

# **SWALCLIFFE PARISH COUNCIL**

## **DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**

**OF 8<sup>TH</sup> MAY 2018 AT 7.30PM**

**IN SWALCLIFFE VILLAGE HALL**

### **Councillors Present**

Neil Urquhart (NU)  
Ben Benson (BB)  
Ken Hodkinson (KH)  
Lee McCallum (LMC)  
Ryan Smith (RS)  
Victoria Taylor (VT)

Christine Coles - Parish Clerk and two villagers

### **18/40. Elections**

#### **Election of Chairperson**

Cllr Benson proposed that Cllr Urquhart be Chair. This was seconded by Cllr Taylor.

#### **Signing of Acceptance of Office form**

Cllr Urquhart signed the form.

#### **Election of Vice-Chairperson**

Cllr Urquhart proposed that Cllr Taylor be Vice-Chair. This was seconded by Cllr Benson.

### **18/41. Welcome to New Councillors**

The Chair welcomed two new Councillors, Ken Hodkinson and Lee McCallum.

### **18/42. Apologies**

There were no apologies.

### **18/43. Declarations of Interest**

No interests were declared.

### **18/44 To approve the minutes of the meeting held on 12<sup>th</sup> March and 9<sup>th</sup> April 2018**

The minutes were approved and signed as a true record of the meetings.

### **18/45. Public participation session**

Mr Foley gave an update on the Woodland Play Area.

- The updated Lease agreement has to be signed by two members of the Parish Council. This has been done.
- The next meeting of the full Management Committee is due to take place on Friday 1<sup>st</sup> June 2018. The meeting will be at Sparrow Hall from 6pm until 7pm. Both Neil and Christine to be invited to attend.

#### ***Funding and grants***

##### **• Waitrose Community Fund**

The working party committee have received a cheque for the sum of £323 from Waitrose.

##### **• Lottery Awards For All**

Awaiting result of our application.

- **Cherwell District Council Community Fund**  
The working party committee has submitted an application for up to £9K of funds.
- **George Reynolds Councillor Fund**  
Awaiting decision on Funding application.
- **Tesco Bags for Life**  
When there is 75% of the funding confirmed the committee can then advise Tesco to start the voting system in the Banbury Store.
- **The Lord Farrington Trust, Greggs Community Fund, Jewson's Funding and Native save**  
All awaiting decisions on funding applications.
- **Mr. and Mrs. Pye Charitable Trust.**  
The committee have had to withdraw their application as the woodland community play area is not a Charity.
- **Mid Counties Co-Op Fund**  
An application will be submitted in early July in time for the next round of funding.
- **Cala Homes and Redrow Homes.**  
The working party will submit letters of introduction ASAP to Cala Homes and Redrow Homes who are building new houses on the Broughton and Bloxham Road.

**18/46. To note any matters arising from the minutes not included on this agenda for report only**  
*Batteries for speed signs* - Cllr Taylor is to sort out the handing over of the batteries for the bottom speed sign.

*Other Expenditure* - At the Annual Parish Meeting the Clerk was asked to provide a breakdown of other expenditure for the last financial year. The breakdown is as follows, £750.00 for work on Betty Panks Garden in churchyard, £177.50 for refreshments at the APM, £12.00 for land registry documents, £360.00 for the installation of the defibrillator and £100.00 to the Christopher Cook Charity (money already received from Mr Upson for access via the Common).

**18/47. To receive an update on the garage lease**  
The Chair noted that the Parish Council had received legal advice in January which questioned ownership of the garages. There is no legal sign of ownership. The Parish Council are duty bound to follow legal advice and this message was given to the garage owners. This changed their understanding of the situation. The garage owners have been asked to identify their own legal ownership. The Parish Council are not doing anything underhand but following the advice given. The Parish Council will look and listen to what they have to say. This is an ongoing discussion.

**18/48. To receive an update on the proposal to sell a piece of freehold land in the garage area**  
The Parish Council are currently in discussion with Mr and Mrs Stanton to sell a strip of land behind their property. The Chair met Mr Stanton on Friday 4<sup>th</sup> May to discuss terms. A notice will be put in the June edition of the Link inviting anyone to express an interest by 18th June. If no offers are made a decision will be made. The notice will also be put on the Facebook page, the website and notice-board.

From the floor Mrs Harris asked if the village could vote on the subject. The Chair noted that the Councillors are elected representatives to make decisions on behalf of the village. This subject has been discussed at quite a few meetings.

*Action: The Parish Clerk to put the notice in the Link, website, notice-board and Cllr Benson to put on the Facebook page.*

**18/49. To discuss how to deal with charity letters**

Two letters have been received recently asking for donations. It was agreed to wait until January to see how many letters have been received and look at how the budget is being spent.

Cllr Benson suggested the Parish Council consider a bursary scheme for travel fees which would encourage other local communities to visit the village and use the facilities.

**18/50. To approve the costs of sharing the Speedwatch equipment with neighbouring parishes**

A demonstration of the equipment took place in Hornton in March. The overall cost to purchase the equipment is £2000.00 (excluding VAT which Hornton will claim back) which would be shared by neighbouring villages. The police are keen to work with villages and three letters can be sent to offenders. This idea came from the village plan. It was agreed to spend up to £500.00 on the shared purchase price. Once the equipment is ordered and delivered, a notice can be put in the Link to organise a pool of residents to carry out the Speedwatch.

*Action: The Parish Clerk to contact Hornton Parish Council to advise of the decision made.*

**18/51. Financial Report**

The following payments were approved:

- £18.00 to Cllr Smith (copying of PC report)
- £246.00 to Brethertons Solicitors (legal work on garage lease)
- £42.00 to OPFA (membership)
- £204.00 to V Taylor (refreshments at APM)
- £20.80 to OALC (purchase of Good Councillor Guide Books)
- \*£528.96 to Gay Harris (work in Betty Panks Garden)
- \*£400.00 to Gay Harris (work in Betty Panks Garden)
- \*£600.00 to Gay Harris (work in Betty Panks Garden)
- \*£210.00 to Gay Harris (work in Betty Panks Garden)
- \*£746.00 to Gay Harris (work in Betty Panks Garden)
- £21.60 to Community Heartbeat Trust (Rescue Safety Kit for defibrillator)
- £282.00 to Brethertons Solicitors (garage lease)
- £300.00 to A Bathe (grass cutting)
- £35.00 to Community First (membership)
- £125.00 to R Fletcher (internal audit)

\* Expenditure on the Betty Panks Garden in the churchyard. A sum of £3469.96 which includes some expenditure from April 2017 will be transferred from the Betty Panks Bank Account into the main bank account. This will leave an amount of £852.29 left in the Betty Panks Account.

*Annual Governance and Accountability Return 2017/18 Part 2*

To approve and sign the Certificate of Exemption and Sections 1 and 2

The internal audit has been done. The Certificate of Exemption and Sections 1 and 2 were approved by the Council. The Certificate of Exemption will be sent off to the External Auditor and Sections 1 and 2 will be scanned and placed on the website.

**18/52. To receive an update on Planning**

- 18/00519/F, Single storey rear extension at Lime Tree House, Main Road. No objections.
- 18/00189/F, New agricultural building, extension to silage clamp, works to existing bund and screen planting at Stourwell Barn. Under consideration.
- 18/00283/F, Demolition of existing attached garage and carport and erection of two storey extension at Barn Court Cottage, 2 Park Lane. Application has been withdrawn.
- 18/00083/TCA, Fell 1 Yew at Swalcliffe Park School. No further comments or objections.

**18/53. To receive the following correspondence:**

The following correspondence was received and circulated:

- OALC, Salary Award

- CDC, Statement of Persons Nominated
- OALC, Proposed Amendment to Data Protection Bill exempting Parish Councils from DPO requirements
- OCC, Invitation to event to hear priorities, plans and questions
- CDC, Cherwell Parish Liaison Meeting – Revised Date 20<sup>th</sup> June
- Emails from Colin Hill re garage lease

**18/54. Councillors' Reports**

Cllr Benson reminded everyone that the more people who use 'Fix My Street' to report Highway issues, the better. Once reported, OCC have 28 days to carry out the repair.

Overgrown foliage was reported on the Main Road making the pavements difficult to walk along.

*Action: The Parish Clerk to put a note in the Link.*

The defibrillator was discussed as the wrapping is finished. An invoice has been received for £220.00. This will be approved for payment at the next meeting. Cllr McCallum noted that the kiosk looks very different to kiosks in other villages. It was agreed to proceed with the reconnection of the inside light.

*Action: The Parish Clerk to pass the electrician's contact details to Cllr Benson.*

Councillors were reminded to set up their official email addresses as soon as possible.

**18/55. Date and time of next meeting**

Monday 18<sup>th</sup> June 2018 at 7.30pm

Meeting closed at 8.28pm.