
Minutes of the annual meeting of the parish council held on Monday 20th May 2024, 7.30 pm at the Education Loft, Barnowl Farmshop, Evenley

Present: Spencer Burnham (SB), Cathy Ellis (CE), Jean Morgan (JM), Charles Reader (CR), Matt Brown (MB), Cathy Knott (CK) clerk, and 12 members of the public.

53/24 To elect a chairman for 2024/25 and receive the chairman's declaration of acceptance of office

It was proposed by cllr MB and seconded by cllr SB that Cathy Ellis be re-elected as chairman of the council for the year. Following a majority vote, (cllr JM abstained from voting), the chairman duly signed the declaration of acceptance of office.

54/24 To elect a vice chairman for 2024/25

It was proposed by chairman CE and seconded by cllr SB that Matt Brown be elected vice-chairman for the year. Following a majority vote (cllr JM abstained from voting), it was resolved that cllr MB be elected as vice-chairman.

55/24 To receive apologies for absence and welcome

Apologies accepted from Paul Crompton (PC) and Jeff Peyton-Bruhl (JPB). The chairman welcomed everyone and thanked Charles and Andy Reader for hosting the meeting.

56/24 To receive and approve for signature the minutes of the meeting of the parish council held on 18th March 2024.

The minutes were approved and signed.

57/24 To note any matters arising from the minutes not included on this agenda for report only

44/24 – arrangements to commemorate the 80th anniversary of D-Day are well underway. The chairman thanked Evenley WI who have collected jars, decorated them with ribbon and purchased battery candles (which EPC will reimburse). The chairman has requested the presence of a member of RAF Croughton to begin proceedings at dusk (9.15pm) on Thursday 6th June.

46/24 – the chairman thanked the Red Lion, Forge Coffee/PO and EWG for agreeing to contribute to the fingerpost sign; she is waiting to hear back from Barnowl Farmshop. St. George's fingerpost will be covered by the other contributions. Now that the location will be at the other end of the Green (exact location to be confirmed), it was agreed to ask whether the village hall committee would like to contribute towards a fingerpost.

48/24 - request from Brackley Town FC to use the Green every weekend for junior football between September and April; the clerk asked for further information which was circulated to councillors and a decision was made out of council, via email. Five councillors were against and two councillors (JM and PC) were in favour. It was therefore agreed to decline the request.

58/24 To receive declarations of interest related to business on the agenda

Cllr CR for 57/24 finger post signage.

Cllr CE for 59/24 invoice reimbursement and 61/24 re planning application 2023/6232/FULL.

59/24 Finance:

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

Cllr SB advised he would provide an update at the next meeting; he will realign reserves following year end 31.03.2024 and will investigate saving accounts to enable a higher rate of interest. He advised that going forward we need to consider electricity costs; our five-year contract with SSE ends this December and costs have increased by up to 50%.

Account balances	£
Community	19,276.45
Business Saver	17,754.19
National Savings	5,881.42
TOTAL	42,912.06

Income received since the last meeting			TOTAL
Allotment rent: plots 1,2,3,4,5,7,8,11,12,14,15, 16 and 17			318.25
S. Finegan (reimbursement for fees relating to land access)			1256.00
The Wood Oven (2 x electricity contribution Jan & March 2024)			40.00
NS&I bank interest			45.51
Unity Trust bank interest			178.26
HMRC (VAT refund)			1778.53
WNC (first half of precept)			13,281.00
Payments made since the last meeting	NET	VAT	TOTAL
C. Knott (April salary)		0	655.80
HMRC (tax)		0	87.80
EVHMC (March meeting & soup lunch)		0	47.00
ICO (annual data protection fee)		0	35.00
SLCC (annual membership fee)		0	94.00
PWLB (streetlight loan repayment)		0	1750.05
Northants CALC (annual subs and internal audit fee)	654.72	58.40	713.12
Northants ACRE (annual subs)	35.00	7.00	42.00
Texprep (APM invitations)	43.90	8.78	52.68
Cloudy IT .gov email address set up	600.00	120.00	720.00
SSE (streetlight electric for Feb) direct debit	105.00	6.31	111.31
Barclay Card (Mailchimp subs, Argos stationary & Sainsburys for stamps)	82.37	14.01	96.38
British Gas (electricity on the Green)	14.54	0.72	15.26
Maximow (2024/25 season -heavy roll of Green)		0	247.00
SSE (streetlight electricity for March)	98.22	5.91	104.13
Evie Burnham (delivery of APM flyers)		0	30.00
Aubergine 262 Ltd (new website set up)	779.00	155.80	934.80
Amenity Choice (fertiliser for the Green)	451.60	90.32	541.92
Anglian Water (allotments)		0	26.55
Payments submitted for approval		VAT	
C. Knott (May salary)		0	655.60
HMRC (tax)		0	88.00
C. Knott (Digital River Ireland Ltd – AVAST subscription)		0	79.99
EVHMC (meeting & soup lunch)		0	47.00
Barclay Card (WNC for 3 x allotment bins, Mailchimp subs)		0	186.62
C. Ellis (reimbursement for APM refreshments)		0	86.10
Maximow (village green treatment)		0	213.75
SSE (streetlight electric)	105.25	6.33	111.58
British Gas (electricity on the Green)	14.54	0.72	15.26
J. Edwards (allotment rent reimbursement plot 3)		0	19.00
Media Tribe (hosting fee)		0	152.00

60/24 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 15th April. The report was circulated prior to the meeting and has been posted on the website as required by the Transparency Code; two minor issues were noted regarding reserves and budget information; it was agreed to make information clearer on the website and just present headline figures. The chairman thanked the clerk and cllr SB for keeping the council in good order.

b. Annual Governance and Accountability Return 2023/24

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 2024'. 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 2024 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.

61/24 To consider new planning applications/to receive an update on outstanding applications:

WNS/2022/2062/FUL	Proposal Permanent retention of temporary planning permission approved under S/2020/0303/FUL. Location Land North of Cottesford Road, Evenley	EPC: no objection WNC: pending
2023/6175/FULL	Proposal single dwelling. Location Land at Windrush, 23 Church Lane, Evenley	EPC: objection WNC: pending
2023/6281/FULL + 2023/6282/FULL	Listed building consent to replace rotten windows at the front elevation + proposal to replace rotten windows at the front elevation. Location Dane's Cottage, 52/53 The Green Evenley	EPC: support WNC: APPROVED
2023/6232/FULL	Proposed single dwelling with parking, turning and amenity. (Amended Plans & description). Location Land Rear of 22 The Green, Evenley.	EPC: object WNC: REFUSED
2024/0047/S73	Variation of Condition 2 of WNS/2022/2078/FUL [Erection of two self-build dwellings to rear]. Location: 17 Broad Lane	EPC: various WNC: APPROVED
2024/0538/FULL	Demolition of existing garage, conservatory and timber sheds and erection of 1.5 storey rear extension. Location: 32 Church Lane Evenley	EPC: Support WNC: pending
2024/0743/FULL	Replacement of workshop buildings with a new single storey dwelling (alternate to approved dwelling ref. WNS/2022/1265/FUL). Location: Old Farm Buildings Buckingham Road Evenley NN13 5LX	EPC: Support WNC: pending
2024/0874/FULL	Removal of 2 pitched roof dormer windows and a replacement first floor extension. Proposed window in North Elevation and internal alterations. Location: 39 Church Lane Evenley	EPC: no objection WNC: APPROVED
2024/1699/FULL	Front and side single storey extension (resubmission 2023/7481/FULL) Location: 34 Broad Lane, Evenley	EPC: no objection WNC: REFUSAL
2024/1740/FULL	Rear extension incorporating rear raised patio, rendering existing bungalow, new front dormers and creation of new detached garage in lieu of approval 2023/6342/FULL Field View Buckingham Road Evenley	EPC: no objection WNC: pending
2024/1768/FULL	Change of use of an agricultural paddock to a site for 5 yurts with associated outbuildings, access, car parking and landscaping, and a 3m high acoustic fence. Location: Barley Mow Farm Barn, Buckingham Rd, Evenley	EPC: no comment on the basis that yurts won't be let for 12 months of year. WNC: pending
2024/1823/FULL	Erection of 2 no. dwellings for self and custom build with associated landscaping, habitat creation and works to facilitate the development. Location: Land at Slade Farm Buckingham Road Evenley	EPC: object WNC: pending

It was noted that an appeal has been made to the Secretary of State against WNC following their decision to refuse application 2023/6477/OUT; outline permission for one detached dwelling at Paddock House, Barley Mow Farm, Buckingham Road, Evenley.

62/24 Insurance; to review and approve insurance company for one fixed year or long term (over three years). The clerk circulated information prior to the meeting. The chairman proposed we accept the quote from Clear Council (BHIP) and cllr JM seconded. It was resolved to sign up with them for three years.

63/24 To adopt a new accessibility statement, privacy policy and the new model financial regulations
The clerk circulated the documents prior to the meeting. It was resolved to adopt all policies following several amendments to the accessibility statement and model financial regulations.

64/24 To review the following policies and documents: standing orders, risk schedule, code of conduct, complaints policy, communications policy, disciplinary policy, equality and diversity policy, freedom of information, grievance policy, training policy and the memorial bench policy
It was resolved no amendments were necessary for all the above except the memorial bench policy. In order to understand views on the policy it was agreed we should consult with parishioners in the Summer newsletter and review the policy at our meeting in September.

65/24 To provide a response to WNC's Local Plan 2041 Regulation 18 draft consultation

It was resolved that we should comment on the following:

- Bespoke policy around carparking etc in town centres.
- No mention of EV charging points for those without space.
- We would welcome a policy on residential canal moorings.
- Request consideration to be given for a green wedge around Brackley eg between Brackley and Evenley, Farthinghoe, Hinton, Radstone etc.
- Reemphasize the bigger picture of joined up thinking around infrastructure and highways. **Action: JM**

66/24 To discuss actions proposed at the informal footpaths group meeting on 8th April

Notes were circulated which cllr JM went through. It was resolved to ask permission from the landowners (EWG) to replace two stiles with kissing gates at the bottom of Mill Lane for better access and ask if they would be prepared to provide a gate (or two); the clerk will also investigate funding streams for a gate.

We will issue a village email to remind walkers of the countryside code and cllr JM will report the state of Mill Lane (potholes) on [FixMyStreet](#) and discuss a working party with Brian Sinclair. **Action: JM**

The chairman advised on correspondence received from Evenley Hall; the owners are going to introduce a permit scheme and invite individuals to apply. Permission will be given to walk on nominated paths which are not public footpaths. More information to follow.

67/24 To accept councillors reports on the following areas (if there is anything to report):

- Allotments** all plots are tenanted bar 1.5 which CR is keeping on top of. An old shed has been removed and will be replaced by a newer shed (permission granted via email). He will keep the paths trimmed and reported the site is looking a lot tidier.
- Evenley Common** CR advised he has mown the paths and will continue to keep on top of them.
- Street Lighting** nothing to report.
- Footpaths** see 66/24.
- Village Hall** the chairman suggested the Gigaclear banner could be removed now. **Action: PC**
- Website** - the new website is underway and will go live next month. Email migration will take place on Wednesday 29th May.
- Village Green and Trees** the chairman has removed the epicormic growth from trees. The village green has come under scrutiny recently over the length of the grass due to the unprecedented weather; the chairman has discussed this with the cricket club. It was agreed to issue a village email communicating the situation to parishioners. **Action: SB**
- Newsletter** the Summer edition will go out next month. We will garner opinions on the memorial bench policy, provide an update on the new website, footpaths information, promote the blooming marvellous village competition, provide a village green update and neighbourhood watch information. **Action: CE/CK**
- HS2 & Highways** there was a serious accident last weekend at Barley Mow roundabout and Evenley residents ended up directing traffic through the village. All accidents/incidents (we hear about) on the two roundabouts are being logged by the clerk. It was agreed to email our contact at National Highways (with the log) to say we are concerned about safety especially as we will soon be entering harvesting season. **Action: CE**
- Three-year action plan** we are awaiting a quote from the architect regarding the bus shelter.
- St. George's Church** nothing to report.
- Anaerobic Digester** nothing to report.

Cllr JM advised on the following updates from WNC; Rebecca Breese has become the cabinet member for environment, recycling and waste and Rosie Herring is cabinet member for housing.

68/24 To note correspondence received that requires discussion

- Email requesting more signage on the Green re dogs on leads, etc and a reminder in the newsletter; noted.
- Email from the Rt Hon Dame Andrea Leadsom re highways signage – the clerk has responded.
- Message from SNASt (Neighbourhood Watch) waiving the annual subscription fee for a second year; noted.
- The launch of SNVB's new welfare and wellbeing project; communicated to parishioners.
- Thank you from EVHMC for King's Portrait – noted.
- Land at Evenley Hall; see 66/24;
- Condition of 10 Lawyers Close; it was agreed either the clerk will write to the owners or cllr CR will speak to the owners and Cllr JM will report the overhanging trees on [FixMyStreet](#). **Action: CK/CR/JM**
- New Police, Fire and Crime Commissioner for Northamptonshire; noted.
- Resident email regarding the summer fete expressing disappointment it isn't going ahead; cllr JM advised we should discuss with Nic Hamlin as chairman of Evenley Matters for clarification.

- Brackley Wombles; the chairman advised she has seen a post asking for donations of hammarite paint for the benches in Evenley layby. As it's in our parish as a gesture of goodwill perhaps we should offer to purchase the paint. All councillors agreed.
- Contact from EVHMC regarding the original deeds for the village hall; the clerk has asked our old solicitors Gilroy Steel whether they hold the documents. It was agreed because they are original documents, they should only be issued with certified copies or be invited to view them in person.

69/24 To receive areas for improvement suggestion(s) from members

None received.

70/24 Councillors Questions

CLlr CR thanked residents who helped with traffic control following the accident at Barley Mow Farm over the weekend.

CLlr CR has been asked whether EPC would consider installing outdoor gym equipment in the village; the clerk will add an item to the next agenda.

CLlr MB advised he would like to run a best kept hanging basket and pot competition; he has secured sponsorship from Swallows Nursery in the form of a voucher for the winner/runner up. Councillors unanimously agreed this was a great idea. The clerk will put a poster on the notice board and send out a village email.

71/24 Public Participation session (*members of the public invited to address the council through the chairman*)

A resident advised a car parked within 10 yards of the junction (next to the pub) caused further issues to the traffic over the weekend as traffic was unable to flow; he suggested having our own diversion signs for future problems. He also said cyclists have ruined the footpath gate (towards Brackley) by lifting their bikes over it; this is due in part to the overgrown cycleway/pathway adjacent to the A43 which has become overgrown with vegetation. This should be reported on [FixMyStreet](#).

A resident advised the verges had been left in a state after mowing. The chairman agreed and explained the contractor had left it very late to mow this year; this compounded with the weather situation hasn't helped the situation.

A resident asked EPC to consider the precept when we agree to carry out work in the village as some residents are on a low income. The chairman advised the bus shelter would be paid for via grants, not the precept.

72/24 Close

The meeting closed at 9.35pm.

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 17th June 2024, 7.30 pm at Evenley Village Hall.

Signed: Cathy Ellis

Dated: 17.06.2024