

Stonesfield Parish Council

Minutes of the meeting held at St James Centre on Wednesday 8th June at 7pm

MINUTES OF THE MEETING

Meeting commenced 1830

Councillors Present – Cllr Phil McArdell (Chair), Cllr Wendy Gould, Cllr Matthew Parkinson (DC), Cllr Geraldine Lawrence, Cllr Eleanor Bailey, Cllr Simon Powell, Cllr Jim O'Brien

Also in Attendance – Clerk to the Council (K East), 1 member of public

No Declarations of interest.

22/496 Apologies for absence

Apologies accepted for: Cllr A Graham (OCC /DC), Cllr David Brown, Cllr Mick Heduan,

22/497 Declarations of interest:

None

22/498 Public Participation

None

22/499 To confirm the minutes of the previous council meeting held on 18th May 2022.

It was RESOLVED to approve the minutes of the meeting held on 18th May 2022.

22/500 Update on progress from the minutes held on 18th May 2022

Old Jail – clerk is speaking with the solicitors regarding claiming this. We are awaiting further advice.

22/501 To receive reports from County and District Councillors

Cllr Parkinson –

- Discretionary £150 energy rebate has been issued; people have to apply for this prior to 5th July.
- WODC has a pot of money, which is being used to put affordable housing in to the District.
- Woodstock parking changes have been approved – there will be chargeable parking.

22/502 Financial Matters

(22/502.01) Councillors **RESOLVED** to approve payments listed below - June 2022

Cllr Simon Powell exp	S Powell	cutting around bench	£ 25.00
West Oxfordshire DC	West Oxfordshire DC	grass cutting	£ 662.48
Clerks expenses	clerk	office expenses, wifi, printing,	£ 55.20

		home office allowance	
Clive Parsons PAYE	Clive Parsons	PAYE	£ confidential
Clerk salary	Clerk	PAYE	£ confidential
HMRC PAYE	HMRC	PAYE	£ confidential
Pension	Oxfordshire County Council Pension Fund	pensions	£ confidential
SAFER equipment	White Hill Direct	SAFER	£ 274.80
St James centre - NP hire	St James Centre	Venue hire - NP	£ 18.00
Internal auditor	Kirsty Buttle	Internal auditor fee for accounts to end Mar 22	£ 150.00
St James centre	St James Centre	meeting room hire – PC meeting	£ 18.00
Tree costs - common	Top Leaf Tree Services	tree work at common	£ 4,050.00

£Confidential relates to payroll figures – these figures are shared with councillors along with invoices prior to the meeting. Two councillors sign the cheques and all councillors are provided information on invoices ahead of the meeting.

(22/502.02) The parish council **RESOLVED** to receive and acknowledged acceptance of the finance report.

(22/502.03) The parish council considered the figures and accounting statements in the Annual Return to 31st March 2022 (AGAR) and **RESOLVED** to approve these.

(22/502.04) The parish council considered the internal audit report for the Annual Return to 31st March 2022 (AGAR) and **RESOLVED** to approve this. It was noted the risk assessment should be reviewed and recorded annually and this action will be taken in this meeting.

(22/502.05) The parish council **RESOLVED** to agree that the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being

achieved throughout the financial year to a standard adequate met the needs of this authority as per page 3 of the AGAR.

Councillors agreed the following statements regarding their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements and confirmed, to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

The RFO / Clerk will send the AGAR forms to the external auditors.

22/503 Planning Applications

(21/503.01) The parish council considered the below planning applications and had **no comment or objection** to the applications listed below:

APPLICATION NO: 22/01277/HHD

PROPOSAL: Alterations to existing front dormers and installation of rear dormer to create additional living space.

LOCATION: Westall The Ridings Stonesfield

APPLICANT: Mr C Wiseman

APPLICATION NO: 22/01376/HHD

PROPOSAL: Proposed rear extension with associated internal and external works.

LOCATION: 9 Longore Stonesfield Witney

APPLICANT: Mr and Mrs H Bathe

22/504 SAFER Update

(21/504.01) SAFER report circulated in advance. There is some expenditure within budget this month for a mirror and post in Pond Hill.

22/505 Policy Review

(21/505.01) The parish council considered and **RESOLVED** to re-adopt the below policies:

- a) The parish council considered and re-adopted the Standing orders
- b) The parish council considered and re-adopted the code of conduct and all councillors will adhere to this.
- c) The parish council considered and re-adopted the internal financial controls policy
- d) The parish council considered and re-adopted the parish risk assessment
- e) The parish council considered and re-confirmed that SAFER remains as a Parish Council working group under direction of the Parish Council. The full parish council remains the lead as a whole on how SAFER is run and approves all actions and expenditure. SAFER remains as having no individual powers of its own and cannot make decisions or instructions on behalf of the Parish Council as a whole without authority from full council in line with working group regulations.

22/506 Parish Matters

(22/506.01) Old Jail – the clerk is liaising with solicitors to try and move taking ownership forward.

(22/506.02) Stonesfield Community Trust update shared an update with the Parish Council.

They have £281,994.62 sitting in the accounts at the moment. Accounts are published on the Charity Commission website.

There are projects ongoing – Maintenance of properties, design and launch of new website, ongoing grants for education, disability and sport. They are continuing discussions with local landowner to provide more housing, continue to review rents and to grow awareness of SCT and its objectives with Stonesfield.

22/507 White Horse Pub

(22/507.01) In this meeting the parish council recoded their formal stance on the pub to confirm that they would like to see it remain as a pub. The parish council **RESOLVED** that they would like the pub to remain as a pub.

It should be noted that the District Council has now published information on The Local Heritage Project:

<https://www.westoxon.gov.uk/planning-and-building/historic-buildings-and-conservation/local-heritage->

project/

(22/507.02) Stonesfield Community Pub Limited sought the Parish Council's support, under item 12. at this meeting. The parish council **RESOLVED** to record **that The White Horse pub should be included as one of West Oxfordshire District Council's non-designated heritage assets (NDHA's).**

(The reason for this request was to establish documented evidence of this intention at this stage, such that it may be taken in to consideration should any application for change of use be made before formal designation is possible).

The community pub share offer was re launched this week.

21/508 Reports

(21/508.01) There is some rubble on the side of a byway which needs clearing – Cllr Gould to put location on a map for the clerk who will then report it.

(21/508.02) Queens's jubilee – it was noted that there was a lack of bunting / significant décor within the village but there were several events on.

(21/508.03) Cllr Bailey will attend the Plunkett Foundation meeting / speak to someone for further information about what they do and will report back to the council

21/509 Items for information or next agenda only

(21/509.01) None

21/510.Date of the next full council meeting

(21/510.01) The date of the next full council meeting is 6th July 2022 – St James Centre at 7pm (no meeting planned for August)

Meeting ends 20:35