

CHACOMBE PARISH COUNCIL

E-mail: clerk@chacombeparishcouncil.org.uk

Minutes of the Annual Meeting of the Parish Council held on **Tuesday 6th May 2025** at **7pm** at Chacombe Village Hall

Present: Cllr Tustian, Cllr Taylor, Cllr Wright.

In attendance – 2 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** – A parishioner has contacted the Parish Council (PC) about the Chacombe Care Home sign which has been on the wall for some time and advised that previously the PC had written to the Care Home to ask them to only put up signs for individual events rather than long term advertising. **Cllr Taylor agreed to go and speak to the Care Home about this.**
- 3) To confirm all councillors have completed their Declaration of Acceptance of Office** – All councillors present confirmed that they have completed their Declaration of Acceptance of Office.
- 4) Apologies** – None.

Peter Merrow-Smith joined the meeting at 7:30pm.

- 5) To fill by co-option the 5 vacancies due to insufficient candidates standing for election** – It was proposed and agreed to co-opt Chris Williams, and Peter Merrow-Smith. Cllr Merrow-Smith completed his Declaration of Acceptance of Office.
- 6) Election of Vice Chairman** – It was proposed and agreed to elect Cllr Wright as the Vice-Chairman.

Chris Williams joined the meeting at 7:38pm. Cllr Williams completed his Declaration of Acceptance of Office.

7) To agree councillor's link roles

- Village Hall – Cllr Taylor.
- Berry Close Trust – Cllr Taylor.
- Chacombe CEVA Primary Academy – Cllr Wright.
- Allotments – Cllr Williams.
- Playing Field Trust – Cllr Jenkins.
- Defibrillator – Cllr Williams.
- Speed Reduction – Cllr Taylor.
- Website – Cllr Williams.
- Internal Controls Councillor – Cllr Williams.

- 8) To confirm completion of Declaration of Pecuniary Interests** – All councillors present have completed their Declarations of Interests and given them to the Clerk to provide to West Northants Council.

- 9) Declaration of interests on items on the agenda** – None.

- 10) To approve the minutes of the meeting held on 07.04.25** – The minutes were proposed, agreed, and duly signed.

11) Outstanding matters/actions from previous meetings

- a) Status of defibrillators – Both defibrillators have been checked and are functioning fine.
 - i) School site
 - ii) The Ring

- b) Website content – Need to add in a link to the councillor’s registers of interest once they have been updated by WNC. **Clerk to provide relevant information to Cllr Williams who will make the amendments to the website.**
- c) Update re Cllr Jenkins getting access to online banking – Defer to next meeting. **Clerk to send the bank account information to Cllr Jenkins to help him get this set up.**

12) Planning applications received – None.

Planning decisions received – None

Notifications of Tree Work received

St Peter’s and St Paul’s Church, Church Lane, Chacombe. T1 Scots Pine – Proposal to reduce end-loaded southern limb by approximately 3/3.5 metres. Limb has a historic fracture and is in a high traffic area within the Churchyard. Crown clean remaining tree, removing dead, crossing, and rubbing branches where possible. Remove poorly pruned stubs on lower stem.

Cllr Jenkins joined the meeting at 7:52pm. Cllr Jenkins completed his Declaration of Acceptance of Office.

Cllr Wright left the meeting at 7:52pm.

13) Annual Governance and Accountability Return 2024-25

- a) To receive the Internal Auditor’s Report for 24/25 – The Internal Auditor’s Report was received with no issues raised.
- b) To appoint an Internal Auditor for the 25/26 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 24/25 – It was proposed and agreed to tick ‘yes’ to all statements except statement 9 which is ‘not applicable’ and for the Clerk and Chairman to sign the document.
- d) To approve for signing the AGAR Accounting Statements for 24/25 – 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 24/25 – 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 24/25 Financial Year – Tuesday 3rd June to Friday 14th July 2024 – Proposed and agreed.

14) Finance

- a) Approval of the bank statement balances as at 27.04.25 of £494.82 and £22,055.54 – Cllr Taylor confirmed the balances stated are correct.
- b) To confirm the Clerk’s request to opt in to the Parish Council Pension Scheme – Noted.
- c) To agree insurance provider for 1st June 2025 to 31st May 2026. Quotes received are:
 - Clear Councils (current insurer) - £615.66
 - Zurich - £396.00

It was noted that the quotes are not like for like and that Clear Councils includes some cover that the PC does not need. It was agreed to go with the cheapest quote once a like for like quote (or as close as possible) has been received. **Clerk to contact Clear Councils to request an amended quote and make payment to the insurer who provides the cheapest quote.**

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

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

25.04.25	Complete Ground Management Ltd	Churchyard mowing	£124.20
25.04.25	Kirsty Buttle	Salary Apr, office, and software/stamp reimbursement	£593.77
25.04.25	HMRC	Tax and NI Apr	£24.03

Receipts: None

15) 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) Internal Financial Controls
- j) Publication Scheme
- k) Records Retention Policy
- l) Role Holder Privacy Notice
- m) Scheme of Delegation
- n) Subject Access Request Procedure
- o) Biodiversity Policy
- p) Sexual and General Harassment Policy

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

- a) Financial Regulations
- b) Standing Orders
- c) Risk Assessment

17) Information exchange – It was noted that it is the time of year when the insurance contribution for Berry Close needs to be paid. It was agreed that the **Clerk should make the payment which is the first year of a 3 year agreement.**

A parishioner has raised concerns with Cllr Breese asking what is going to be done about the flooding prevention work that WNC promised after the storms late in 2024. **Cllr Taylor will follow this up.**

VE Day celebrations – the beacon will be lit at Berry Close on Thursday 8th May at 9pm.

It was agreed that a letter should be written to Bicester Hunt reminding them that they should obtain permission from landowners before taking part in a hunt on their land and to ask them to be more considerate of residents who were caused distress by their recent activity in the village which included dogs running through residents' gardens, distressing their pets, and around children. **Cllr Jenkins to provide basic info to clerk to write letter.**

The PC have received a request to do some metal detecting on PC land. **Clerk to find out which land in particular they are interested in as the PC doesn't own that much land in the parish.**

Meeting closed @ 8:35pm

Date of next meeting – 7th July 2025

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