

# CHACOMBE PARISH COUNCIL

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Minutes of the Annual Meeting of the Parish Council held on **Tuesday 11<sup>th</sup> May 2026** at **7pm** at  
**Chacombe Park Care Home**

Present: Cllr Taylor, Cllr Wright, Cllr Merrow-Smith, Cllr Tustian, Cllr Jenkins.

In attendance – 0 members of the public, Clerk.

- 1) Election of Chairman** - It was proposed and agreed to elect Cllr Taylor as the Chairman. Cllr Taylor completed his Declaration of Acceptance of Office.
- 2) Public Time from 7-7:15pm** – None.
- 3) Apologies** – Apologies were received from Cllr Williams.
- 4) Election of Vice Chairman** - It was proposed and agreed to elect Cllr Wright as the Vice-Chairman.
- 5) To agree councillor's link roles – Village Hall, Berry Close Trust, Chacombe CEVA Primary Academy, Allotments, Playing Field Trust, Defibrillator, Speed Reduction, Website, Internal Controls Councillors, Climate & Nature Champion.**

Village Hall – Cllr Merrow-Smith.

Berry Close Trust – Cllr Taylor.

Chacombe CEVA Primary Academy – Cllr Wright.

Allotments – Cllr Williams.

Playing Field Trust – Cllr Jenkins.

Defibrillators – Cllr Williams.

Speed Reduction – Cllr Taylor, and Brian Riddell.

Website – Cllr Williams.

Internal Controls Councillor – Cllr Williams.

Climate & Nature Champion – Cllr Merrow-Smith.

- 6) Declaration of interests on items on the agenda** – None.
- 7) To approve the minutes of the meeting held on 02.03.26** - The minutes were proposed, agreed, and duly signed.
- 8) Outstanding matters/actions from previous meetings**
  - a) Status of defibrillators – Defer to next meeting due to Cllr Williams' absence.
    - i) School site
    - ii) The Ring
  - b) Update regarding possibility of completing first registration of the land owned by the village hall, the allotments owned by the Parish Council (PC), and the playing field currently managed by the Betty Cameron Trust – The Clerk has e-mailed Cherwell District Council (CDC) to see if they can help re deeds for the allotments as it appears the land was purchased from CDC, and has e-mailed Fields in Trust to see if they are the replacement organisation for the National Playing Fields Association who are trustees for the playing field. A meeting will be arranged with representatives of the Village Hall and the playing field to discuss ways in which the organisations could come together to reduce costs and administration requirements.

*Cllr Jenkins joined the meeting at 7:36pm.*

- c) Update regarding responsibility for maintenance of the road in Church Lane – The Clerk has contacted West Northants Council and they have indicated that Church Lane is under their responsibility. **Clerk to take some photos of the condition of the road and submit report on fixmystreet.**
- d) Response from police in relation to managing the issue of parking outside the school – The Police Liaison Representative (PLR) contacted the police to ask if they could help with this issue. They advised that it is a problem near every school and they suggested asking the school to put notes about parking in book bags if the general newsletter note has had no effect. Some councillors advised that there do seem to have been some improvements and the disruption is only for a very short time each day.
- e) Update re damaged and/or missing posts on the verge near the Village Hall – Cllr Taylor has taken some photos and will submit reports on fixmystreet.

## **9) Planning applications received - None**

**Planning decisions received – None**

**Notifications of Tree Work received**

**The Old Rectory, Wardington Road, Chacombe.** T1 - sycamore (large/hollow) - section fell to ground level due to overall poor form and large basal cavities. T2 - poplar (heavy leaning stem) - section fell to ground level due to heavy lean. T3 - holly (road side) - reduce height heavily to remove existing poor tops leaving current basal growth.

**Bojangles, 17 Thorpe Road, Chacombe.** Pine (T1) - removal of the dead pine along the west side of the of the drive. Portuguese laurel (T2) - reduction of the west side of the portuguese laurel by approximately 2 metres to bring it in line with the guttering. Maple (T3) - removal of maple to a stump as close as possible to ground level.

## **10) Annual Governance and Accountability Return 2025/26**

- a) To receive the Internal Auditor's Report for 25/26 - The Internal Auditor's Report was received with the only issue raised being that the Parish Council website does not include an Accessibility Statement. The Clerk has contacted the website provider and asked them to get an Accessibility Statement added asap.
- b) To appoint an Internal Auditor for the 26/27 financial year - It was proposed and agreed to appoint NCALC as the Internal Auditor for the next financial year.
- c) To complete and approve for signature the AGAR Annual Governance Statement for 25/26 - It was proposed and agreed to tick 'yes' to all statements except statement 9 which is 'not applicable', and Statement 10 which is 'no' due to the fact the website does not have an Accessibilty Statement, and for the Clerk and Chairman to sign the document.
- d) To approve for signing the AGAR Accounting Statements for 25/26 - It was proposed and agreed to approve the Accounting Statements and for the Chairman to sign the document.
- e) To approve completion and signing of the AGAR Certificate of Exemption for 25/26 - It was confirmed that the PC is eligible to declare exemption and agreed that the RFO and Chairman should sign the document.
- f) To confirm the dates for the Notice of Public Rights for the 25/26 Financial Year – Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July 2026 - Proposed and agreed.

## **11) Finance**

- a) Approval of the bank statement balances as at 05.05.26 of £415.29 and £40,368.84 – Cllr Merrow-Smith confirmed the balances stated are correct.
- b) To consider renewing the insurance for 1<sup>st</sup> June 2026 to 31<sup>st</sup> May 2027 with Zurich at a cost of £396 (no change from last year's price) – Proposed and agreed. **Clerk to arrange payment.**
- c) Proposal to fund the insurance renewal for Berry Close at a cost of £380.75 – Proposed and agreed. **Clerk to arrange payment.**
- d) To confirm completion of the third (Oct to Dec) and final (Jan to Mar) quarterly Internal Controls financial check for 2025-26 – Defer to next meeting due to Cllr Williams' absence.
- e) To confirm completion of a quarterly asset inspection of Zones 1 and 3 and agree any actions required – Defer to next meeting.
- f) To note and approve the following payments and receipts:

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

|          |                                     |                                          |           |
|----------|-------------------------------------|------------------------------------------|-----------|
| 28.02.26 | Unity Bank                          | Account fee                              | £6.00     |
| 19.03.26 | Ecotricity                          | Streetlighting 12 Aug to 1 Feb           | £522.85   |
| 20.03.26 | Ecotricity                          | Streetlighting Feb 26                    | £85.26    |
| 24.03.26 | Marcus Young Environmental Services | Dog waste bin emptying Apr 25 to Jan 26  | £1,085.28 |
| 24.03.26 | Kirsty Buttle                       | Salary and office Mar                    | £592.98   |
| 24.03.26 | HMRC                                | Tax & NI Mar                             | £30.36    |
| 27.03.26 | NEST                                | Pension Mar                              | £43.36    |
| 25.03.26 | Fenwood Arboriculture               | Arboricultural Services - Berry Close    | £1,200.00 |
| 25.03.26 | CPRE                                | Annual membership                        | £36.00    |
| 31.03.26 | Unity Bank                          | Account fee                              | £7.00     |
| 21.04.26 | Ecotricity Ltd                      | Streetlighting March                     | £84.34    |
| 23.04.26 | Shield Maintenance                  | Dog bin collection                       | £109.20   |
| 23.04.26 | NCALC                               | Annual membership, audit, and DPO        | £716.22   |
| 23.04.26 | E-on                                | Streetlight maintenance qtr ending Mar26 | £79.20    |
| 23.04.26 | Kirsty Buttle                       | Salary and office Apr 26                 | £597.98   |
| 23.04.26 | HMRC                                | Tax Apr 26                               | £25.36    |
| 30.04.26 | NEST                                | Pension Apr 26                           | £43.36    |
| 30.04.26 | Unity Bank                          | Account fee                              | £7.00     |

**Receipts:** Noted.

|          |            |            |            |
|----------|------------|------------|------------|
| 31.03.26 | Unity Bank | Interest   | £167.57    |
| 09.04.26 | HMRC       | VAT Refund | £1,341.07  |
| 29.04.26 | WNC        | Precept    | £12,362.00 |

**Invoices to be paid:** Proposed and agreed.

|                    |                    |         |
|--------------------|--------------------|---------|
| Shield Maintenance | Dog bin collection | £109.20 |
|--------------------|--------------------|---------|

**12) 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) Freedom of Information Policy
- g) General Privacy Notice
- h) Grievance Policy
- i) Records Retention Policy
- j) Role Holder Privacy Notice
- k) Subject Access Request Procedure
- l) Biodiversity Policy
- m) Sexual and General Harassment Policy
- n) IT Policy
- o) Financial Regulations
- p) Standing Orders

**13) To adopt the following updated policies:** Proposed and agreed.

- a) Internal Financial Controls
- b) Publication Scheme
- c) Scheme of Delegation
- d) Risk Assessment

**14) Information exchange** – Cllr Wright has submitted the PC representation to the Local Plan as requested at the last meeting. The PC response was an objection to the allocation of 28 houses to Chacombe and suggested that the number of houses should be reduced.

**Meeting closed @ 8:36pm**

**Date of next meeting – 6<sup>th</sup> July 2026**

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