

**PATTISHALL PARISH COUNCIL**

**MINUTES** of the Annual General Meeting of the Parish Council held on Thursday, 11<sup>th</sup> May in Pattishall Parish Hall.

**PRESENT:** Cllr B. Evans Cllr D. Hodges Cllr D Keeble  
Cllr J. Hawtin Cllr I. Illingworth  
Cllr F. Mytton Cllr N. Banister

**ELECTION OF OFFICERS:**      **Chairman:**              **B. Evans**  
  
Proposed by:                      J. Hawtin  
Seconded by:                      F. Mytton  
  
**Vice-Chairman:**              **D. Hodges**  
  
Proposed by:                      D. Keeble  
Seconded by:                      A. Burley

**ATTENDING:**              8 members of the public

**APOLOGIES:**              J. Russel (Footpath Warden), Cllrs Mitton & Burley (working)

**DECLARATION OF INTERESTS** – Interest & nature of interest to be declared.

**J. Hawtin**      Matters relating to Highways – Workplace – Kier.

**COUNCILLORS RESPONSIBILITIES:**

Finance	Chairman, Clerk (RFO)
Highways – Road maint.	D. Hodges
Highways – Projects	N. Banister
Planning	M. Mitton
Allotments – Liaison	B. Evans
Grass Cutting	D. Keeble
Trees, Hedges, Churchyard	N. Banister
Village Maintenance	A. Burley
School Liaison	J. Hawtin
Lighting	F. Mytton
Playing Field Inspection	All – Rota
Playground equipment	J. Hawtin
Grants, Notice Boards	I Illingworth
Defibrillator	
Around Pattishall	B. Evans
Face Book	C. Sander
Bus Service & Minibus	A. Atkin, N. Banister

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

P.229 – stones on grass verge along Greenway – Fix my street to be contacted.

- Poor servicing of highways – Clerk to invite portfolio holder to make a site visit & write to Andrea Leadsom MP, Steve Barber to be invited to make a site visit regarding VAS signs updating.

**MATTERS FOR REPORT** – New & arising from the previous Minutes & not covered elsewhere.

**Allotments** – Everything doing well.

#### **Street Lighting**

- Two concerns received regarding the switching off the lighting for 5 hours per night.
  - a) Concern for personal safety & resident feel he is being discriminated against.
  - b) Concern regarding safety of residents in Leys Road.
- Second lighting working group to meet on 25<sup>th</sup> April.
- Upgrading of Parish lights continues & quotes for further work agreed.
- Grants for up grading street lighting no longer available. Eco grants are for households only.
- All out of order lights have been reported.
- To note – New LED lighting lasts longer & maintenance is cheaper.

#### **Highways – Road**

- Filling of potholes is random & work poor. It is understood that potholes have to be a certain depth before being considered for filling.

#### **Highways – Projects** – N. Banister

- Church handrail – work to be undertaken in May.
- New Dog bins to be installed in May. Sign to be put on lids stating FOR DOG WASTE ONLY. Placement of bins – 1. Opposite the village school, 2. Opposite Suttons Walk by the kissing gate.
- Concern regarding emptying dog bins – Clerk has written to the contractor.
- Meeting with H. Howard & Steve Barber – Clerk has asked for dates.
- Temporary 30 mph signs & a parish logo to be considered. PC agreed in principle.

#### **Village Maintenance** – Apologies from Andrew.

#### **Grass Cutting**

- Complaints received have been dealt with.
- Gayton Road in Eastcote – area missed will be revisited.
- Garden of Remembrance – difficult to keep tidy as there are so many vases & other flower holders around the burial plots. Two suggestions:
  - a) To gravel the grassed areas
  - b) DK will contact a local gardener – agreed.

#### **School Liaison**

- Poor & inappropriate parking by parents delivering & collecting children.
- Steve Barber to be asked for advice.
- PC to consider NO PARKING signs & ask if the children would like to design them. I. Illingworth to speak to the Head teacher.

**Playgrounds – Equipment** – Replacement baby swings – D. Keeble has ordered them. Delivery to DK & invoice to the Parish office.

### **Playing Fields Inspection**

- Council rota – M. Mitton to be asked to pass it on to the May member on the rota.
- ROSPA inspection in June / July.
  - a) Inspection booked.
  - b) Will send date of inspection once diary has been filled.
  - c) D. Keeble to attend the inspection.
- D. Keeble has inspected play equipment & photographed problems.

**Defibrillator** – Clerk to contact Sarah Toll regarding monitoring the unit.

**Face Book – Working well.**

### **Hedges, Trees, Churchyard**

- Church green bin – although the £55 has been paid for it to be emptied, WNC are still asking for payment before sending out a 'paid for sticker'. The Clerk has written to the WNC finance department for the third time (copy sent to I. Illingworth)
- Tree in Booth Close – branches overhanging the swings.
- It is understood the tree which is rowing on the hedge line is not the responsibility of the PC. B. Evans to find out who owns the field.
- Number of vacant plots in the 2 burial grounds:
  - a) New Burial Ground – 7. The PC has asked the diocese for more land to extend the present area. No reply received.
  - b) Garden of Remembrance (Ashes) 60

### **Grants & Notice Boards**

- Suggestion from N. Banister for fund raising – PC lottery. NCALC advise that Parish Councils raise fund via the precept, donations or by obtaining a loan from the PWLB.
- Clerk to contact Greenbarnes regarding Perspex for the notice boards doors.

**Around Pattishall** – always interested in receiving articles.

### **Bus Services, Minibus**

#### **Public Footpaths**

Report from J. Russell – will be walking the paths next month.

- a) Inspections are continuing.
- b) Bench work being undertaken.

### **PARISHIONERS POINTS:**

- The minibus – when will this be coming to Pattishall – still waiting for the DVLA to grant permission.
- New street lighting – deep concern regarding lamps will be out between midnight & 5.30 am. Concern regarding night-time burglaries due to darkness.
- The Chairman explained that the Council was duty bound to save money & switching street lighting off for 5 hours would be cost effective. Parishioners were consulted in an Around Pattishall article prior to the scheme starting. However, the Parish Council will review the situation area by area.
- Road safety concerns discussed. The PC has invited Highways personnel to make site visits to the Parish and assess concerns.
- Banbury Lane speeding motorists are a deep safety concern. PC is considering updating the VAS speed signs. The police speed camera van visits Butchers Lane on a regular basis.

**PARISH HALL & PLAYING FIELDS**

- **Parish Hall**
  - a) The Community Café is now attracting 40 people who are enjoying the company and refreshments.
  - b) The Coronation Tea Party went well, catering for 150 +
  - c) The band was excellent.
- **Playing fields**
  - a) The family of the late Duncan Townsend would like to put a bench in the playing field by the roundabout in his memory. It was agreed that the bench could either replace an old bench or ‘stand alone.’

**CORRESPONDENCE:** Has been dealt with throughout the Minutes.

**PLANNING** – Plans received & /or determined.

**Millfield Site**

- More documents are being added to the planning site.
- Highways appear to have no particular objections.
- Both Parishioners & the PC have concerns regarding the potential size of the vehicles that will be using the site with access & egress onto the Banbury Lane which is a narrow country road and close to a sharp bend.

**DHL Application**

- It is understood that this application will not be going to the WNC committee in May due to additional material having been received.

<b>FINANCE:</b>	Bank Balances:	a) Community a/c	£86538.35
		b) Business Premium a/c	£16258.60
	Monies Received:	First ½ of precept	£30,250.00
		2022 Mowing contribution	£959.22

NB: Problems with obtaining information about the bank accounts. Automated system has been closed down – no explanation. Bank contacted by the Clerk. Balances obtained & information regarding precept & 2022 mowing contribution received. A new automated system to be set up within 3 to 5 working days.

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

Chq. No.	Payee	Information	Amount	VAT	Total
2164	HMRC	Clerk's PAYE	92.20		92.20
2165	A. Addison (Clerk)	Salary & Expenses	369.47	75.20	444.67
2166	Complete Grounds M	Groundwork x 2 inv.	1085.00	217.00	1302.00
2167	Complete Grounds M	Mowing	1155.00	231.00	1386.00
2168	SGL	Printing Around Pat.	476.00		476.00
2169	E. ON	LED upgrades	3381.00	676.20	4057.20

**Audit Matters:**

- Internal audit to be completed.
- External audit date – submissions no later than the 30<sup>th</sup> July.
- It was resolved to adopt the following:
  - a) Adoption of Standing Orders
  - b) Adoption of the Responsible Financial Officer (Clerk)
  - c) Adoption of the Internal & External Auditors, NCALC & PKF Littlejohn.
  - d) Adoption of Financial Regulations & Risk Analysis Policy
  - e) Adoption of the Discrimination & Disability Policies & Complaints procedures
  - f) Review of Effectiveness of Internal Audit
  - g) Parish Council to review assets.

**COUNCILLORS REPORTS:**

- Request for a working group to be set up to discuss a possible 5 year plan for the PC to work from.
- It has been reported that a number of mobile homes have been delivered to a farm in the Parish. No planning information has been received.

There being no further business, the Chairman closed the meeting at 10.00 pm.

**DATE OF NEXT MEETING:      THURSDAY 8<sup>th</sup> JUNE 2023**  
**7.30 PM, PATTISHALL PARISH HALL**

**Signed:** .....      **Dated:** .....