

PATTISHALL PARISH COUNCIL

MINUTES of the Annual Meeting of the Parish Council held on Thursday, May 2019, following the Annual Parish Council Meeting in Pattishall Parish Hall.

PRESENT: Mr. R. Clarke Mr. D. Hodges Mr M. Gardner
Mr M. Mitton Mr P. Parris Ms J. Hawtin

ELECTION OF OFFICERS: **Chairman:** Mr Barry Evans

Proposed by: R. Clarke

Seconded by: D. Keeble

Vice-Chairman: Mr M. Gardner

Proposed by: B. Evans

Seconded by: R. Clarke

All Members of the Council supported the above nominations
The Chairman will sign the acceptance of office form on his return from holiday.
The Vice-Chairman signed the acceptance of office form

The Vice-Chairman requested that due to the absence of the new Chairman, Mr Barry Evans, the retiring Chairman, Cllr Roger Clarke, conduct the 2019 AGM. This was unanimously agreed by Members.

ATTENDING: 11 Parishioners & NCC Cllr Adam Brown

APOLOGIES: B. Evans (Holiday), D. Keeble (work), R. Hart (Holiday)

DECLARATION OF INTERESTS – Interest & nature of interest to be declared - None

COUNCILLORS RESPONSIBILITIES:

| | |
|--------------------------|---------------------------------|
| Finance | R. Clarke & the Clerk (RFO) |
| Newsletter | B. Evans |
| Highways | D. Hodges |
| Planning | M. Mitton, P. Parris |
| Neighbourhood Planning | M. Gardner |
| Allotments Liaison | B. Evans |
| Grass Cutting | D. Keeble |
| Trees & Hedges | R. Clarke, P. Parris |
| Maintenance | R. Hart |
| School Liaison | J. Hawtin |
| Lighting | R. Clarke & the Clerk |
| Playing Field Inspection | All – Rota |
| Notice Boards | To be discussed at June meeting |

MINUTES OF PREVIOUS MEETING: These had been previously circulated & were duly proposed, seconded and signed by the Chairman as a true record.

MATTERS FOR REPORT – New items & those arising from the previous Minutes & not covered elsewhere

- Playing Field / play equipment inspection chart up to date
- Playground seating needs attention & painting – Clerk to source contractor
- New cradle swing seat needed for the Booth Close site. Query if J. Woollett has one

VILLAGE HALL & PLAYING FIELDS – I. Illingworth

- **Village Hall**
 - a) AGM held with Officers remaining the same
 - b) Hall has had a very successful year
 - c) Hope to purchase new tables & chairs by the end of the year.
- **Playing Fields**
 - a) Two grants have been received
 - b) Will be putting in a grant application to SNC for the car park.
 - c) Zip Wire – the orange safety fencing needs to be re-secured. P. Parris & M. Gardner to undertake the work.

PRE-SCHOOL

- A new committee has been formed
- Hours have been increased
- A re-assessment of the scheme is needed
- B. Evans & P. Parris, both former teachers are willing to offer advice to the committee.
- It was felt that the Pre-School was an important asset to the Parish & needed support.

POLICE & NEIGHBOURHOOD WATCH – No report

CORRESPONDENCE:

Received:

1. R. Clarke – Additional play equipment for the Booth Close site – discussion
2. SNC Business Waste Transfer note to be completed
3. D. Keeble – Lime trees – work to be undertaken
4. R. Clarke – Playground inspection forms

Sent

1. H. Howard, Water leak in Gayton Road. Clerk had great difficulties reporting this leak on line & therefore contacted H. Howard who arranged for the Area Management Team to attend the site. It has been noted that there is now oil in the water. Further investigations underway.

PLANNING – Plans received & those Determined

| Application | Location | Proposal | Comments |
|--------------------|----------------------------------|--|---|
| S/2019/0680/FUL | Land South of Greenway, Eastcote | Demolition of existing buildings & erection of 6 new dwellings, garage & associated works | Additional time requested & given Request made by Ward Member for the application to be called in & site visit by SNC planning committee members to take place. PC Comments – Full Support <ul style="list-style-type: none"> • Heard from the applicant • Footprint of existing dwellings can be seen • PC considers this to be a brown field site • Redevelopment would enhance this area of Eastcote • If developed, this derelict site would help the young residents of the Parish to get a foothold on the property ladder & remain in the Parish. • The PC did offer this site for suggested development to the Local Plan. |
| S/2019/0860/FUL | Manor Farm, Gayton Rd., Dalscote | Erection of barn | PC support |
| S/2019/0322/FUL | 28 Hodge Close, Astcote | Demolition of conservatory, single storey rear ext. new pitched roof over garage, Juliet balcony to 1 st floor rear bedroom | The Parish Council had No Objections to this application |

| | | |
|--------------------------------|---------------------------------|------------|
| FINANCE: Bank Balances: | a) Current a/c | £36,000.61 |
| | b) Savings a/c | £16184.29 |
| Monies Received: | 1 st half of precept | £20,000.00 |
| | Burial Fees | £90.00 |
| | Slate Memorial | £140.00 |
| | Anglian Water Credit note | £50.09 |
| | VAT Refund applied for | |

It was proposed, seconded & resolved to pay the following invoices

| Ch. No. | Payee | Reason | Amount | Vat | Total |
|---------|--------------------|----------------------------|--------|-----|--------|
| 1785 | HMRC | Clerk's PAYE | 75.80 | | 75.80 |
| 1786 | SGL | Printing Around Pattishall | 378.00 | | 378.00 |
| 1787 | NCALC | Subs & Internal audit fees | 748.92 | | 748.92 |
| 1788 | A. Addison (Clerk) | Salary & Expenses | 340.85 | | 340.85 |
| | | | | | |

Audit Matters:

- Internal audit date – 8th May 2019
- External audit date – June 2019
- Adoption of the following:
 - a) Parish Council accounts for 2018/2019
 - b) Adoption of the Annual Return - Chairman to sign all Littlejohn paperwork - done
 - c) Adoption of Standing Orders - agreed
 - d) Adoption of the Responsible Financial Officer (Clerk) - agreed
 - e) Adoption of the Internal & External Auditors (NCALC & Littlejohn) - agreed
 - f) Adoption of Financial Regulations & Risk Analysis Policy - agreed
 - g) Adoption of the Discrimination, Disability Policies & Complaints procedures - agreed
 - h) Review of Effectiveness of Internal Audit – Finance Member to check invoices against cheques & note a trial balance quarterly - agreed
 - i) Annual Governance Statement copies for all Members & agreed
 - j) Copies of the accounts & notice of conclusion of the audit to be put onto the website

COUNCILLORS REPORTS:

- Out of order street lights – Littlefield Close & outside Grove Close, Gayton Rd. Eastcote. Clerk to report to E.ON
- Request for the PC to consider financing a PCSO / Community Police officer. It is understood that this would cost in the region of £38,000 pa, & add the sum of £65 per household onto the present Council tax bill. It was agreed to put an article in the next edition of Around Pattishall & contact would be made with surrounding Parishes asking for their thoughts on a local PCSO. Concern expressed that residents were already paying for the police service.
- Request for a space to be left between the hedges & walls on the grass verges for wild flowers to grow.
- To note: The broken manhole cover in Butchers Lane has been inspected & a barrier has been placed around it.
- Request for action to be taken regarding the artificial grass on the verge in Banbury Lane. Clerk to write to NCC Highways who own the grass verges. It should be noted that the Parish grass mowing contractor has no difficulty in mowing over the strip of artificial grass.

CIRCULATION FOLDER

Report from Cllr Adam Brown Clerk & Councillors magazine CPRE info.

There being no further business, the Chairman closed the meeting at 9.15 pm

DATE OF NEXT MEETING: THURSDAY 13th JUNE 2019
7.45PM, PATTISHALL PARISH HALL

Signed: **Dated:**