discuss progress on the Playground

The Clerk reported that she had asked the contractor to let her have his suggested plans by the end of October. Due to other workload she had not been able to do any further work on the playground.

ii. To consider the purchase of a new 'no dogs' sign for the gate

The Councillors **RESOLVED** to agree to the purchase of an aluminium sign 300mm x 200mm at a cost of £28.22 plus £6.99 delivery.

iii. To note the recommendation for an Access Audit

The OPFA representative recommended that an Access Audit be completed as the access to the playground is not very good.

The Clerk has contacted the Inspector who does the annual inspection which will cost in the region of £70. The Councillors **RESOLVED** to agree to the Audit being undertaken.

b. Management and storage of the Marquee

The Councillors **RESOLVED** that the Clerk should write a policy on the management of the Marquee to bring to the next meeting.

c. Storage of the Marquee

The Clerk had discussed the storage issue with Mrs Gosling who had been extremely helpful. Unfortunately, it was not possible to secure the barn which Mrs Gosling suggested and so the Clerk had had to reject the suggestion.

Nigel Ferguson had been able to discuss the storage issues with Bicester Heritage. The Councillors **RESOLVED** to agree to the marquee being stored on Mr Ferguson's trailer in a secure unit at Bicester Heritage for the time being until a more permanent storage solution could be found.

Mr Ormerod still has the Marquee in his garage as a date had not been able to be arranged for its removal. Mr Ferguson would give the Clerk some dates when he was available as soon as possible so that the Clerk could write to Mr Ormerod.

d. Wooden seat outside the Red Lion

Mr Honsinger reported that 'Jimi' had looked at the Chair. which he had made, and recommended that that the flaking sap wood at the base be cut back, moulded, sanded and treated. He also advised that preservative should not be applied to the rest of the chair as it is made from hardwood which will not decay and his view is that the natural colour of the wood as it ages should be allowed to come through. He did the work following a quotation of £50 which Mr Honsinger paid and was reimbursed.

e. Autumn Village Tidy-up Day – 18 October

At least eight villagers helped with the tidy-up day and managed to clear pavements and drains of weeds and debris along Church Street and at the beginning of Bicester Road and

cut back growth on some of the walls. The Parish Council is grateful for the support of the villagers who helped and of the Red Lion who provided hot drinks.

f. Village Hall Fund

The Clerk reported that she had been asked to help with the best way of closing the Village Hall Fund Accounts which were created many years ago when there was a proposal to build a hall in the village. Unfortunately, the project failed, but a fair bit of fundraising was done and there are still two Village Hall bank accounts which are held in Trust. Two of the signatories are concerned about the money which is in these accounts.

The Clerk had made enquiries with OALC and ORCC who recommend that the first course of action is for the account signatories to do more research to find out whether any documentation was produced at the time of the creation of the accounts and, if there is, whether it states what should happen to the money, if that money raised was not spent on the original purpose. If there is no such documentation, the account signatories will need to hold a Village Meeting so that the villagers can decide what should happen to the money raised.

The Clerk has asked the account signatories to do some more research.

g. Mill Road Sign Post

The Clerk had spoken to Highways about the Finger Post at the top of Mill Road. They do not have a record of the names of the villages on the original so asked for suggestions.

The Councillors **RESOLVED** that the directions should be: south, Stratton Audley; west, Fringford; north, Chetwode and Gawcott; and east, Godington and Poundon. The Clerk would advise Highways accordingly.

h. Sports Facilities

Whilst the availability of sports facilities fell within the remit of the Community Led Plan, the Councillors **RESOLVED** to agree to Anthony Flack investigating possibilities informally which could then be fed back into the CLP.

17. Planning Applications - to discuss recent Applications and note Notices of Decision

The following planning applications were considered at the beginning of the meeting while the public were still in attendance.

- a. 14/01589/PAMB – Mr John O’Neill, The Green Barn, Stoke Lyne Road, OX27 9AT; Proposed conversion of agricultural building into 3 no. dwelling houses
- b. 14/01547/F – Mr Michael Haddon, The Garden House, Cherry Street, OX27 9AA; Single storey rear extension
- c. 14/01579/F – Mr Alex McKay, 2 Copse Cottages, Mill Lane, OX27 9AL; Erection of detached building to provide garage at ground floor and within the roof attic space a gym / study
- d. 14/01620/F - Mr J McMaster, Chase House, Bicester Road, OX27 9BT; Single storey rear carport. Additional rooflights
- e. 14/01693/F – Mrs Lesley Korsak, 1 Church Cottages, Stoke Lyne Road, OX27 9AQ; Internal alterations to include removing partitions, replacing staircase and relaying kitchen floor. Construction of fire wall in loft. Remove kitchen ceiling and vault at rafter level. Remove coal shed and kitchen chimney.

- f. 14/01693/F – Pea Green Physiotherapy, Spectrum, 5 Willows Gate, OX27 9AU; change of use from B1(a) to D1.

The Councillors **RESOLVED** that they had no comments or objections on any of the above plans.

Notices of Decision

The Councillors noted the following Notice of Decision

- g. 14/01355/F, The Bothy, OX27 9AD, Conversion of open fronted storage buildings to form new living accommodation and garage, together with a single storey rear extension and new roof to existing cottage: permission granted subject to conditions.

18. Correspondence received

The Councillors noted the correspondence received and discussed where necessary.

- a. **Laws & Fiennes on behalf of Stratton Audley Estate** regarding dog fouling in the car park of Willows Gate Offices and requesting further dog bins including one at the corner of Glen Close. The Clerk explained the location of the dog bins in relation to the property, but that as it is on private land neither the Dog Warden nor the Parish Council has any jurisdiction.
- b. **Villager** – requesting a progress report on the Playground.
- c. **CDC re Cherwell Boundary Review** – the timetable has been amended because the Commission needs to give consideration to related alterations arising from the Community Governance Review that was concluded last year.
- d. **CDC** – re Dementia and Alzheimer’s Awareness Session event on Thursday 9 October. Circulated by email.
- e. **OALC** – September Members’ update (circulated by email)
- f. **OCC** – re entry to primary school poster
- g. **OCC** – consultation on mobile library service (circulated by email) and forwarded to Shelswell News Editor
- h. **OALC** – re ‘Being a Good Employer’ training on 12 November
- i. **CDC** – Parishes Liaison Meeting 12 November. John Honsinger agreed to attend
- j. **OCC** – re CDC’s intention to terminate the agency agreement with OCC for the maintenance of highway verges with effect from 1 January 2015. The Clerk has asked what implications this would have on the Parish and whether it would be just the verges which CDC currently has responsibility for (ie the small triangle of grass outside Glen Close) or whether it is wider responsibility. If it is just the small triangle of grass, then it would make sense to take it on and add it to the rest of the grass cutting responsibilities.
- k. **Southern Electric Power Distribution** – The Customer and Community Advisor is working on emergency planning and wanting to update their Priority Service Register. In the event of a lengthy power cut, they would like to know the best place to install a Communication Point giving a central, continually updated point of contact and where to park a Welfare Van, if needed. The Clerk suggested outside the Red Lion and this was agreed as the most suitable place. Southern Electric also suggests that vulnerable people may like to register with the company in order that they receive priority and necessary assistance at the time of an emergency.

19. Reports from meetings

a. Reports from informal meeting of Councillors to discuss underlying issues

The Councillors reported that they had met informally on 30 September to discuss a number of issues. It was evident from their discussions that all the Councillors care passionately about the Parish.

It had become apparent that Councillors needed to know more about the rules and regulations governing Parish Councils and to that end the Clerk was working on new Standing Orders. Mr Doble agreed to provide an Urgency Procedure which could be incorporated into these Standing Orders.

It is hoped that the Council may now be able to continue to work for the benefit of the village.

b. OALC Openness Briefing – 2 October

John Honsinger and the Clerk attended an OALC briefing about the amendment of the Public Bodies (Admission to Meetings) Act 1969 which is part of the Government's requirement for open and accessible democracy under the Local Audit and Accountability Act 2014, section 40.

It is now possible for anyone attending a meeting to record the proceedings, either verbally visually or with text (tweeting etc) while the meeting is in progress. However, if cameras are used, they should be only focussed on the Councillors attending the meeting, not the members of the public who should be in the 'public gallery' and under the Data Protection Act, have a right to remain anonymous.

OALC has supplied a draft text for a Notice to be read at the start of all PC meetings, but it will be possible to amend this or use an alternative. However James Doble confirmed that he had devised a shorter version which he would let the Clerk have.

There is no requirement for the public to give notice that they wish to record and there is no legal requirement for the PC to record the meeting, however it is an issue for consideration in due course.

James Doble reported that CDC had decided not to record meetings to minimise risk as the Proper Record of the meeting is the Minutes.

An additional obligation under the Act is that all financial delegated decisions (financial decisions made by the Clerk) over a certain figure should be recorded and published. Whilst the Clerk tries to ensure that the Council take all financial decisions at meetings, a realistic figure will still need to be set.

The Clerk gave the meeting a list of things which will need to be completed over the next few months which includes the revision of the Standing Orders, the financial threshold for delegated decisions, whether to record meetings (either visually or sound) specifically for this purpose (not for minuting purposes) and how long to keep the recordings.

20. Any other business – for information or next Agenda only

a. Christmas Lights

The Clerk had been in touch with Mr Adams about whether further Christmas Lights were required. Mr Adams had reported that the power pack bought for last Christmas had suffered from last year’s flooding and he was waiting to see whether it would still work. Two strings of lights and the power pack were purchased last year and the current power pack will take a further 350 low voltage lights. Mr Adams will let the Clerk know whether a new power pack and / or lights will be needed.

21. Date of next meeting – the Councillors **RESOLVED** to confirm the next meeting as Tuesday 11 November at 7pm.

The meeting closed at 9.10pm

Signed

Dated