

DRAFT MINUTES

ENSTONE PARISH COUNCIL

The Annual Meeting of the Council was held at Enstone Parish Hall on Thursday 9th May 2019 at 7.00 pm

<u>PRESENT</u>	Parish Councillors Mrs. N. Knott, R. Parker, A. Lee, Mrs C. Glendinning, T. Gilbert, P. Johnson, P. Shaw & District Cllr. Andrew Beaney
<u>APOLOGIES</u>	Cllrs. M. Ivings & D. Robottom, County Cllr. Hilary Hibbert-Biles & DC Nigel Colston
<u>IN ATTENDANCE</u>	Mrs Beth Sinclair, Parish Clerk

All members completed their Declaration of Officer Forms as the new office began on 7th May 2019, following the 2nd May 2019 uncontested election.

188. ELECTION OF CHAIR

Cllr. P. Johnson, took the Chair and called for nominations for Chair. Cllr. Nikki Knott was proposed by Cllr. Paul Johnson and seconded by Cllr. Richard Parker. All voted in favour. Cllr. Knott was duly elected Chair and thanked for all her hard work during the previous year.

189. CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. N. Knott signed the Declaration of Acceptance of Office form.

190. ELECTION OF VICE-CHAIR

The Chair then called for nominations for Vice-Chair.

Cllr. Knott proposed two Councillors to share the role of Vice-Chair – Cllrs. P. Johnson and P. Shaw. Cllr. A. Lee seconded this motion and all were in favour. Cllrs. Johnson & Shaw were thanked for taking on this role.

191. VICE-CHAIRS' DECLARATION OF ACCEPTANCE OF OFFICE

Cllrs. Johnson and Shaw signed the Declaration of Acceptance of Office forms.

192. APPOINTMENT OF TWO MEMBERS TO CARRY OUT QUARTERLY CHECKS ON THE COUNCIL'S FINANCIAL RECORDS

It was proposed, seconded and agreed that Cllrs. A. Lee and T. Gilbert carry out this role.

193. ENSTONE RELIEF IN NEED CHARITY

It was confirmed that the three current Trustees had agreed to continue as follows:-

Mr. Julian Watts

Mr. Richard Parker

Mrs. Susanne Hamilton

- Cllr. Parker explained that he was a Trustee on behalf of the Parish Council.

194. REPRESENTATIVE ON ENSTONE SCHOOL BOARD OF GOVERNORS

- DC Andrew Beaney explained that this role was no longer necessary. Noted.

195. PARISH TRANSPORT REPRESENTATIVE

It was agreed that a PC would attend meetings, if necessary. Noted.

196. APPOINTMENT OF A PLANNING SUB-COMMITTEE
It was agreed that a subcommittee was no longer necessary as all members of the Council were invited to attend planning meetings.
197. TO CONFIRM BANK SIGNATURES:-
Santander Account:- On-line banking commenced in March 2019. It was resolved that Councillors M. Ivings, N. Knott and P. Shaw continue to approve invoices.
Barclays Account: It was resolved that Cllrs. N. Knott & C. Glendinning continue to sign the cheques for the Barclays Account.
198. TO APPOINT A COMMITTEE TO RECEIVE NOTIFICATIONS COVERING COMPLAINTS ABOUT MEMBERS
It was proposed, seconded and agreed that the committee compose of the Chair, two Vice-Chairs and the Clerk.
199. TO ALLOCATE MEMBERS REGARDING THE READING OF DRAFT MINUTES
It was agreed that Councillors Mrs. N. Knott, Mrs. C. Glendinning, Mrs. M. Ivings & P. Shaw undertake this role.
200. ANNUAL REVIEW OF ATTENDANCE May 2018-May 2019
A list of attendance had been circulated prior to the meeting and a copy is attached to the minutes.
201. REVIEW OF CLERK'S SALARY
It was agreed to increase the clerk's salary by two per cent from £11.15 to £11.37 per hour. The clerk had undertaken 25 hours' overtime over the previous month and it was agreed that this would be paid at May's Parish Council meeting. The clerk was thanked for all her continued hard work.
202. TO REVIEW STANDING ORDERS OF THE PARISH COUNCIL
The Standing Orders had not been updated since 2010. It was agreed that the clerk would contact OALC and circulate an updated model standing order document to all members.
203. REGISTER OF MEMBERS' INTERESTS
These were due to be returned to the Monitoring Officer at WODC by 4th June. Noted.
204. MEMBERS' ALLOWANCES/EXPENSES FOR THE PERIOD 1.4.2018-31.3.2019
Cllr. Knott requested that two invoices for telephone calls and ink cartridges be approved. This was approved unanimously and would be paid at May's Parish Council meeting.
205. AOB:-
An email had been received from a resident with concerns regarding the installation of the chicane at Church Enstone. The clerk would invite him to May's Parish Council meeting and would also email him with answers to his questions before this. Noted.
206. There being no further business the meeting closed at 7.25 pm

Chairman

DRAFT MINUTES

PARISH OF ENSTONE

Minutes of the Annual Parish Meeting held
At Enstone Parish Hall on Thursday 9th May 2019 at 7.30 pm

PRESENT:- Seven Parish Councillors attended the meeting together with District Councillor Andrew Beaney and three members of the public (Ms Rachel Hunt, Ms Kate Farquhar-Thompson and Ms Anita Rowsell)

IN ATTENDANCE: Mrs B. Sinclair, Clerk to the Council

APOLOGIES. Apologies for absence had been received from Parish Councillors M. Ivings and D. Robottom, County Cllr. Hilary Hibbert-Biles, District Cllr. Nigel Colston, PCSO Chris Jones and Mrs. Susanne Hamilton

Cllr. N. Knott welcomed everyone to the meeting.

367. MINUTES

The Minutes of the Annual Parish Meeting held on Thursday 17th May 2018, having previously been circulated had been agreed and signed earlier in the year.

368. MATTERS ARISING:-

- There were no matters arising.

369. CHAIRMAN'S REPORT – Cllr. N. Knott

- A copy of the Chairman's report is attached with the minutes.

370. FINANCE REPORT – Mrs Beth Sinclair, Responsible Financial Officer

- The Clerk reported that the certificate of audit had been received for the 2017/2018 accounting year. No queries had been received from either the internal auditor or external auditor. The external auditor was now Moore Stephens, based in Oxford. The internal audit process for 2018/2019 would be finalised in June. As at 31st March 2019 the balance of the accounts totalled £15,876.12 in the Santander Account and £24,332.33 in the Barclays Account for the fit out of the parish hall. Quarterly checks on the accounts by two members of Council continue. The clerk thanked the Council for its hard work over the past year.

371. THAMES VALLEY POLICE

- PCSO Chris Jones had sent a report which was circulated to all PC members before the meeting. Recorded crime figures in Enstone indicate that crime and crime-related incidents have increased significantly due, mainly, to problems with children in children's homes – these included an increase in assaults and criminal damage. One drug offence had been recorded in the Parish and the team have received a great deal of intelligence regarding several people who are using drugs, as well as locations where this is occurring.
- The Woodstock Neighbourhood Police Team is covered within West Oxfordshire Neighbourhood Police. One police officer is stationed at Chipping Norton and there are two Police Community Support Officers at Woodstock, namely Chris Jones and Helen Keen.
- People are encouraged to sign up to the "Thames Valley Alert" system. To contact the police, either ring 101 or via an online reporting form from the Thames Valley Police website.
- The current local policing priorities are domestic abuse, child sexual exploitation, dwelling burglaries and the exploitation of persons for the supply of drugs.

372. DISTRICT COUNCILLOR'S REPORT – DC ANDREW BEANEY

- DC Andrew Beaney confirmed that the council tax for 2019/2020 was £5.00 for a Band D property in West Oxfordshire. This equated to just under £100.00 per year per household.
- WODC had continued to make significant savings.

- Residents continue to be charged for green waste bins at an annual cost of £30.00

Question:-

- PC P. Johnson queried what was happening with regards to a unitary council – DC Andrew Beaney confirmed that this would not be happening and that the District & County Councils would be working independently.

DC Andrew Beaney was congratulated on being re-elected as District Cllr. and thanked for all his hard work, helping Enstone Parish Council.

373. COUNTY COUNCILLOR'S REPORT

- County Cllr. Hilary Hibbert-Biles had forwarded her report prior to the meeting and this was circulated at the meeting.
- The budget for mental health proposals continue to be a challenge and the OCC is working with the NHS to move towards a more integrated system. There will be investment of almost £6m by 2023 to increase care packages to meet assessed needs for adults with learning and physical disabilities.
- An increase of £5.8m is proposed to be added to the 2022/2023 budget in adult social care to meet the projected increase need, due to the ageing population.
- There will be £1m funding for youth provision across the county.
- The number of children “at risk” is increasing and the number of children taken into care by the County Council has increased by 80 per cent since 2011. The budget for children at risk of abuse and neglect will double over the next ten years. The number of looked after children has increased by 60 % and demand for child protection services continues to grow.
- Special educational needs school transport is also on the increase.
- Since 2010, the OCC will have made £400 million in savings.
- 20,000 births, deaths and marriages were recorded during the past year.
- 3,000 miles of road is maintained by OCC.
- The council tax has been raised by the maximum allowed, without triggering a referendum of 2.99%.
- Highways have repaired over 40,000 defects.
- The ten year capital programme includes the costs and benefits of road repairs, street lighting and to help deliver more affordable homes in Oxfordshire.
- Enstone Parish Council benefitted from the Councillor Priority Fund, through the purchasing of a speed camera.
- CC Hibbert-Biles thanked the Parish Council for all its work in the community.

374. SCHOOL GOVERNOR'S REPORT

- No report received.

375. PARISH HALL MANAGEMENT COMMITTEE – Mr. Andrew Lee – Chair

- The past 12 months had seen the continuation of a solid financial reporting system, a good booking protocol and much better marketing of activities held in the hall. These activities included social events, expanding on the film nights, and a larger social event will be organised this year.
- Plans for 2019 include revamping the kitchen, purchasing a new sound system and possible redecoration of the internal walls. Repairs to the external guttering and some painting to the external window sills took place during 2018.
- There have been problems with the heating system which are now rectified.
- Appointing a caretaker and cleaners have resulted in better management regarding the maintenance of the hall.
- The bookings manager has recently finished and a few applicants have applied for this role.
- The committee is working very well and will explore the possibility of collaborating with other village groups.

Questions:-

- Cllr. Knott queried whether or not the PC could meet in the parish hall on the same day as when the hall is used as a polling station? The clerk would find out.
- The clerk had received a few emails i.e. salvation army re: storing clothing banks – it was agreed that Chipping Norton or Charlbury would be better placed for these.

376. ENSTONE RELIEF IN NEED CHARITY – Trustee - Mr. Richard Parker

- The Charity's application to register the allotment field had been accepted by Land Registry. A small strip of land lying between Clay Hill Close and a neighbouring property was sold and an outstanding debit of several years' rent had been recovered.
- One parishioner had been helped during the year and the Trust had written to the Charity Commission to see whether the current rules could be relaxed, in order to help more residents.
- Only 9 out of 30 allotments are used and the Trust are seeking ways to increase this number. It costs £400.00 to prepare an allotment ready for use.

Questions:-

- It was suggested that as well as Ensign, the Trust advertises on the website, Facebook page and maybe contact the school.
- It was suggested that the Trust has a stand at the Enstone Show to promote the allotments – it could also work with the Horticultural Society at the Enstone Show.
- It was suggested the posters are made for the plant sale, to be held at the hall on 18th May.

377. ENSTONE PLAYING FIELDS ASSOCIATION – FIELDS IN TRUST

- No report received.

378. ENSTONE SHOW COMMITTEE – Mr. Phillip Shaw

- The annual show was held on 25th August 2018 on the playing field and in the Parish Hall.
- It was well-attended, with a 17 % increase of money being taken at the gate than in the previous year. Total income was £1,396.00 – over half of this was collected at the gate. The show made a surplus of £508.00 and a donation of £322.00 was made to Chipping Norton Scouts, to thank them for their help. A further donation of £336.00 was made to Enstone Pre-School.
- The committee thanked the Sports & Social Club for its involvement and support and also the Parish Hall Management Committee for the use of the hall. Thanks were also made to the generous donors of raffle prizes.
- Mr. Shaw thanked for committee members – Ian Barnes, Kate Farquhar-Thompson, Carole Glendinning, Rachel Hunt, Sue Lee and Anita Rowsell. New volunteers are always welcome.
- After consultation, this year's show will be held on 10th August.

379. SPORTS CLUB – Ms Anita Rowsell

- The sports club continues to thrive with many social activities and charitable events taking place. These included a children's Christmas party and an OAP dance. The annual cricket match takes place and the club supports the brownies and guides for various events. A family fun day was well-attended. The cricket club takes place every fortnight.
- The club is aware that its lease with Enstone Parish Council expires in 2023 and hopes that this will be renewed.
- Maintenance works have taken place including repairs to windows, doors and the garage. A maintenance programme has been produced for the next few years.
- The club enjoys helping at the Enstone Show, providing electricity, parking and having the bar open. It also provides teas and coffees to all the stall holders.

380. PUBLIC DISCUSSION

1. PC N. Knott reported that a resident had contacted her to say that Willowbrook in Radford remained empty and was no longer for sale. DC Andrew Beaney would investigate this further with regards to the council tax.
2. The clerk would advertise for a new Parish Councillor in the Ensign magazine following the resignation of Mr. P. Butler.
3. PC N. Knott reported that she was applying for planning permission to make an existing gateway wider.
4. The clerk reported that Mr. Robert Parsons who had recently died had been a Parish Councillor in the 1960s.
5. Ms. Kate Farquhar-Thompson reported that she would be working with PC N. Knott regarding who owns what land within the parish after obtaining consent.
6. The clerk reported that next year, Revd. Mark Abrey would also be invited to attend the meeting to report on work within St. Kenelm's Church.

7. PC N. Knott thanked Kate Farquhar-Thompson, Rachel Hunt and Anita Rowsell for all their help with the website and facebook page.
381. There being no further business the Chairman thanked everyone for attending and closed the meeting at 8.15 pm.

Chairman