

**Minutes for the Parish Council Meeting/AGM  
Tuesday 27th May 2025 at 8.00pm**

**Present:**

Councillor Tim Banister  
Councillor Phil John  
Councillor David Sullivan  
Councillor Peter Gorman  
The Clerk  
District councillor Chris Brant  
Residents and Public – 7

**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 Phil John was nominated and seconded to be Chairman. Nomination was agreed and Councillor John signed the acceptance of office form. Councillor Banister was nominated and seconded to be Vice Chairman. Nomination was agreed and Councillor Banister 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.*

**1195 Minutes of the meeting held 25<sup>th</sup> March 2025 (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.

**1196 Governance Arrangements**

**Delegation arrangements**

It was reported that the Parish Council have no delegated committees as the Parish Council meetings cover all matters.

**1197 Review and Adoption of standing orders and financial regulations and insurance policy (previously circulated and as amended)**

It was reported that Standing Orders and Financial Regulations based on the OALC template were amended in May 2025. No further amendments were proposed to either document and it was recommended that these be adopted for the forthcoming year.

The Insurance policy documents were reviewed and found to be acceptable – this is the third year of a three year contract, so new quotes will be sought for the next financial year.

**Resolved:** To accept the proposed Standing Orders and Financial Regulations for 2025-26, and the insurance policy documents



### **1198 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.

### **1199 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 five years. It was recommended that should the group be reconvened the Chairman and Clerk or Councillors 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. Mollington PC has questioned the cessation of these meetings and is continuing to discuss reconvening this group with local parishes.

- **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.

### **1200 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 recommended to approve both documents for 2025/26.

Resolved: To accept the proposed Asset Register and Risk Assessment for 2025-26

### **1201 Membership of other bodies:**

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

- SLCC
- OALC and NALC

### **1202 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.
- **IT Policy** The IT Policy was updated and reviewed

Resolved – To accept the Review of the Annual Policies





**1203 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:

- 22 July 2025
- 23 September 2025
- 25 November 2025
- 27 January 2026
- 24 March 2026
- 28 April 2026 Annual Parish Meeting
- 26 May 2026 Annual General Meeting

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

**1204 Register of Members Interests** – It was reported that councillors were requested to complete the annual declaration of interests if any changes were made and return to the Clerk as soon as possible.

Whilst this was not mandatory it was agreed that it was good practice.

**1205 Adoption of Annual Governance Statements and Accounting Statement for 2024/25**

The Annual Governance and Accountability Return (AGAR) 2024/25 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 to start on 6<sup>th</sup> June 2025 and ending on the 17<sup>th</sup> July 2025

### **1206 Chairman's Annual Report**

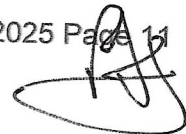
The Chairman reviewed the work of the Parish Council since the last Annual General Parish Council Meeting in May 2024.

The Chairman gave thanks to councillors David Sullivan, Peter Gorman, Tim Banister and past councillor Stephen Lapper (who resigned in Jan 25) who have served as councillors over the last 12 months, their continued support has been welcomed and appreciated, to Tim Banister for volunteering to be vice chairman and to David Sullivan for his tenure these past 12 months. PC members roles and responsibilities may change in the coming weeks and will be available on the website and the minutes.

The Chairman also gave thanks to Ginetta Best, the Clerk who manages the governance and financial affairs of the Parish Council, her guidance and experience has ensuring that the Councillors adhere to the role and responsibilities of being Parish Councillors.

The PC thanks and looks forward to increased attendance at meetings by Local District Councillors and provide where necessary their help, guidance and support.

The Chairman added a special mention to a now invigorated Village Hall Committee, led by Ann Ryan, who manage the Village Hall on behalf of the Trustees (Mollington Parish Council). Her leadership should be highly commended.





Thanks was also given to those members of the public who had been able to attend meetings during this time and help to raise, question and make clear any concerns.

The increased precept in 24/25 enabled the PC to carry out further maintenance activities around the village and the 25/26 precept had a nominal increase ensuring that essential works within the village continue.

The PC are conscious of keeping the increases as low as possible but with the higher cost levels and extended works it was necessary to ensure that the PC financial position is healthy and able to undertake works including emergency / one off activities without a negative impact

Business for the Parish Council continued during the year with several planning applications, including tree works in the conservation area. Most applications were approved or withdrawn with some applications remaining to be determined by Cherwell District Council. Maintenance continues to be performed by Thomas Fox (Grass Cutting / hedge work) during the growing period and tree maintenance has been carried out by various contractors. It should be noted that the contract with Thomas Fox will finish in April 26. The PC will review future scope of work, and a new tender (3 + 1 years) will be issued later this year.

Everybody is aware of the propensity of poor road conditions, gullies/ drains and potholes throughout the village, with significant emails, FixMyStreet reporting and discussions taking place with Oxford Highways to get these upgraded, though with little success to date. Promises have been made by OCC and dates are set for gullies clearance to be completed end of June 25 and the ever-present water leakage repairs, close to the Green, is earmarked for later this summer but will require a 3-month road closure notice. Works on potholes can only be completed once the drainage issues have been completed. The PC continue to communicate with Highways Engagement Officer to seek completion dates. The PC thank Bob Wadsworth for his continued support in identifying/marketing areas of concern where these works are required. In many ways we are restricted by OCC volume of works and budgetary constraints.

Highways department have also filled and replaced grit bins.

Perimeter posts have been purchased and installed on Church Lane and Roundhill.

The Orchard Piece Play Area has recently had tree works done and further works are planned to remove certain play equipment which is in poor condition. For safety reasons we will partially cordon off this immediate area. Steps are being taken to focus expenditure on the maintenance on the larger Mollington playing fields and to date additional bark has been added as well as application of weedkiller. The grass level of the football field will be shortened. The RoSPA inspection of the play areas are scheduled for July 25.

The PC undertook a consensus from all residents regarding the possibility of supporting the funding of the Church Renovation (roof etc). Steps were taken in various forms to all 207 residences in the village via a hand delivered voting form through the Mollington Matters issue. The overall result was that this was not supported. No further action was taken.

The PC is looking at ideas to improve the visual impact around the village and will be identifying areas where some planters and seating could be located, this was included in the 25/26 budget plans.

It is hoped that the PC will look at creating a volunteer 'workforce' to support various minor works throughout the village during the next 12 months. This will be mentioned in the next Mollington Matters.

An updated / improved / informative Mollington Matters was produced, with thanks to Tim Bannister for taking ownership here. The recent issue raised some concerns on maintenance of hedgerows/trees especially adjacent to residences /properties and it is advised that villagers are made aware of the implications and limitations of the responsibilities taken by Oxford Highways.