
Minutes of the annual meeting of the parish council held on Monday 22nd May 2023, 7.30 pm at the learning loft, Barnowl Farm Shop, Bicester Hill, Evenley

Present: Spencer Burnham (SB), Cathy Ellis (CE), Jean Morgan (JM), Jeff Peyton-Bruhl (JPB), Charles Reader (CR), Cathy Knott (CK) clerk and seven members of the public

61/23 To elect a chairman for 2023/24 and receive the chairman's declaration of acceptance of office

It was proposed by cllr JPB and seconded by cllr SB that Cathy Ellis be re-elected as chairman of the council for the year. She duly signed the declaration of acceptance of office.

62/23 To receive apologies for absence and welcome

Apologies received and accepted for Sue Ricketts (SR) and Paul Crompton (PC). The chairman welcomed everyone and thanked them for attending. She also thanked cllr CR for allowing us to use the learning loft again.

63/24 To elect a vice chairman for 2023/24

It was proposed by chairman CE and seconded by cllr SB that Jeff Peyton-Bruhl be elected as vice-chairman for the year. A recorded vote was requested, and voting was as follows: chairman CE *for*, cllr SB *for*, cllr CR *for* and cllr JM *against*. It was therefore resolved that cllr JPB be elected as vice-chairman. He duly signed the declaration of acceptance of office.

64/22 To receive and approve for signature the minutes of the meeting of the parish council held on 24th April 2023

The minutes were approved and signed.

65/22 To note any matters arising from the minutes not included on this agenda for report only

- 139/22 to revisit the sign/notice for the Green. **Action: JPB/CE**
- 56/23 Raymond's bench is still under construction. Further cash donations have been received but have not yet been paid in (£70).

66/22 To receive declarations of interest related to business on the agenda

CE and SB for item 67/23 Coronation reimbursements/income.

All councillors for 78/23 – as stated in the constitution, all parishioners are automatically members of EM.

67/23 Finance: (different from agenda)

- a. Financial statement
- b. To note payments received
- c. To consider invoices to be paid

Account balances	£
Community	16,380.73
Business Saver	21,892.34
National Savings	5,881.42
TOTAL	44,154.49

Income		VAT
Allotment rent plot 2A	35.69	
WNC (first half of precept)	12,160.00	
Newsletter donations – Forge Coffee & Bag Force	120.00	
S. Burnham (donations from Coronation event)	1,053.70	
Payments submitted for approval		
C. Knott (May salary)	652.22	0
HMRC (tax)	48.20	0

C. Knott (expenses incl. Coronation exp)	46.36	5.31
AJGIBL GBP Client NST Ac. (insurance premium)	757.14	0
Evenley VH (soup lunch)	23.50	0
SSE (streetlight electricity)	98.41	4.91
British Gas (electricity on the Green)	13.12	0.65
Reimbursements for Coronation expenses to C. Ellis	1156.61	0
Reimbursements for Coronation expenses to J. Alder	31.04	0
Reimbursements for Coronation expenses to A. Kendall	76.06	0
Signs of the Times (new signs Bicester Hill – to be reimbursed)	288.50	57.70

68/23 Governance:

a. To receive the Internal Auditor's Report

The chairman reported that the council's internal auditor, John Marshall carried out his end of year audit with the clerk remotely via email and Zoom on 20th April. The report was circulated prior to the meeting and has been posted on the website as required by the Transparency Code. Although there were no issues, we have been advised to apply for a credit card so that expenses don't need to be incurred by the clerk. The chairman thanked the clerk for keeping the council in good order.

b. Annual Governance and Accountability Return 2022/23

- i. to consider and approve Section 1, the annual governance statement

The chairman read out and addressed each of the questions in the annual governance statement, section 1 of the annual return form; councillors unanimously approved the resolution 'that the council approves the annual governance statement as required by the annual return for the year ended 31 March 2023'. The approval was signed by the cllr Ellis as chairman of the meeting.

- ii. to consider and approve Section 2, the accounting statements

The chairman took councillors through the accounting statements, part 2 of the annual return form; councillors unanimously approved the resolution 'that the accounting statements that form part 2 of the annual return for the year ended 31 March 2023 be approved'. The accounting statements were certified by the clerk as responsible financial officer and the confirmation of approval by cllr Ellis as chairman of the meeting.

69/23 Resolve to apply for a prepaid credit card and agree a monthly limit (for clerk/RFO use only)

See item 68/23a. It was resolved that the clerk should apply for a credit card with a monthly spending limit of £500.

70/23 To consider new planning applications and to receive an update on applications outstanding

*WNS/2022/1557/EIA	Proposal The construction and operation of an anaerobic digestion facility, ancillary infrastructure, landscape planting and the construction of a new access road and access from the B4031. Application accompanied by an Environmental Statement. Location: Astwick Green Power Land, North of Barley Mow Farm, Buckingham Road	EPC: Objection WNC: pending
WNS/2022/2062/FUL	Proposal Permanent retention of temporary planning permission approved under S/2020/0303/FUL (Change of use from Agricultural Land to Dog Exercise/Training area, increase height of fence to 1.52m and hard standing area for vehicle parking). Location Land North Of Cottesford Road Evenley	EPC: no objection WNC: pending
WNS/2023/0101/FUL	Proposal to create a track (this is to create a one way system through the parking area) retrospective. Location Evenley Wood Garden	EPC: no objection with comments WNC: pending
2023/5067/PNHPD	Larger homes notification application for a single storey rear extension extending 8m beyond the rear wall of original dwelling house, max height of 4m, height of eaves 2.65m. Location 13 Lawyers Close, Evenley.	EPC: no comment WNC: pending

*WNS/2022/1557/EIA – the application has been assigned a new case office Chris Burton who we are trying to contact. We are still waiting for a date for the application to be heard at a strategic planning committee meeting. It was noted that committee meetings have changed to Tuesdays instead of Mondays.

71/23 To report back on the King's Coronation picnic/music event on Sunday 7th May

The chairman reported everyone involved had worked hard to make the day a huge success. The sun shone and the music, refreshments, entertainment and decorations were brilliant. The WhatsApp group worked well for communications, and it was a great team effort. Thank you to all involved.

Cllr SB prepared a Coronation spreadsheet (shown on the big screen and attached as appendix one) detailing income and expenditure for the event. £900 was underwritten in the EPC budget and funds collected on the day totaled £1,758.79 (this included income from the tea tent, contributions from vendors and a significant donation towards the

bands by the Red Lion). Expenditure included band payments, refreshments, materials, promotions etc and came to £1,600.56. We will therefore have an additional £1,058.23 to put towards the two-year Green Renovation Plan and to cover any shortfall in the cost vs donations for the bench in memory of Raymond Roycroft (currently £218.21).

72/23 To review the following policies and documents: standing orders, risk schedule, code of conduct, financial regulations and GDPR policies.

It was resolved to make one amendment to the standing orders (17.e – seven days rather than 14 prior to approval of the council). No amendments were made to the code of conduct, risk schedule, financial regulations and GDPR policies.

73/23 To receive warden reports

The clerk read out reports. All wardens are happy to continue with their roles. The clerk and chairman thanked them for supporting the council.

74/23 To confirm meeting dates for 2024

Dates were confirmed. The clerk will check they are available with the village hall's booking secretary and circulate/publish the information.

75/23 To agree on arrangements for the goal posts on the Green

Over winter, only one goal was left out as two were causing too much damage to the Green. Concerns were raised over the dangers of children climbing on the posts (warnings will be covered on the sign; see item 65/23). A discussion ensued on how best to manage the goals going forward and it was agreed to leave one goal out for now and review later in the year.

76/23 To determine whether to apply for a weight restriction (except for access) on Broad Lane

At the last HS2 Liaison meeting, Cllr Anthony Baggot-Smith suggested we apply for a weight restriction to help with traffic control when the A43 is closed and traffic is directed through the village. Cllr CR proposed we should apply and write a detailed justification on why it's needed. All councillors were in agreement. **Action: CE**

77/23 To accept councillors reports on the following areas (if there is anything to report):

- a. **Allotments** it was noted one plot is becoming overgrown.
- b. **Evenley Common** CR will check to see if it needs strimming.
- c. **Street Lighting** cllr SB to investigate the costs of upgrades.
- d. **Village Hall** JPB has received a disappointing response regarding EPC's proposal to install two electric car charging points at the village hall. The next step is to investigate how many homes in the village are without a drive before circulating information in the newsletter to see if this is something parishioners would like us to pursue.
- e. **Website** the ERA/EM pages have been updated. The clerk will add Coronation pictures to the gallery.
- f. **Village Green and Trees** the Green will be treated with herbicide imminently.
- g. **Newsletter** the Summer edition will be published next month and include consultation on electric car charging points.
- h. **HS2 & Highways** see 76/23. The footpath to Brackley adjacent to the A43 is overgrown. JM will report on fix-my-street and the clerk will report to Highways. Dave Butcher, EKFB community engagement officer has suggested we apply for funding for a Coronation bench (to be placed at the entrance to Lawyers Close) whilst there are still funds in the pot.
- i. **Three-year action plan** see village hall report above.
- j. **St. George's Church** a fete will be held on Saturday, 24th June 2.00 – 4.30pm.

78/23 To note correspondence received that requires discussion

- Query regarding ownership and maintenance of private road – a small piece of the road around the Green belongs to EPC. Cllr SB agreed to tend to the pothole causing an issue. **Action: SB**
- Parishioner's queries regarding up-to-date financial information for ERA/EM – the chairman advised that following the last meeting, the clerk had written to the treasurer of ERA but hadn't received a satisfactory response. She asked cllr JM why they were unable to disclose the amount of money in the account (even to committee members) and keep referring parishioners to the last meeting notes in 2021 which shows a total of £9453.00 in the account. As this is public money there should not be secrecy surrounding funds. CE also said the constitutions show several discrepancies. JM was unable to give up-to-date figures, referring to the information given at their 2021 meeting and advised two meetings have been arranged during the summer (one private and one public) to reshape and combine the two organisations.

- Parishioner's request for village email reminders about parish council meetings – it was agreed the clerk would send a reminder the week before meetings with a link to the agenda on the village website.
- Stagecoach West is making major improvements to bus services in and around Banbury - the clerk has written again asking for Evenley to be included in the route from Brackley to Bicester.

79/23 To receive areas for improvement suggestion(s) from members

None received.

80/23 Councillors questions/comments

In her absence, cllr SR has asked whether an extraordinary meeting could be called due to the unsatisfactory and financial constitutional situation with EM/ERA. That way, those concerned have a platform and place to ask questions for which they should be furnished with the truth. Cllr JM advised we should write to the chairman of ERA/EM to make a request.

The chairman will be planting up the boxes at entrances to the village and will need help with watering. It was agreed to arrange a rota to share the job of watering planters over the summer. The planter at the village hall is in a state; it was agreed to move it forward to the grass verge where it can take advantage of any rainfall.

81/23 Public Participation session (*members of the public are invited to address the council through the chairman*).

A resident congratulated the council on the work they and the team had put into the Coronation event.

A resident asked whether there was a formal process for litter picking in the village. The chairman advised we used to organise yearly pick-ups but over the last few years have been concentrating on the churchyard tidy-ups instead.

However, several people regularly go out litter picking around the village.

A resident reported that a lot of the streetlights on Broad Lane haven't been working. Cllr SB will investigate.

82/23 Close

The meeting closed at 9.20pm.

The minutes of a council meeting are a public record of who attended and the decisions that were made.

The next meeting will be held on Monday 19th June 2023 at Evenley Village Hall at 7.30pm.

Signed: Cathy Ellis

Dated: 19th June 2023