

CHACOMBE PARISH COUNCIL

E-mail: clerk@chacombeparishcouncil.org.uk

Minutes of the annual meeting of the Parish Council held on **Tuesday 2nd May 2023** at **7pm** at Chacombe Village Hall

Present: Cllr Taylor, Cllr Jenkins, Cllr Wilkin, Cllr Castle, Cllr Tustian, Cllr Wright, Clerk.

In attendance – Simon Davis from HS2, 0 members of the public.

11) Election of Chairman – It was proposed and agreed to re-elect Cllr Taylor as the Chairman. Cllr Taylor completed his Declaration of Acceptance of Office which was countersigned by the Clerk.

12) Election of Vice Chairman – It was proposed and agreed to elect Cllr Castle as the Vice-Chairman.

13) Public Time from 7-7:15pm – Simon Davis from HS2 introduced himself and provided a presentation about the work taking place on the HS2 line. A property on Thorpe Road has had some building work done and the contractors have damaged the grass verges outside. This is Parish Council (PC) owned land and should be reinstated by the contractors. **Clerk to write to property owner asking them to get the contractors to reinstate the verge.** Cllr Wilkin has done a fixmystreet report re damaged highways owned verges. West Northants Council responded saying it is not a safety issue therefore they won't do anything about it.

Simon Davies left the meeting at 7:39pm.

14) Apologies – None.

15) Declaration of interests on items on the agenda – None.

16) To approve the minutes of the meeting held on 03.04.23 – The minutes were proposed, agreed, and duly signed.

17) Outstanding matters/actions from previous meetings

- a) Possible speed reduction methods in the parish – Cllr Castle has received a response from Cllr Jonathan Nunn (Head of West Northants Council) who was very apologetic initially and passed the issues on to Cllr Phil Larratt but since those e-mails they seem to have stopped responding. The councillors feel severely let down by our councillors and West Northants Council. **Cllr Castle will continue to follow this up.**
- b) Defibrillator relocation – The electrician has been booked to install the defibrillator – this should take place within the next 3 months.
- c) Status of existing defibrillator – The defibrillator is active. The box is flashing as it needs firmer closing.
- d) To confirm completion of the quarterly asset safety check of Z1 and address any issues raised – Defer to next meeting.
- e) Update re concerns raised about the state of the roads /potholes through the village – Cllr Castle is still working on contacting Highways about this. Potholes are regularly being reported on Fixmystreet.

18) To agree councillor's link roles –

- Village Hall – Cllr Taylor
- Berry Close Trust – Cllr Castle/Cllr Taylor

- Chacombe CEVA Primary Academy – Cllr Jenkins/Cllr Wright
- Allotments – Vacant
- Playing Field Trust – Cllr Jenkins
- Defibrillator – Cllr Wright/Cllr Jenkins
- Speed Reduction – Cllr Castle

19) Planning Applications received - None

Planning decisions received

WNS/2022/2411/FUL and WNS/2022/2412/LBC - Wesley House, 3 Wesley Place, Chacombe. Proposed garden shed and rill (water channel). **Approved.**

21/02467/F - OS Parcel 0005 And Part OS Parcel 1300 0878 And 7566, Banbury. Erection of mixed-use development including a 240-bed hotel, 4-storey office building and roadside services including 2 no hot food restaurant drive-throughs, a coffee shop drive-through and a petrol filling station with ancillary retail store. **Withdrawn.**

20) Finance

- Approval of the bank statement balances as at 25.04.23 of £16,710.13 and £1,221.01 – Cllr Wilkin confirmed the balances stated are correct.
- To receive the Internal Auditor's Report for 22/23 – The report was received with no issues raised.
- To appoint an Internal Auditor for the 23/24 financial year - It was proposed and agreed to appoint NCALC to provide an internal auditor for the 23/24 financial year.
- To complete and approve for signature the AGAR Annual Governance Statement for 22/23 - It was proposed and agreed to tick 'yes' to all statements except statement 9 which is not applicable and for the Chairman to sign the document.
- To approve for signing the AGAR Accounting Statements for 22/23 - The Accounting Statements were proposed, agreed and duly signed.
- To approve completion and signing of the AGAR Certificate of Exemption for 22/23 – The Certificate of Exemption was proposed, agreed, and duly signed.
- To confirm the dates for the Notice of Public Rights for the 22/23 Financial Year – Monday 5th June to Friday 14th July 2023 – Proposed and agreed.
- To agree the following regular payments list delegating authority to the clerk to make payments to relevant suppliers up to the budget total. All payments will need to be authorised online by a councillor in order for the payment to go out – Proposed and agreed.

Lighting	£1,000
Lighting - Repairs & Maintenance	£500
Grass cutting	£2,800
General Maintenance	£1,000
Dog Waste Bins	£1,350
Clerk's Salary	£6,200
Clerk's Expenses/ Stationery	£425
Chairman's Expenses	£250
Training	£400
Audit	£200
Website	£60
Information and Communication	£100
Membership Fees	£541

Insurance	£500
Donations - Administration S137	£100
Village Hall Hire	£150
Donations - Berry Close	£1,100
Grass cutting - Berry Close	£1,100
Chacombe Chimes	£950
Coronation Party	£750

- i) To note and approve the following payments and receipts:

Payments made since last meeting using delegated powers: Proposed and agreed.

31.03.23	Unity Bank	Bank charges	£18.00
18.04.23	SWALEC	Streetlighting 2 Mar to 3 Apr	£33.82
21.04.23	BHIB	Parish Insurance	£457.62
21.04.23	Kirsty Buttle	Salary and office Apr	£516.19

Receipts: Noted.

31.03.23	Unity Bank	Interest	£96.01
19.04.23	HMRC	VAT refund	£1,950.31
21.04.23	WNC	Grass cutting funding for 2022-23	£158.62

Invoices yet to be paid: Proposed and agreed.

NCALC	Annual membership, audit, and Data Protection Officer	£681.62
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21) To re adopt the following policies with no changes made: Proposed and agreed.

- a) Code of Conduct
- b) Complaints Procedure
- c) Data Breach Policy
- d) Data Protection Policy
- e) Disciplinary Policy
- f) Financial Regulations
- g) Freedom of Information Policy
- h) General Privacy Notice
- i) Grievance Policy
- j) Internal Financial Controls
- k) Publication Scheme
- l) Records Retention Policy
- m) Risk Assessment
- n) Role Holder Privacy Notice
- o) Scheme of Delegation
- p) Standing Orders
- q) Subject Access Request Procedure

22) Coronation Celebrations – Risk Assessments are being completed. The field will be marked out later this week. HS2 are providing the toilets. The Coronation tree has been planted. The plaques have been completed and will be unveiled at the celebrations.

23) Information exchange – The grass cutting contract has been signed for the next two years to 31st December 2024.

The website is set up for Joomla 3 which will not be supported after August 2023 so will need an update.

Clerk to obtain quote for updates from the website provider.

The Clerk advised that the electricity contract for streetlighting ends in July. One quote has been obtained for a fixed contract of 12 months with the existing supplier. Two other suppliers were contacted for a quote but advised they are not taking on any unmetered supply contracts at the moment. **Clerk to find out if any other suppliers are taking on unmetered supply contracts and get a quote if possible.**

Clerk to ask existing supplier if they would consider a contract longer than 12 months. Clerk to obtain a quote for a streetlighting maintenance contract.

Meeting closed @8:43pm

Date of next meeting – 5th June 2023

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