

## Stonesfield Parish Council

### Minutes of the Annual Council meeting held at Stonesfield Primary School on Wednesday 10<sup>th</sup> May 2023 at 7pm

*Meeting commenced at 7pm*

**Councillors present:** Cllr David Brown, Cllr Simon Powell, Cllr Simon Warr, Cllr Jim O'Brien, Cllr Eleanor Bailey, Cllr Phil McArdell Cllr Mick Heduan

**To receive apologies of absence from:** None

**23/608 To elect the Chairman for year 2023/24** – Phil McArdell was elected as Chairman of the council. Proposed D Brown, Seconded J O'Brien.

**23/609 To receive apologies for absence**

None

**23/610 Councillor co-option** – The council **RESOLVED** to co-opt Simon Warr and Simon Powell to the council.

Proposed J O'Brien, Seconded D. Brown (unanimous decision)

**23/611 To elect the Vice Chair for the year 2023/24**

Cllr David Brown was elected as vice chair. Proposed S Powell, Seconded P McArdell

**23/612 To approve the minutes of the meeting 5<sup>th</sup> April 2023**

The minutes of the meeting on 5<sup>th</sup> April 2023 were approved.

**23/613 Matters Arising from the minutes of the meeting 5<sup>th</sup> April 2023**

There were no matters arising

**23/614 Clerks report summarise and questions** (circulated in advance of the meeting)

There were no questions arising from the clerk's report.

#### **23/615 Financial Matters**

(23/615.01) It was **RESOLVED** to approve the payments as detailed in the clerk's report (detailed below). Payments are made via bank transfer.

Clerk salary	online payment	£ confidential
HMRC PAYE	online payment	£ confidential
Oxford CC - Pension	online payment	£ confidential
Office expenses - includes £116.66 Norton antivirus annual renewal for computer paid direct by clerk	online payment	£ 159.60
Hosted email accounts - annual	online payment	£ 216.00

NP meeting room hire	online payment	£ 112.50
Internal auditor	online payment	£ 200.00
Digital mapping for NP group	online payment	£ 118.80
Glebe annual rent	online payment	£ 120.00

Finance committee receive copies of the invoices to review ahead of the meeting.

£confidential relates to payroll figures – these figures are shared with councillors.

(23/615.02) The parish council **RESOLVED** to receive and acknowledged acceptance of the finance report.

(23/615.03) 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 4 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 2023, 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.

(23/615.04) The parish council considered the figures and accounting statements in the Annual Return to 31<sup>st</sup> March 2023 (AGAR) and **RESOLVED** to approve these.

(23/615.05) The parish council considered the internal audit report for the Annual Return to 31<sup>st</sup> March 2023 (AGAR) and **RESOLVED** to approve this. It was noted that the auditor pointed out the following issues which do not affect the responses made in the AGAR Annual Internal Audit Report but should be considered for the new financial year:

- Section 1 of the previous year's AGAR was completed after section 2 which is a breach of Section 6(4)(a) of The Accounts and Audit Regulations 2015 as raised by the external auditor.
- As stated in last year's internal audit The Local Government Act 1972 requires the 1st item on the agenda of the Annual Meeting of the Parish Council to be the election of Chairman.

Both of these things have been taken into account this year.

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

(23/615.06) The parish council considered three grant requests submitted in advance of this meeting and **RESOLVED** to approve them unanimously. Costs are within the budget we have allowed for grant funding for the current budget year.

Grant – Stonesfield food group -Amount requested £500, Amount awarded £500. – proposed Jim O'Brien, Seconded David Brown (all grants) – the clerk will also link Cllr Matt Parkinson to the food group. This money will help purchase goods to provide to families in need during the cost of living crisis. Proposed Simon Powell, Seconded Jim O'Brien

Grant – Septemberfest in Stonesfield – Amount requested £500, Amount awarded £500 – this will pay for the tea tent. Proposed Simon Powell, Seconded Jim O'Brien

Grant - Playing Fields Committee – Amount requested £2,000, Amount awarded £2,000 – this will be used towards a hedge cutter. Proposed Simon Powell, Seconded Jim O'Brien

### **23/616 Planning**

23/00693/FUL Daniel Hobbs, Skyfall Church Street – construction of dwelling – Comment is that this is regular development, if this was done in larger lots (rather than individually) we

would likely get some contribution financially to the village – this is accumulative effect.  
There are however no planning grounds for us to object on this application.

**23/617 Items for information and next agenda only**

One more space on the council for co-option.

**23/618 Date of the next full council meeting** – 7<sup>th</sup> June 2023 – Stonesfield Primary School  
7pm

*Meeting ends 7.30pm*