

# STONESFIELD PARISH COUNCIL

## CLERKS REPORT 2019/May

Clerks report to support the Parish Council Meeting held on Wednesday 13<sup>th</sup> May 2019 in Stonesfield Village Hall.

### 1. Parish Matters

The drain at the Tap at the junction of Laughton Hill and Boot Street still needs attention. The clerk has reported this to Highways again.

### 2. Town & Parish Council Elections

Councillors David Brown, Dave Baldwin, Simon Powell and Phil McArdell have been elected in an uncontested election.

### 3. SAFER Working Group

We have received written assurance that the SAFER working group is covered by the parish insurance.

### 4. SCT

There is no update regarding completion of the sale of the land by SCT to Oxfordshire Community Land Trust.

### 5. Sustainable Stonesfield / CALA Appeal

The 16<sup>th</sup> day sees the final day of the hearing. Representatives from the Council will attend.

### 6. Village Tidy Up Working Group

The clerk has received written assurance from the insurers that the Tidy Up working group is covered by the parish insurance.

### 7. Planning

Applications received from WODC:

**APPLICATION NO: 19/00932/FUL**

**PROPOSAL: Erection of detached building comprising of garaging and car ports to serve both**

**Starveall Farmhouse and adj cottage to East with two bedroom flat above.**

**Town and Country Planning Act**

**LOCATION: Starveall Farm Woodleys Woodstock**

**APPLICANT: Mr B C O'Brien**

**REGISTERED: 25th April 2019**

Applications approved by WODC: None advised

### 8. Recruitment

Karen East has accepted the position as clerk & RFO following Gill Hill resignation and following a brief spell as interim clerk. Karen will also continue to work with another parish council as clerk.

### 9. Financial Matters:

Bank mandate changes have been requested via Barclays. We are still waiting for confirmation of the signatory change over requests being put in place.

The following payments require cheque signatories and approval in the April full council meeting:

|             |                              |         |                       |
|-------------|------------------------------|---------|-----------------------|
| C No 102058 | Arrow Accounting (Audit)     | £230.00 | Invoice P36           |
| C No 102059 | Glendining Signs Ltd (SAFER) | £179.70 | Invoice PR-1000291    |
| C No 102060 | Castle Water (cemetery tap)  | £2.12   | Invoice 1900094       |
| C No 102061 | David Brown expenses         | £61.18  | Expenses claim May 19 |
| C No 102062 | Clerk salary                 | £848.22 |                       |
| C No 102063 | HMRC PAYE/NI                 | £272.17 |                       |
| C No 102064 | Clerk expenses               | £34.16  | Expenses claim        |

The end of year internal audit has been completed by the clerk and the auditor. Phillip Hood was appointed as internal auditor and is generally pleased with the council finances. The clerk seeks the council to sign this off in the full council meeting so that the paperwork can be sent to

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the external auditor for final sign off. Audit papers have been circulated to elected councillors ahead of the meeting.

## **10. Grit bin**

Jim O'Brien moved the grit bin as requested at the last meeting.

## **11. Standing Orders**

The clerk is unable to locate a current set of Standing Orders for the council. The clerk will update a set and bring to the June meeting for Councillor review and adoption as the May meeting is short and followed by the APM.

## **12. Register of Members Interests**

Councillors, once re-elected, need to complete registers of members interest forms to satisfy audit requirements. The clerk has circulated forms and requests that these are returned by 20<sup>th</sup> May so they can be submitted accordingly.

## **13. Parish Post**

The majority of post is being redirected via the previous clerk to the new clerk still. This is gradually improving. The social club has advised that local post for the council can be put through their letterbox providing it is marked c/o Social club and addressed to Stonesfield Parish Council.

## **14. Email / Website**

The clerk is liaising with council provider Microshade and Vision ICT to produce mailboxes for the councillors at a cost of: £25 set up and £18 per annum thereafter (per mailbox)

Domain registration: £125 per 2 years for the mailboxes

Virtual server environment (data backup and configuration) £100.00

Annual server hosted application service with support £349.80 – it should be noted this is a fully secure data environment.

The clerk plans to have this in place for the June meeting so that it is in place for all councillors including any co-opted.

## **15. Annual Parish Meeting**

The APM is to be held on 13<sup>th</sup> May in the Village Hall (main hall) at 7pm. There will be a full council meeting ahead of this from 6.30-7pm.

## **16. Date of Next Meeting – Wednesday 12<sup>th</sup> June – 7.30pm**

## **Calendar**

**Council Meetings – Stonesfield Village Hall – Wednesdays 7.30pm**

**13<sup>th</sup> May 2019 – Full council 6.30pm followed by APM at 7pm**

**12<sup>th</sup> June 2019**

**10<sup>th</sup> July 2019**

**No August meeting?**

**11<sup>th</sup> September 2019**

**9<sup>th</sup> October 2019**

**13<sup>th</sup> November 2019**

**11<sup>th</sup> December 2019**

Karen East, Clerk to the Parish Council  
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