



**MINUTES OF THE STRATTON AUDLEY PARISH COUNCIL  
ON TUESDAY 5 MAY 2015 AT 7.00PM  
IN THE HUNT ROOM OF THE RED LION, STRATTON AUDLEY**

**Present:** Mr N Ferguson (outgoing Chairman), Mr A Flack, Mr J Honsinger (Chairman), Mrs L Korsak

**In attendance:** Mrs J Olds (Parish Clerk)

**Apologies:** None

**Public Participation:** Five members of the public (three of which left at 7.10pm, one left at 8pm)

At the beginning of the meeting a member of the public declared that the meeting was 'moribund' because one Councillor had resigned. The Clerk explained that in order for the meeting to be quorate three Councillors needed to be present and there were four and that, therefore, the meeting could proceed. The member of the public was vocal and was asked to leave his comments until the appropriate time at Public Participation. The member of the public declined and chose to leave. Two other members of the public left at the same time.

It was announced that Mrs Helen Smithers had decided to resign as a Councillor. The Councillors thanked her for her contribution to the village.

**1. To elect the Chairman for the year 2015/16**

Mr Ferguson announced that he had decided not to stand as Chairman for a further year.

**2. Apologies for absence**

No apologies had been received.

**3. Declarations of interest**

There were no declarations of interest.

**4. Public participation**

There were four members of public in attendance, three of whom wished to raise their concerns about the planning application for the air conditioning units and the realignment of an external wall, particularly in relation to the possibility of the constant noise from the units. They also raised the issue that the gates were often left unlocked at weekends. The Clerk would speak to the management company regarding the locking of the gates.

**5. Minutes of the meeting held on Tuesday 3 March 2015**

It was **RESOLVED** that the minutes be accepted as a true record of proceedings and were signed by the Chairman.

**6. Update on progress from the Minutes**

**a. Village Hall Fund**

It was agreed that this was taken off the agenda for the time being.

**b. Mill Road Finger Post**

This has now been completed together with the Elm Farm brown sign.

**7. Report from District and County Councillors**

No reports had been received, but Cllr Fulljames sent her apologies.

**8. Finance**

**a. To receive the financial report for the year end – for information**

As at 31 March the Accounts stood at

Current Account	£1,762.62
Savings Account	£15,368.27

There were no outstanding cheques.

The Clerk supplied printouts of the bank account status and a summary for information.

The Savings Account had received the New Homes Bonus of £1,417 on 27 March which the Clerk had thought was for the year 15/16, but CDC had paid the 13/14 bonus late so that it went into the 14/15 financial year.

The Clerk has transferred over to the 15/16 budget, the budgets to cover the invoices which were expected in the year 14/15 but which didn't arrive in time together with the agreed amount for the Community Led Plan:

Subscriptions	£204.00
Dog bin emptying	£131.00
Highways general works for the white gates	£200.00
Community Led Plan Expenses	£200.00

The Clerk reported that last year's budget was underspent by about £400, allocated within this was the snow clearance of £120 which wasn't needed.

The Clerk had sent off the VAT reclaim to cover 1 April 2014 to 31 January 2015 (total £509.89). Some of the invoices which were due for payment in April were dated February and March and incur VAT; however as VAT reclaims have to be for whole months, the Clerk will do an interim claim once the accrued VAT amounts to £100.

The Clerk has completed the Final Submission of the year to HMRC via the RTI Tools software.

**b. To receive the financial report – for information**

The £1,000 transfer from the Savings Account to the Current Account has cleared.

The Clerk reported that she had received a letter from CDC informing the Parish that the dog bin emptying charges would rise from £1.27 per bin to £1.40 per bin from 1 April. The Clerk had written to CDC (copying Cllr Wood) requesting that more notice be given next time in order that it could be incorporated into the budgets.

The Clerk had done the final accounts and produced a revised budget.

**c. To receive the Statement of Accounts**

The Clerk had prepared the draft Statement of Accounts which the Councillors

**RESOLVED** to agree. These will be presented to the Annual Parish Meeting on 12 May.

**d. To update the Asset Register**

The Councillors **RESOLVED** to remove the 10 lengths of bunting, the 'Kill your Speed' signs and the Tiger Teeth Markings from the Asset Register. The Value of the Assets will amount to £39,717.

**e. To complete the External Audit Accounting Statements**

The Clerk provided the Councillors with the figures which they **RESOLVED** to agree. The Chairman signed the form.

**f. To complete the External Audit Annual Governance Statement**

The Councillors **RESOLVED** to agree to all the Governance questions and the Chairman signed the form.

**g. To consider invoices for payment**

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

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
500104	The Red Lion for March Meeting (as agreed in March 2015 Minutes reference 8.)	Room Hire	£20.00
500101	Cherwell District Council for winter dog bin emptying	Dog bin emptying	£130.76
500105	OALC for Annual Subscription	Subscriptions	£133.07
500106	ORCC for Annual Subscription	Subscriptions	£50.00
500107	SLCC for Annual Subscription	Subscriptions	£42.68
500108	Navitas Design for Website Deposit	Website	£192.00
500110	Mike Gore for April grass cutting	Grass cutting	£150.00
500110	Mike Gore for Playground Maintenance	Playground Maintenance	£30.00

The standing order to pay the Clerk from 9 February – 8 March £152.88 was debited from the current account on 9 March.

#### **9. Village Website**

Lorraine Cheney from Navitas Design attended the meeting to discuss the website design. It was agreed that she would produce two choices of WordPress theme and a variety of colourways and send to the Clerk for the Councillors to consider.

She assured the Councillors that a variety of people would be able to have access to the website in order to update 'their' section, so the CLP Group would be responsible for theirs and the Historical Society (if they wish to have a page), would be able to access their section. It would be possible to give any other groups in the village access.

The Clerk would be responsible for the Parish Council section.

The Clerk would send Navitas Design images to populate the website.

#### **10. Magna Carta 'LiberTeas' Day, Sunday 14 June**

The Councillors **RESOLVED** that they would not take part in the commemoration of the Magna Carta.

#### **11. Community Led Plan**

##### **a. To receive an update**

Cllr Honsinger informed the meeting that there was a 55% response rate to the questionnaire which the CLP were pleased with. Mr Lambert had started working on the data and had produced preliminary results.

##### **b. To consider plans and dates for future CLP / PC events in 2014**

The dates of the next events were:

16 May – the church would be holding a car boot / garage sale

19 July - the Village Picnic (for which the Marquee would be needed)

6 September – a Festival at West Farm Barn which would be a ticketed event and include 15 food stalls and music

11 October – Georgian Vintage Tea party

31 October – children's Halloween party

##### **c. To receive a presentation of the raw data from the questionnaire and to consider whether to place this information on the village website**

The Councillors considered the data and **RESOLVED** that it would be more appropriate to produce a synopsis of the data to go on the website once it had been presented to the village at the meeting on 12 May, but that the raw data may be included at a later date.

##### **d. To consider how to present the analysis to the village**

The Councillors **RESOLVED** that a presentation of the key facts of the preliminary results at the Annual Parish Meeting on 12 May would be the first course of action which could then give the villagers the opportunity to ask questions at the meeting.

## **12. Parish Matters not otherwise mentioned in Matters Arising**

### **a. Playground - to discuss progress on the Playground**

The Clerk reported that she was still waiting to hear from CDC about whether planning permission was required.

The Clerk had applied to the Jewsons 'Building Better Communities' Project for funding. Community projects were invited to apply and were then considered by a team at Jewsons and put to a community vote. If the Playground project is selected, it will require a large number of the community to vote for it.

The Council was surprised to see the fibre cabinet which had been installed outside the playground and the Clerk had asked OCC's Broadband team about it. She had also requested help from OCC and BT regarding the access to the playground and was awaiting a response.

### **b. Village Tidy-up Day – Saturday 9 May**

The Clerk had produced a poster and ordered the litter pickers, bags, high vis vests and gloves. All rubbish bags can be put near the dog bin (still leaving access to the bin) at the entrance to the pond at the end of Cherry Street and CDC will collect it on Monday 11 May.

The Clerk would ask BT Broadband to make good the hole by the fibre cabinet and take away the rubble.

The Clerk would contact Highways regarding widening the narrow path along Bicester Road beyond West Cottages.

## **13. Planning Applications**

### **a. To consider all recent applications received from Cherwell District Council or on the District Council website up to the date of the meeting including:**

- i. 15/00212/F, Mrs HE West, Miss LC Gosling and Mrs E L Ter Haar for the 'installation of 11 external units for air conditioning and realignment of existing external wall' at the Willows Gate units, Stoke Lyne Road. The Councillors **RESOLVED** to send the following comments: that they were very concerned about the noise which might be generated from the 11 air conditioning units which may be run at all times of the day or night and about the need for the removal of the wall.

**b. To note Notices of Decision**

- i. 14/02042/F, Mr John O'Neill, The Green Barn, Stoke Lyne Road; Convert existing agricultural building into three dwelling houses and associated building works. Change of use of agricultural land in to residential gardens and amenity space. Permission for development subject to conditions.
- ii. 15/00071/F, Ms J McMaster, Chase House, Bicester Road; Proposed tack room. Permission for development subject to conditions.

**14. Correspondence received**

The Councillors noted the correspondence received and discussed where necessary.

**a. Clerks and Councils Direct**

- b. **CDC** – Parish Liaison update (circulated by email). Next Liaison meeting is on 10 June. There is also a 'Prevent' meeting on 24 June on how to identify and report potential terrorists.
- c. **OCC** – re confirmation of Clerk contact details
- d. **OCC** – re confirmation of grass cutting grant request
- e. **Bicester Rural Children's Centre** – re Ofsted report
- f. **Villager** – re litter pickers. The Clerk had arranged with CDC for two litter pickers to be permanently stored in the Village. Two villagers who used them regularly will look after them. The Clerk had also asked CDC to litter pick the Stoke Lyne and Bicester Roads and to clear up the rubbish bags outside the quarry.
- g. **John Mayo** – re BT taking orders for Fibre Broadband
- h. **A villager** – re requesting more dog bags. The dog warden will be delivering further supplies shortly.
- i. **OCC** – re VE Day celebrations on 8 May
- j. **OALC** – March Members' Update

**15. Reports from meetings**

**a. SLCC Branch Meeting - 16 March**

The Clerk attended the branch meeting which covered two sessions: Leases and Licences and a collaborative session with OCC about how parishes can work with OCC to help to reduce costs; prior to the report being written in the autumn there would be a further session with SLCC in September which PC chairmen were encouraged to attend in order that feedback could be given to OCC.

**16. Items for information or next Agenda only**

- a. The Clerk requested that all items for the agenda should be submitted by Wednesday 22 April

**17. Date of next meeting** – the Councillors **RESOLVED** to confirm that the next meeting would be on Tuesday 5 May at 7pm at the Red Lion and noted that the date of the Annual Parish Meeting (the Open Meeting) would be Tuesday 12 May at 7pm in Church.

The meeting closed at 9.00pm

Signed .....

Dated .....