



Minutes of the Stratton Audley Parish Council on Wednesday 4<sup>th</sup> November 2015, in the Hunt Room of the Red Lion, Stratton Audley at 7.00pm

**Present:** Mr J Honsinger (Chairman) Mr A Flack, Ms C Lloyd, Mr S Hopkins.

**Apologies:** Mr G Nicholson, Cllr C Fulljames (OCC) Cllr B Wood (CDC)

**In Attendance:**

**Members of the public:** three

**67. Apologies for absence**

The Clerk reported that apologies for absence had been received from Mr G Nicholson.

**68. Declarations of interest**

None.

**69. Public participation**

Three members of the public contributed at various points.

**70. Minutes of the meeting of 7<sup>th</sup> October 2015**

The Council agreed that the minutes of the meeting of the 7<sup>th</sup> October 2015 were an accurate record of the proceedings with the removal of the Addendum updating Councillors of events following the meeting. It was agreed that the Chairman was authorised to sign the same.

A member of the public asked why draft and unapproved minutes were posted on the Parish notice board and the Clerk advised that this was done in the interests of transparency and good communication, as otherwise it would be a month before the approved minutes would be posted.

**71. Clerk's Report on vacancy**

The Clerk reported that at the meeting of the Parish Council on 7<sup>th</sup> October the Council was under the mistaken impression that there was only one resident interested in becoming a Parish Councillor – Ms Morgan and the councillors unanimously agreed to co-opt her onto the council. Following the meeting it became apparent that Mr G Nicholson was also interested in the vacancy, so Ms Morgan's appointment was put on hold. A Notice of Vacancy was once again displayed. Subsequently the Clerk spoke to Mr Nicholson who explained he could not attend the November PC meeting but would attend in December. In the meantime it was agreed that the Chairman and the Clerk would meet him to discuss the matter. Following this, on 20<sup>th</sup> October

2015 the Clerk was advised by Cherwell District Council that they had received an application for an election for the vacancy and this was now required to take place. The meeting with Mr Nicholson happened on 28<sup>th</sup> October and Mrs Maggie Woodward also attended at Mr Nicholson's invitation. As the election was pending and it was impossible at the time to know the outcome, neither would comment nor participate in the conversation.

The procedure for the election was that the Notice of Election was displayed in the Village and required nominations for the position of Parish Councillor to be submitted to Cherwell District Council by 4.00pm on Friday October 30<sup>th</sup>. If there was more than 1 applicant Cherwell District Council would hold an election in the Village on 26<sup>th</sup> November 2015. The cost of an uncontested election is £39 while the cost of a contested election is between £1250 and £1350. With this in mind Ms Morgan, indicating that she believed that she was acting in the best interests of the village and not wishing to have the village incur such costs, decided not to stand.

When nominations closed the Parish Council was advised by Cherwell District Council that they had received only one – George France Nicholson, and he was therefore returned to the vacancy uncontested. I am sure all Councillors will join the Clerk in welcoming Mr Nicholson onto the Parish Council, and we all look forward to his contribution.

## **72. Progress on Parish matters**

- Path/verge on Bicester Road. The Chairman reported he had sent photographs of the clearance work to the parish Council's County Councillor – Mrs C Fulljames, who had commended the Council's action and passed the information to relevant officers. The Chairman reported that he had asked OCC to consider tarmacking the path in 2016/2017 and had received confirmation that this would be included for consideration in their next budget round
- Web site – This is now "live" and receiving favourable comments from residents. Congratulations for the work carried out on the Bicester Road path were noted as well as a suggestion that hedge row vegetation on the Stoke Lyne Road also required attention. It is hoped that the active EVENT calendar will encourage all to visit the site on a regular basis for updates and also to provide information, relevant to those in the parish.

Councillors expressed their thanks to the Chairman Mr Honsinger for all his hard work inputting information onto the site and making it such an excellent village resource.

- SSE Resilience Grant application – Further information has been requested, and the Parish Council awaits a decision from SSE.
- Remembrance Service – The Chairman and Vice Chairman of the Parish Council will attend the Remembrance Service and lay the Parish Council's wreath.
- Street Cleaning – CDC had been contacted and would be advising as to when the streets would next be swept in the village so that notice could be given to all residents to move their cars.
- No 8 bus Service – the outcome of the consultation will be considered by OCC's cabinet shortly.

## **73. Report from District and County Councillors** — none were present.

## **74. Finance** –The Council noted the monthly report contained in Appendix 1 and authorised the following payments:-

<i>Cheque Number</i>	<i>Payee</i>	<i>Reason</i>	<i>Amount</i>
500173	Royal British Legion	Wreathe	£100.00
500174	A resident	Expenses re Children's Hallowe'en party	£26.50
500175	HMRC	Clerk's tax	£37.60
500176	Mrs A Davies	Cl salary/Expenses	£161.47
500177	Information Commissioner	Registration fee	£35.00
500178	Navitas Design	Web site	£99.60
500179	Red Lion PH	Room hire	£20.00
500180	PCC donation	VH porch	£350.00
500181	Sobell House	Donation	£100.00
500183	J Honsinger	Website Card Printing	£32.00

#### **75. Parish Council Risk Assessment and Asset register.**

The Council agreed the Council's Risk Assessment with the amendments suggested by the Clerk, and the document was therefore adopted by the Council from 4<sup>th</sup> November 2015. All Councillors were given a copy of the Council's Asset register, asked to look through it and advise the Clerk of any items that should be removed or added.

#### **76. Parish Council functions of Councillors.**

The Chairman introduced the item by suggesting that, now the Parish Council has its full complement of members, it might be an appropriate time to look at each Councillor taking responsibility for a particular area of the Council's activities. A report prepared by the Clerk was handed round and is attached at Appendix 2. After discussion it was agreed that Ms Lloyd would lead on planning matters in the Village providing the initial focal point, that Mr Hopkins would take responsibility for Village Resilience matters, whilst Mr Flack would continue to lead on the Community Led Plan and events such as the Food festival 2016. It was suggested by a Councillor that the new Parish Councillor – Mr Nicholson could take responsibility for highways, including footpaths and speeding traffic, particularly as the Launton Road does appear to be an area that experiences speeding traffic more than many other roads in the village.

It was noticed that truvello strips had been placed across the Bicester Road.

It was suggested by a member of the public that the Parish Council should review its activities against the objectives it has set itself for the year, and it might be helpful for the identified areas of activity to link with these. It was agreed that these would be revisited at a later meeting.

#### **77. Community Governance Review**

The Clerk reported ( contained in Appendix 3) on the process whereby the Parish Council would request Cherwell District Council to carry out a Community Governance Review to increase its number of Councillors from 5 to 7. This would be in line with Government advice that a parish the size of Stratton Audley should have between 5 and 8 Councillors. The logic of making such an application is that it would increase both the capacity and resilience of the parish Council, as the Council cannot operate a legal meeting without a quorum of 3 members, and it is remarkably easy for various reasons for the Council to be inquorate and unable to carry out Council business. Cherwell District Council carried out a District wide review in 2013 and

received no request from SA to review our situation and have indicated that they have no plans to carry out another one in the near future. However, if there is support from at least 50% of the residents, the parish can request a review to be carried out.

The Council agreed :-

- a) **To ask the Chairman to discuss the options with the District Councillor representing the Parish area, and subject to those discussions**
- b) **To ask the Clerk formally to approach Cherwell District Council to ascertain the Council's plans for carrying out their next District –wide Community Governance Review, and, subject to the results of these discussions**
- c) **To consider whether it should commence action to gather together a petition with sufficient signatures to require a review of the Parish Council's numbers by CDC in the interim.**

#### **78. Community Led Plan – *To receive an update on plan activities.***

The Community Led Plan group are now having monthly meetings – with the last meeting being on 3<sup>rd</sup> November. The team is enthusiastically taking forward the food and music festival in June 2016. They have a team contacting food outlets as there is a wish to have 25 food stallholders, who will be located on the road between the Red Lion and the Parish Church. It is possible that the organisation of the Food Festival may need some pump priming from the Parish Council, and it was unanimously agreed that the Parish Council would make up to £250 available to the group to provide advance support.

It was reported that the recent Tea party was attended by about 40 people and with support for the raffle, had raised £450 – of which £350 was to be given to the Porch Restoration Fund of the Parish Church (particularly as the Church also provides the Village with a de facto Village Hall) and a donation of £100 to Sobell House.

A member of the CLP Group attended the meeting to report on the progress of the Community Led Plan. An initial analysis of the questionnaires circulated around the Village has taken place. This was presented at the Annual meeting of the Parish in May and now has been published on the Council's web site. Further work has looked at categorising responses under the headings of:-

Communications, Transport/Roadways, Social/Welfare and Utilities. Matters raised in responses will now be graded according to their achievability to priorities proposals and develop a timeline. It was noticeable that most respondents recognised the importance of the Church as a hub building in the Village, and another matter of significant interest to residents was the speed of the broadband service, which of course has now largely been mitigated.

It was suggested that, once the plan is fully developed, it should form the basis for the Parish Council's strategy over the next 1-10 years, and that the Parish Council should consider reporting on its achievements against the Plan annually at the Open Meeting.

It was agreed that the Plan should be made available to residents, who should be given an opportunity to respond on the Plan and its proposals.

It was also suggested that the Community led Plan could lead into the development of a Neighbourhood Plan – which would give the Parish Council some control over planning applications, and also give them access to funds from the new Homes Bonus/Community Infrastructure levy. It was noted that some Planning Firms offered a service to Parish Councils to

assist in the development of Neighbourhood Plans, and the Clerk was asked to make enquiries as to cost.

#### **79. Parish Council Web site**

The Council noted earlier that the web site is “live”. It was agreed that the Parish Council would continue using Facebook, in an attempt to publicise/shift Facebook followers to the new web site but that ultimately this would be closed down.

#### **80. Playground**

Ongoing. A decision from Wren on a grant is due at the end of November. The chairman proposed that following this decision, a meeting would be organised with parents to discuss the proposals for the refurbishment of the Playground and he advised that Ms Morgan had indicated her willingness to lead on this one.

#### **81. Emergency plan**

The Council agreed that it would start to develop its Community Emergency Plan

#### **82. Planning Applications**

To consider all recent Applications received from Cherwell District Council or on the District Council website up to the date of the meeting including:

9 Glen Close Stratton Audley – rear single storey extension - an application for prior confirmation of permitted development which did not require any input from the Parish Council.

#### **83. To note Notices of Decisions –**

None.

#### **84. Correspondence received – *to note correspondence received not otherwise on the agenda where decisions are not required.***

The Clerk reported that she had received an invitation from OCC to attend a meeting to consider OCC’s budget on 9<sup>th</sup> November at Matthew Arnold School Cumnor. Regrettably no Councillors were able to attend.

Two Councillors will be attending Cherwell District Council’s Liaison meeting on 11<sup>th</sup> November 2015.

#### **85. Reports from meetings – *to receive any reports; for information.***

None.

#### **86. Items for information or next Agenda only –**

Councillors were asked to email the Clerk with items that they would like to see on the agenda for the next meeting.

**87. Date of next meeting** –the next meeting will be 2<sup>nd</sup> December 2015 at 7pm in the Hunt Room of the Red Lion.

Please note the new numbering system for items in the minutes. They now run on sequentially from one month to the next across each statutory year and then begin again from no.1 at the start of the new financial year.

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**Stratton Audley Parish Council**

**Monthly Financial Report**

Parish Council Meeting

04 November  
2015

Payments processed since last meeting £1,472.59

07-Oct-15	Mike Gore	500167	£835.22
07-Oct-15	A Davies	500168	£171.48
07-Oct-15	HMRC	500169	£37.60
07-Oct-15	Cherwell DC	500170	£288.29
07-Oct-15	The Red Lion	500171	£100.00
07-Oct-15	OPFA	500172	£40.00

Receipts processed since last meeting £450.00

18-Oct-15	vintage tea party	£435.00
18-Oct-15	ditto	£15.00

Bank Reconciliation

Statement dated

02 November 2015

Savings Account	£19,873.87
Current account	£636.83

Items not yet cleared:

Receipts None

Payments None