

MOLLINGTON PARISH COUNCIL

Clerk: Ginetta Best, Southview, Church Lane, Mollington. OX17 1AZ

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Draft Minutes for the Parish Council Meeting/AGM

Tuesday 16 May 2023 at 8.00pm

Present:

Councillor John Summers
Councillor Denise Hall
Councillor Jim Broomfield
Councillor Steve Lapper
Councillor Phil John
Councillor David Sullivan
Councillor Peter Gorman
District Councillor George Reynolds
The Clerk
Residents and Public – 5

Welcome and introductions

Members are reminded that this is a meeting in public, not a public meeting, and all points, questions and comments should be addressed through the Chair.

Election of Chairman and Deputy Chairman

Councillor Broomfield was nominated and seconded to be Chairman. Nomination was agreed and Councillor Broomfield signed the acceptance of office form. Councillor John was nominated and seconded to be Vice Chairman. Nomination was agreed and Councillor John signed the declaration form.

Apologies for Absence

Received from District Councillor Phil Chapman

Declarations of Interest *Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.*

1087 Minutes of the meeting held 28th March 2023 (previously circulated) and Matters

arising. The minutes had been circulated in advance of the Meeting. They were agreed to be a true record of the Meeting and were signed by the Chairman. It was agreed that there were no matters arising that were not covered elsewhere on the agenda.

1088 Governance Arrangements

Delegation arrangements

It was reported that the Parish Council have no delegated committees as the Parish Council meeting covers all matters.

1089 Review and Adoption of standing orders and financial regulations (previously circulated and as amended)

It was reported that Standing Orders and Financial Regulations based on the OALC template were amended in January 2019. No further amendments were proposed to either document and it was recommended that these be adopted for the forthcoming year.

Resolved: To accept the proposed Standing Orders and Financial Regulations for 2023-24

1090 Review of Arrangements with Local Authorities

OCC Grass Cutting: It was reported that the Parish Council continued to undertake certain of the County Council's functions relating to highways, public rights of way, watercourses and school crossing patrols under the Highways Act 1980, and if relevant the Road Traffic Regulation Act 1984 and the Land Drainage Act 1991, and any other enactment giving the County Council the duty or the power to carry out the functions delegated under this agreement. This relates to grass cutting as set out in the Schedule to the Deed.

1091 Representation at external bodies and reporting arrangements:

- **PC Local Cluster Group:**

It was noted that the PC Local Cluster Group, an informal quarterly meeting of the local parish councils that does not commit Mollington Parish Council to recommendations, had not met in the last three years. It was recommended that should the group be reconvened the Chairman and Clerk attend. The chairman will feedback to the Parish Council on issues raised at the cluster group and the Parish Council will consider, discuss and vote on recommendations as necessary.

- **CDC/OCC Parish Liaison:**

It was recommended that one or more councillors and the Clerk attend the Cherwell District Council/Oxfordshire County Council Parish Liaison meeting and report back to the subsequent parish council meeting, which will consider, discuss, and vote on recommendations as appropriate.

1092 Review of Asset Register and Insured Risks

It was noted that the Asset Register and Risk assessments, previously circulated, had been updated and it was resolved to approve both documents for 2023/24.

1093 Membership of other bodies:

It was reported that the Parish Council continued to be members of the following bodies:

- SLCC
- OALC

1094 Annual Review of Policies

- **Complaints Procedure** - It was reported that the Parish Council complies with Cherwell District Council's Code of Conduct, which all councillors have accepted. Complaints will be dealt with under this Code of Conduct.
- **Freedom of Information Act 2000** The Clerk will process any requests made under the Freedom of Information Act 2000.
- **General Data Protection Regulations 2018 (GDPR)** The Clerk will manage the use of data and process any requests made under the GDPR. The Parish Council had agreed the following in relation to GDPR: Information and Data Protection Policy;
 - Data Privacy Notice and Consent to hold Contact; and
 - Retention and Disposals policy; and
 - list of Documents for Retention or Disposal.
- **Press and Media** -It was reported that the Clerk will deal with issues involving press and media.

1095 Date and time of meetings for the forthcoming year: Parish Council and other meetings; to be held at 8pm in the Village Hall unless otherwise stated.

- 25 July 2023
- 26 September 2023
- 28 November 2023
- 23 January 2024
- 26 March 2024
- 23 April 2024, to include the Annual Parish Meeting
- 28 May 2024 Annual General Meeting

A summons to meetings will be circulated to Councillors by email 3 clear days before the meeting, will be posted on the notice board and parish web site.

1096 Register of Members Interests – It was reported that councillors were requested to complete the annual declaration of interests and return to the Clerk as soon as possible. Whilst this was not mandatory it was agreed that it was good practice.

1097 Adoption of Annual Governance Statements and Accounting Statement for 2022/23

The Annual Governance and Accountability Return (AGAR) 3022/23 Form 2 previously circulated was considered.

It was resolved to:

- declare Mollington Parish Council exempt from the requirement for a limited assurance review as both Income and Expenditure were below the threshold of £25,000;
- receive and note the Annual Internal Audit Report;
- approve the Annual Governance Statement (Section 1);
- approve the Accounting Statements (Section 2) previously certified by The Clerk;
- publish the numerical and narrative explanations for significant variances in the accounting statements; and
- commence the public rights period as soon as practical, which will end on 15 July 2023

1098 Chairman's Annual Report

The Chairman reviewed the work of the Parish Council since the last Annual General Parish Council Meeting in May 2022.

Thanks were expressed: to John Summers, Denise Hall, Phil John, Stephen Lapper and Jim Broomfield who had served as councillors over the last 12 months; Ginetta Best the Clerk who oversees and manages the governance and financial affairs of the Parish Council; Local District Councillors for their help and support; the Village Hall Committee who manage the Village Hall on behalf of the Trustees (Mollington Parish Council) and particularly Bob Wadsworth who has left the Village Hall Committee after many years as Chairman; and all those members of the public who had been able to attend meetings during this time.

Business for the Parish Council continued during the year with 34 planning applications, including tree works in the conservation area. Most applications were approved or withdrawn with 10 applications remaining to be determined by Cherwell District Council. Maintenance continues to be performed by Thomas Fox during the growing period and tree maintenance has been carried out by Joe Bridson. Potholes are marked up in the village by Bob Wadsworth and supported by the Oxfordshire County Council Highways department who have also filled and replaced grit bins.

The final year of the tree maintenance plan was completed with the removal of two of the diseased cherry trees from the outside the Village Hall. An updated schedule of planned tree works has been commissioned from Joe Bridson to enable the Parish Council to move forward with a proactive tree maintenance programme.

The Village Hall has continued to raise funds to supplement the previous grants and included dance nights and quizzes. The Village Hall Committee will report more formally to The Trustees (Mollington Parish Council) at a Parish Council later in the year.

Work has continued throughout the year to ensure the play areas remain safe, supported by an annual safety inspection from our ROSPA partner. This included the replacement of platforms in the Mollington Playing Field. Ongoing maintenance will be discussed at future Parish Council Meetings.

The Ability bus remains popular and Service 77A continues between Leamington Spa and Banbury which picks up and drops off at Mollington turn, Monday to Saturday.

Over the year we had two major celebrations either side of the sad death of Her Majesty the Queen in September 2022. The Platinum Jubilee Big Lunch was celebrated by over 250 residents and friends in June 2022 and this month saw the coronation of King Charles III with a further Big Lunch in glorious sunshine with again over 200 residents and friends sharing their food and enjoying the day. Thanks on both occasions to the Village Hall teams who organised the Big Lunches.

Mollington Matters has been printed twice a year to keep residents informed about issues that affect them in the village and elsewhere.

Mollington Munch returned successfully last Autumn with record numbers attending the relaunch and has continued monthly since. Once again the team were awarded a 5 Star Food Hygiene Rating and our thanks must go to the team of volunteers who make it such a success

Our new team of Parish Councillors take over today and are supported by the appointment of Ginetta Best as Clerk last year.

Finally, I would like to welcome all those who have moved to the village and say a fond farewell to those who have left.

1099 Clerks Report Financial Statement

The Clerk reported that nine cheques had been raised in March and April 2023.

710	OALC	Subscription	156.00	In Budget
711	Clerk	Salary	678.00	In Budget
712	HMRC	PAYE	150.00	In Budget
713	Clerk	Expenses Sept 22 to March 23	23.20	In Budget
714	C J Summers	Mollington Matters Printing	85.00	In Budget
715	CDC	Dog bins	114.00	In Budget
716	C J Summers	Coronation Printing	103.20	In Budget
717	C J Summers	Coronation Tablecloths	14.95	In Budget
718	E Anstee	Internal Audit	75.00	In Budget

During March we received the reclaimed VAT from HMRC for £730.55; during April we received the first payment of the Parish Precept of £6,352.50, the grass mowing grant from OCC of £881.52 and the Coronation grant from CDC for £400.

Taking the above into account, the expected bank balance is £24,161.55 which is reconciled to Bank statement sheet No.220 at 5th May 2023. This balance contains the remaining reserves of £2857.50 for Orchard Piece Community Play Area. The General Fund at the end of February stands at £21,009.74.

Overall, 2022-23 was a saving against the budget of £1320.

This was mainly due to the reduced spending on hedge cutting of £936 and grass cutting of £260, offset by an increase in the spend on wages due the change of clerk.

The total funds were reduced by £518 to £16,501 of which £2,858 remains in the play area reserves.

The 2023-24 budget is for a net outflow of £325.

Resolved: To accept the financial report

1100 Consultations

Parish elections and Parish Vacancies

It was reported that three councillors were elected in a non-contested election and that a further two posts have now been filled.

1101 Planning matters

Applications

- 23/00834/DISC Discharge of Condition Corner Meadow Farnborough Road responded as no comment as this is a technical matter.
- 23/00824/LB Replacement of cellar window Mansion House Farm Roundhill Road responded as no objection.
- 23/00996/F Change of use of land to provide 4 additional caravan pitches Corner Meadow Farnborough Road responded as objection on the grounds that this was specifically excluded from the permission granted to application 22/01671/F as set out in Condition 2
- 23/01105/AGN Erection of an agricultural storage building Land South East of Tile Barn Farnborough Road Parish Council comments not required.
- 23/00280/TEL Installation of four 7.3m wooden telegraph poles on the grass verge opposite entrance to March House, Main Street, and grass verge, south side of Lower Farm Lane, 20 metres from driveway of The Valley, Mollington, grass verge east side of Southam Road, 75 metres south of entrance to ArcTech Fabrication, nr Mollington and grass verge, east side of Southam Road, 8 metres south of entrance to ArcTech Fabrication, nr Mollington Permission not required.

Planning Applications published after the agenda.

- 23/01258/F Farm Office Building DeeJay Farm Chestnut Road Mollington OX17 1BG

Decisions

- 22/01352/CLUPLB Certificate of Lawfulness of Proposed Development for alterations to ventilation and repair of stonework Mansion House Farm Roundhill Road. Withdrawn
- 22/03853/DISC and 22/03844/DISC Discharge of conditions Manor House Main Street. Permitted
- 22/03855/DISC Discharge of conditions Mansion House Farm Roundhill Road. Permitted
- 22/03816/TEL and 23/00280/TEL installation of Cabinet and Wooden Telegraph Poles supporting Fibre Cable Network. Permission not required
- 23/00525/DISC Discharge of Condition Moon Cottage 5 The Jetty Main Street. Permitted

1102 Councillors Responsibilities

It is proposed that responsibility in the Parish Council for the forthcoming term should be:
Councillor Broomfield (Chairman) – Planning, Mollington Matters, Emergency and Neighbourhood Plans

Councillor John – Village maintenance, Village Hall

Councillor Lapper – Playing fields, Orchard Piece play area, Highways

Councillor Gorman – Neighbourhood Watch, Police

Councillor Sullivan – Footpaths, Dogs

Councillors Reports

It was reported that work to replace three platforms on the multi play in Mollington Playing Field had been completed by Produlic in accordance with their previous quote.

Councillor John

Thomas Fox is reported to have undertaken works as per the agreed schedule. They have confirmed that they will undertake a severe cut to all areas, including where spring bulbs have finished flowering, and that this will be done in stages during forthcoming cuts. They have been sent pictures of areas that need special attention for their records, including the wheelchair access to the park. Additionally, Thomas Fox has completed box cuts as per agreed scope and costs for the Coronation festivities around the Village Hall and Mollington playing fields.

There have been further discussions with Joe Bridson regarding ongoing tree works with the schedule of works being discussed by Councillors and completed at a later date.

Councillor Hall

The outgoing councillor reported that over the past year there have been a few maintenance issues that have had to be dealt with within the hall including Part of the electric wiring has needed replacing due to oxidisation. Both sets of toilets have been replaced and work has been needed to the men's urinals. WiFi has been installed

Quotes are being sought for some redecoration work that is required.

Mollington Munch is held once a month in the Hall and continues to be very popular.

The quiz night has become a regular fixture and the committee are working on further events for the near future. The Jubilee and Coronations celebrations were held at the Hall and were well attended by villagers.

Unfortunately, the usage of the hall has not returned to pre covid levels so income has subsequently dropped but the committee are working on ways to attract more use of the Hall.

Bob Wadsworth has now stood down from his role as Chairman of the Village Hall committee and we would all like to thank him for his hard work and enthusiasm over the years.

Councillor Lapper

We have received notification that Mollington is being considered for the 20 MPH speed limited throughout the village.

There is a further water leak at the top of March Lane, by the allotments, which seems to have developed following recent work by the cable company. Highways and Thames Water have been informed.

Pot holes on Main Street have been marked up and are awaiting repair, and the salt bin at the top of the Holloway has been replaced, as well as the ones on Roundhill Road and Lower Farm La

1103 Councillors Points of Interest:

The next Parish Liaison meeting will be held on 14th June, in the evening, at Bodicote House. The Clerk is planning to attend, and Councillors are also encouraged to, if possible.

The RoSPA inspection of the two play areas and the equipment is scheduled for July.

Date of next meeting

Tuesday 25 July 2023 Mollington Village Hall at 8.00pm

Parish Council meeting closed at 8.26pm

Chairman, Mollington Parish Council

Public Participation Session

It was reported that the Mollington All Saints Church undergoes a 5 yearly architectural inspection, and the most recent report estimates that repairs costing approximately £60K will need to be done within the next three years.

The work is mainly on the stonework and mortar on the church tower, and is considered to be critical to prevent further damage. If not done, the church would have to be closed for safety reasons.

The Church hopes to be able to contribute upto £8K from it's reserves; the remainder will have to be raised, mostly through grants. Currently applications are being made to the Oxfordshire Historic Churches Trust, but most grants will also require a contribution of around 30%, so more funding will need to be raised.

It is hoped that by making the village aware of the need for this funding, that there will be further suggestions of grants that may be available, as well as ideas for fund raising.

DRAFT