

MOLLINGTON PARISH COUNCIL
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Minutes of AGM / Parish Council Meeting Tuesday 21st May 2019
at 8.00pm in Mollington Village Hall

Present:

Councillor John Summers (Chairman)
Councillor Denise Hall
Councillor Steve Lapper
Councillor Cheryl Huntbach
Councillor Phil John

The Clerk

Residents and Public - 7

Welcome and Introductions – The outgoing Chairman welcomed all to the meeting and in particular Cllr Phil John who is a member of the Parish Council for the first time. Thanks were given to Cathrine Webb who, having served as Councillor for 4 years, had decided not to stand again and to Toni Truscott and Tim Jeffries who both served earlier in the life of the last Council.

Election of Chairman and Deputy Chairman - Councillor John Summers was nominated and elected as Chairman for the coming year. Councillor Denise Hall was nominated and elected as Deputy Chairman

Apologies for Absence – received from Cllr George Reynolds CDC & OCC and Cllr Phil Chapman CDC

Declarations of Interest – None

902 Minutes of Previous Meeting and Matters arising – Tuesday 26th February 2019

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.

Matters Arising – None

903 Governance Arrangements

Delegation arrangements

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

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

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

Resolved; to adopt the Standing Orders and Financial Regulations for 2019 / 2020

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.

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 year. 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 Parish Liaison:

It was recommended that one or more councillors and the Clerk attend the Cherwell District Council Parish Liaison meeting and report back to the subsequent parish council meeting, which will consider, discuss and vote on recommendations as appropriate. It was noted that the next CDC Liaison meeting is scheduled for the evening of Wednesday 12 June at Bodicote House

OCC Liaison:

It was recommended that one or more councillors and the clerk attend the Oxfordshire County Council Liaison meeting and report back to the subsequent parish council meeting.

905 Review of Asset register and insured risks

It was reported that the asset register was reviewed on 22 January 2019 by the Parish Council and has been circulated by the clerk and was also available on the Parish Council web site. The council's Internal Auditor has reviewed the asset register in the Internal Audit report for the year.

The clerk has circulated the Risk Assessment register for approval by the Parish Council, including the insured risks. These broadly include assets and income protection, professional risks, liability and benefits. It was recommended that these were approved.

Insurance cover continues under the 3-year agreement entered in 2017/18 which fully complies with the council's insured risks at a cost of £475.28 per year, which is within budget.

Resolved; To accept the Asset Register, Risk Assessment and Insurance of risks for 2019 / 2020.

Membership of other bodies:

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

- SLCC
- ALCC
- OALC

Complaints procedure; Freedom of Information Act 2000; and GDPR 2018 (replacing Data Protection Act 1998)

It was reported that the Parish Council complies with Cherwell District Council's Code of Conduct, which all councillors have accepted.

The Clerk will process any requests made under the Freedom of Information Act 2000 and the GDPR 2018(replacing the Data Protection Act 1998)

The Parish Council had agreed the following in relation to GDPR:

- Information and Data Protection Policy;
- Data Privacy Notice and Consent to hold Contact details; 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

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. Initially scheduled for one per month apart from August and December and to be reviewed monthly to determine if a meeting is necessary.

25 June

23 July

24 September

22 October

26 November

28 January 2020

25 February

24 March

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

Register of Members Interests –

It was reported that councillors were required to complete the declaration of interests to be returned to CDC by 4 June 2019. All Councillors completed and signed their respective Declarations of Interests forms.

906 Clerks Report

Financial Report – Period February / March 2019 to end of last financial year and April 2019

The Clerk reported that 9 cheques had been raised during February, March and April 2019

		FEBRUARY / MARCH		
542	OPFA	Playground Inspection Training	55.00	In Budget
543	J Summers	Mollington Matters Printing	98.00	In Budget
544	Everything Hedges	Repairs to Both Play Areas	260.00	In Budget
545	HMRC	Income Tax	120.00	In Budget
546	Clerk	Quarters Salary	480.00	In Budget
547	CDC	Dog Bin Collections	114.00	In Budget
548	T Fox	March Grass Cut	305.28	£5 over
		APRIL		
549	OALC	Annual Subscription	138.97	In Budget
550	Came and Co	Annual Parish Insurance	475.28	In Budget

End of Year.

There was just £86.36 VAT outstanding at end of March, which will be claimed back in due course.

In February the Council received £10,000 from Big Lottery Funding to put toward the Fund raising for the new Community Area at Orchard Piece Play Area, which is now an earmarked reserve.

Taking the above into account, the expected bank balance at the end of the financial year was £24037.48 which is reconciled to Bank statement sheet No.175 at 5th April 2019. This figure includes earmarked reserves for Orchard Piece Play Area now standing at £11661 and General Fund at £12462, which is some £1500 better than expected – this amount was realised mainly because of savings made last year of approx. £1300 on reduced Tree Cutting and minor savings like no External Audit at £200; no payment to South Northants for the Community bus at £107 etc.

April

At the end of April there was £109.52 Vat outstanding. During April the Council received the first half of this year's Precept at £5500. Taking this into account, the expected bank balance was £28923.23 of which the £11661 still remains earmarked for O.P. Play area. This is reconciled to Bank Statement sheet 176 at 3rd May 2019.

Resolved: - To accept the Financial Report; subject to confirmation of work carried out by Everything Hedges in Mollington Playing Field.

907 Adoption of Internal audit report (previously circulated)

Resolved: The Parish Council resolved to accept the Internal Audit Report undertaken by Arrow Accounting.

908 Annual Governance Statement and unaudited Accounting Statement

The Parish Council resolved to accept the Annual Governance Statement and the statement was signed by the Chairman and Clerk.

It was then resolved to accept the Accounting Statement for 2018 /19, already signed and presented by the Responsible Financial Officer (RFO), which was then signed by the Chairman.

The 'Variances report' was agreed and signed by the RFO and the Chairman.

Certificate of Exemption from External Audit

The Certificate of Exemption was presented and signed by the RFO and the Chairman. This Certificate will be forwarded to Moore Stephens, the External Auditor.

909 Chairman's Annual Report

The Chairman reviewed the work of the Parish Council, since the election in 2015 to date, and reported as follows.

The Chairman thanked:

- Tim Jeffries; Tony Truscott; Cathrine Webb; Denis Hall; Steven Lapper; and Cheryl Huntbach who had served at different times during the term of the Parish Council.;
- all councillors who had stood for election in 2019 and welcomed the new councillor Phil John who joined us following the elections
- the Clerk who had steered the Parish Council through the new requirements of openness, the new Parish web site, General Data Protection Regulations and managed the finances of the parish council in line with Financial Regulations. The Chairman was delighted to report that the Clerk would be continuing in his role and will be keeping the PC in line with the governance requirements

The Chairman reported that:

- in 2018/19 there had been 24 planning applications including applications for tree works in the conservation area. Two of these applications had been refused and a decision is still outstanding on one application, for an extension to Point to Point Farm. One application, to develop land North West of Old Farm House and adjoining Orchard Piece to create 3 dwellings, had been of particular concern to residents and following the PC's strong objection this application was unanimously rejected by CDC planning committee.
- Although the parish lost the County Connect bus service this has now been replaced by the new Comet service
- The main assets remain the Village Hall, Orchard Piece and Mollington Playing Fields. Since Cheryl joined the Parish Council in 2018 she has successfully raised £10,000 from the national lottery to replace equipment and is continuing to seek funds to supplement the lottery funds. We also secured funds from Waitrose and WI which were used to buy a new picnic table for Orchard Piece
- The Village Hall has continued to be successfully managed by its Management Committee to which Denise Hall has been the PC's representative. Functions over the year include the quiz night, plays and assistance with the fete. BW to update in the Village Hall AGM
- Following persistent complaints to OCC about the condition of the roads throughout the village, by Steven Lapper and others, we finally had confirmation that repairs, rather than patching, would be carried out to the village's roads. Repairs to The Holloway and Main Street were carried out, during the year. Chestnut Road and The Holt are to be repaired this summer with Lower Farm Lane and Church Lane & School Hill/Roundhill Road to follow. SL to give an update in his report later
- Other work continued including maintenance of footpaths, neighbourhood watch; liaising with the police, dog wardens and installation of a new dog bin in Orchard Piece. It has been reported that the issue of a footpath to Southam Road remains with OCC who would no doubt formally inform the Parish Council of the outcome. Thanks to Cathrine Webb who left the council at the end of her term of office for her work in respect of neighbourhood watch, police liaison, dogs and footpaths.
- We publish Mollington Matters twice a year and propose to continue to do so in the current format. Any suggestions to improve it will be greatly received.
- The Trustees of the Educational Fund have decided to transfer all its funds to the Parish Council for educational play equipment for younger children accompanying their parents to the Mollington Playing Field.

Looking forward to the coming year we will continue to work through the items raised at the Annual Parish Meeting which include:

- Play Ground Equipment;
- Roads maintenance;
- Conservation area management plan;
- Classification of the village for planning purposes;
- Christmas trees and flower baskets/displays; and
- Emergency plan

Once again, I would like to thank all councillors both parish and local and welcome Phil John to the Parish Council. I look forward to working with the Parish Councillors and on behalf of all residents would like to thank them for giving their time freely.

Finally, thanks to residents who continue to support the councillors and parish council by attending our regular meetings.

The Chairman's Report was accepted by the Parish Council.

910 Planning matters

Applications

- 19/00079/TCA G1 x 3 Leylandii – Fell. Land to The North West of Old Farm House adjoining Orchard Piece. This application was made between Parish Council meetings and in accordance with Standing Orders views of councillors were sort and no comment made to the application which has been approved by CDC
- 19/00119/TCA Trees 1-8 Conifer/ Fell. Overdale Roundhill Road. This application is for tree works in the conservation area and it is noted that this application has now been approved by CDC.
- 19/00686/TCA_5 FIVE DAY NOTICE T1 x Walnut – Fell Walnut House 6 The Mead. This application was approved by CDC under the 5-day rule so the PC are unable to comment
- Planning Applications published after the Agenda - None

Decisions

The following decisions have been made since last reviewed by the Parish council

- 18/01391/LB & 18/01466/F Replacement of 5 bar gate with pair of tongue & groove gates Old Farm House Ivy Lane. Permitted
- 18/01957/LB & 18/01956/F Conversion of outbuildings to form music/games rooms and 2 No guest annexes Manor House Main Street. Permitted
- 19/0024/F Proposed garden room and workshop. Block paving to driveway. Mature hedging and shrubs to rear boundary. Ivy House Ivy Lane. Permitted
- 19/00041/DISC Discharge of conditions re walls roof and parking March House March Road. Permitted
- 19/00050/LB Remove existing studwork partition, make good to plaster and ceiling. Secure structure and reinstate oak beam as identified in structural engineer's report. Install shower to bathroom cupboard. Replace existing roof light with identically sized conservation roof light. Install two conservation roof lights to upper floor. The Chestnuts Main Street. Permitted
- 19/00050/LB Internal works The Chestnuts Main Street. Permitted
- 19/0222/F Erection of day room (re-submission) Stable Block Farnborough Road. Permitted
- 18/01466/F & 18/00139/LB Amendment raising height of wall Old Farmhouse, Ivy Lane. Permitted
- 19/00152/LB Installation of an extractor fan in the shower room above the porch Mansion House Farm Roundhill Road. Permitted
- 19/00018/NMA Non-Material Amendment to 18/01020/F - addition of a new external side door Fairview Roundhill Road. Permitted
- 19/00079/TCA G1 x 3 Leylandii - Fell Land to The North West of Old Farm House Adjoining Orchard Piece. Permitted
- 19/00119/TCA Trees 1-8 Conifer/ Fell as grown to tall and wide approx 40ft tall Overdale Roundhill Road. Permitted
- 19/00686/TCA_5 FIVE DAY NOTICE T1 x Walnut - Fell. Walnut House 6 The Mead. Permitted

Councillors

Councillor responsibilities.

It is proposed that responsibility in the Parish Council for the forthcoming term should be:

Councillor Summers Planning and Mollington Matters

Councillor Hall – Village Hall

Councillor Huntbach –Playing Fields, Dogs and Neighbourhood Watch/Police

Councillor Lapper – Highways and Footpaths

Councillor John – Maintenance and Village Hall

To be reviewed annually

911 Councillors Reports

Chairman

Mollington Playing Field – the chairman reported that he had removed a temporary hanger from the aerial runway, which in his opinion made the equipment unsafe and uninsured. The bin at the far end of the playing field still needs seating and the clerk is asked to seek assistance from Everything Hedges to reseal the bin. As previously reported the platforms on the aerial runway may need attention as they have started to decay around the fastening bolts. The safety chain to the circular swing appears to have been twisted which probably needs attention.

It was reported that the annual Play Ground Inspections have been booked to take place in July. Bark will need to be ordered prior to the inspection.

It is planned to prepare a summer issue of MM in July to update residents on changes to the PC and other matters

Batteries for the AED will be required in August this year

Councillor Lapper –

Roads

An email had been received from Nick Wilson OCC regarding Chestnut Rd resurfacing; it will take place week starting 15th July.

We are still waiting for a date for patching on Roundhill and Lower Farm Lane

An email has also been received from Mike Walsey; he had our speed warning signs; need to be collected.

Orchard piece play area - Will need looking at as the swings' posts are really rotting now.

Councillor Huntbach – Orchard Piece Play Area – still waiting for further equipment quotes in order to progress funding applications. It was recommended that the Parish Council form a Working Group to consider priorities for repairs to Orchard Piece Play Area based on funding available. The Clerk was asked to assist in pursuing quotations for repair.

912 Councillors Points of Information – None

Parish Council Meeting finished at 8.55pm

Dates of Future Meetings The next scheduled meeting date of the Parish Council is Tuesday 25th June 2019 in Mollington Village Hall at 8.00pm.

Chairman, Mollington Parish Council

Public Participation Session – No issues raised