

**MINUTES OF THE MEETING OF YARNTON PARISH COUNCIL  
HELD ON 9<sup>th</sup> MAY 2018 at 6.15pm in the VILLAGE HALL, YARNTON**

**Present:** John Burford (JB), Michael Gibbard (MG), Robin Hearn (RH), Anna Isles (AI), Fred Jones (FJ) (Chairman), Fiona Mawson (FM), Nathan Shelton (NSh), Graham Thompson (GT) (Vice-Chairman), Lynne Whitley (LW) (Parish Clerk) Alaric Rose (AR) (CDC Councillor). Also 2 teachers, 7 parents and 9 children from William Fletcher School.

- 1) **Apologies:** Keith Johnston (KJ)
- 2) **Declaration of Interests:** The Register of Interests was tabled and members were asked to declare any personal interests and the nature of that interest which they may have in any of the agenda items under discussion at this meeting. There were none declared.
- 3) **William Fletcher School (“Article 12” group):** William Fletcher School have received Level 1 accreditation and now working towards gaining the Level 2 certification of the UNICEF Rights Respecting School Award which is a UNICEF programme that aims to put children’s rights at the heart of schools in the UK. WFS is only one of 2 Oxfordshire schools to have the award. Article 12 is “You have the right to give your opinion and for adults to listen and take it seriously”, the group is formed from students and staff who meet to discuss issues and campaigns. The children spoke to the parish council about issues in the local area that they are concerned about:  
Local shops selling plastic bags which cause lots of pollution, litter and dog mess in parks and on pavements, they would like to see more litter bins and posters about dog mess in the village. FJ suggested that they could make posters as adults might take more notice if they realise schoolchildren are concerned. The children are going to write to Budgens to see if they can talk to them about selling bags other than plastic.  
If there are lots of new houses there would be more places to live so more friends and jobs but are worried about more traffic, and would have to wait longer to see a Doctor.  
AI explained about the CDC election the previous week.  
FJ thanked the children, teachers and parents for coming to the meeting saying that YPC will be happy to work with them in the future when appropriate.
- 4) **Election of Chairman and Vice-Chairman:** MG nominated FJ to be Chairman, FM seconded, all in favour. FJ nominated GT as Vice-Chairman, RH seconded, all in favour. FJ and GT signed “Declaration of Acceptance of Office” forms.
- 5) **Minutes:** The minutes of the monthly meeting held on 11<sup>th</sup> April 2018 having been previously circulated were accepted as a true record, proposed GT, seconded FJ. Minutes of the Annual Parish Meeting held on 20<sup>th</sup> April 2018 were accepted as a true record, proposed FM, seconded MG. Both sets of minutes were agreed by all and signed by the Chairman.
- 6) **Matters Arising:** To be included in relevant agenda items.
- 7) **Report of District Councillors:** Alaric Rose was elected at CDC election on 3<sup>rd</sup> May for a 4 year period. Alaric said that the outgoing councillor Nigel Simpson has been very supportive to him.
- 8) **Report of County Councillor:** See attachment 36a+b/2018

- 9) **Police Liaison:** Relatively quiet around the village and Kidlington in general. It is important that we are aware of any movement of travellers onto parish land, in particular Rutten Lane Park and Little Marsh sports ground.
- 10) **Highway Matters & Public Rights of Way:** Email from Nick Mottram, OCC, asked YPC if we could arrange for the tree ties to be relaxed on the trees recently planted on the A44. As the trees were planted by OCC LW has replied saying it is OCC responsibility. Reports have been received from a resident regarding the broken surface of footpath between A44 and Aysgarth Road. FJ will inspect all four alleyways/footpaths so we can report to OCC.
- 11) **Planning Applications:**  
None received.
- Planning Decisions:**  
18/00125/F 198 & 200 Woodstock Road – Demolition of existing pair of semi-detached dwellings and outbuildings. Erection of two detached replacement dwellings – Granted 9.4.18  
17/02207/F Yarnton Nurseries – Replacement of existing staff buildings and polytunnel, new concession space/café/customer toilets etc – Granted 12.4.18  
18/00239/F 23 Great Close Road – Single storey side extension – Granted 20.4.18  
18/00368/F Charnwood, 178 Woodstock Road – Alterations to form accommodation at first floor level, new bay windows on the front (re-submission of 17/02199/F) – Granted 1.5.18  
18/00442/F North Oxford Garage Ltd, Woodstock Road – Application to allow for pre-delivery inspection, new security gates and fence at site frontage. Wash bay and plant room – Granted 10.5.18
- 12) **Village Hall:** CDC had investigated a complaint about noise, taking no action. YVH asked YPC if they would pay for work to be done to trees needing cutting back along the ditch behind the village hall car park. As these should be Environmental responsibility LW will contact them.  
LW reported that the previous day the covering over gulleys in the car park had been removed, Pete Newin informed. Coverings found in ditch (presumably moved by youths).
- 13) **Environmental Matters:** CDC won't pay to put a litter bin near the bottle banks on but will empty it if YPC purchase it. All agreed to purchase a litter bin.  
FM mentioned that if Giant Hogweed is cut down it causes problems with blisters etc, LW to make Matthew Rudge aware.
- 14) **Playing Fields:** Final details are being arranged for the power washing and remarking of the MUGA in the park. Fee paying users will be notified in advance of any necessary closure and onsite notices will be posted accordingly.  
Letter received from 4Urban Consulting regarding request from North Oxford Garages Ltd for a "hard-wired telephone cable" to be laid on parish council land at Little Marsh Sports field. This is to facilitate alarm monitoring purposes at their site at the rear of the sports field.
- 15) **Youth Provision:** AI said she would still like to get children's groups like Health Visitors in Yarnton as it isn't possible for everyone to travel to St John's Church at Kidlington.
- 16) **Burial Ground/St Bartholomew's Churchyard:** The first few graves in the extension have been marked.

**17) Schools/Pre-school:** 5 people were interviewed recently for a new teacher; this is a knock-on effect of when the annual intake increased from 30 to 45 pupils.

Mrs Nind takes a group of children each week to the Nursing Home which is creating a nice link between young and old.

OCC are taking on snagging issues from the new build.

**18) Finance and General Purpose:** The monthly financial report for April as page 32/2018 previously circulated was proposed RH, seconded FJ, agreed by all to be a true record and signed by the Chairman together with Bank statements for Community acct 27<sup>th</sup> March - 26<sup>th</sup> April and Business acct 30<sup>th</sup> March - 27<sup>th</sup> April. FJ mentioned that we were asked at APM why we carry such a lot of funds; all agreed they were happy with the amount kept to meet unexpected items if necessary. Problems with Barclays Internet and Phone banking went on for over 5 weeks culminating in an official complaint being made. Internet and Phone Banking have now been reinstated for the account with LW now being able to gain access again as authorised by YPC in 2012. Barclays have paid compensation of £150. If we experience any more problems we need to quote Complaint Reference: CRLQQN68Z6. Insurance renewed with Zurich for 3 year agreement.

All old papers sorted ready for bagging up to be shredded. LW to arrange for ShredPro to shred on-site.

Section 1 “Annual Governance statement” and Section 2 “Accounting statements” of the Annual return for the year ended 31<sup>st</sup> March 2018 approved by all present and signed by Chairman and Clerk/Responsible Financial officer. Internal audit was completed by Jackie Carpenter on 8<sup>th</sup> May with no issues raised but recommendations were to set up a separate “Procedures Manual” detailing exact procedure on how a payment is made and to set up the YPC website as soon as possible.

NSh/LW/JB meeting next week to discuss new website.

Asset Register 2017-18 signed by Chairman.

NJC has reached agreement on 2018-2020 pay awards of 2% each year from 1<sup>st</sup> April, As per contract LW was due an increment to SCP 24 from 1<sup>st</sup> April. FJ proposed the new salary is paid, GT seconded, all agreed.

New reference number for VAT 126 claims received from HMRC.

Letter has been sent to NS&I with “Authority to operate NS & I Accounts” form signed by GT, MG, AI and FJ together with another request for a statement for the investment account to end of March 2018 – no reply received to date.

**19) Risk Assessment and Management:** Risk Assessment should be done for Finance matters.

**20) Recent Correspondence:** Care Committee minutes received.

Email from Nigel Simpson thanking YPC for making him feel so welcome over the last 2 years, he would like to continue to attend YPC monthly meetings – all happy for him to do so. FJ will write to Nigel thanking him for all he’s done during the last two years as one of our Cherwell District Councillors.

SSEN Evaluation Report received that needs completing for the grant received for the defibrillator cabinet in Park Close. LW will complete and return.

SSEN Resilience Funding scheme has reopened, deadline for applications 16<sup>th</sup> May – all agreed not to apply this year.

Community First newsletter received with invitation to Community Led Housing Conference on 13<sup>th</sup> June.

OCC arranging a series of events to meet with town and parish councillors and clerks. LW to book 2 places for Kidlington on 28<sup>th</sup> November.

**19) Accounts:** The following accounts were agreed for payment. BACS payments authorised by FJ and GT. Cheques signed by FJ, GT

M Rudge (Grass cutting April)	1575.00	BACS
NEST (Pension)	3.17	DD
Castle Water (Cemetery standpipe)	3.40	DD
Tetbury Accounting (Admin for payroll)	354.00	BACS
ESPO (Measuring wheel)	52.80	103243
Fields in Trust (Membership)	50.00	103244
Yarnton Scouts (Grant)	280.00	103245
Our Bus Bartons (Grant)	2000.00	103246
NEST (Pension)	3.17	DD
Lynne Whitley (Clerk's salary)	543.48	BACS
David Poulton (Village tidying)	162.78	BACS
Mick Fallows (YPF)	349.12	BACS
Delroy Evans (YPF)	115.86	BACS
Ricky Smith (St Bartholomew's grass)	250.00	BACS
Zurich Municipal (Insurance)	<u>2532.96</u>	BACS
	8275.74	

The meeting ended at 8.00 pm

Date of next meeting: Wednesday 13<sup>th</sup> June 2018.

Lynne Whitley  
Clerk to the Council

Signed as a correct record .....

Date: .....