

Minutes of the of the annual meeting of the parish council held at Evenley Village Hall, on Monday 20th May 2019 at 7:30pm

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

46/19 To elect a chairman for 2019/20 and receive the chairman's declaration of office

It was resolved that Cathy Ellis be elected as chairman of the council for the year. Chairman CE signed the declaration of acceptance of office.

47/19 Apologies and welcome

Apologies were received from cllr Sue Ricketts (SR). Chairman CE welcomed everyone to the meeting.

48/19 To elect a vice chairman for 2019/20

It was proposed by cllr CR that Jeff Peyton-Bruhl be elected vice-chair for the year.

A recorded vote was requested and voting was as follows: chairman CE *for*, cllr SB *for*, cllr MB *for*, cllr CR *for*, cllr JM *against*. It was therefore resolved that cllr JPB be elected as vice-chair.

49/19 To receive and approve for signature the minutes of the meeting of the parish council held on 18th March 2019.

The minutes were approved and signed.

50/19 To note any matters arising from the minutes not included on this agenda for report only

All matters are on the agenda or have been dealt with.

51/19 To receive declarations of interest related to business on the agenda

Cllr CR for Cloisters Farm Shop.

52/19 Finance

- a. Financial statement
- b. Payments received
- c. Approval of invoices for payment

Account	£
Community	20,238.29
Business Saver	19,742.48
National Savings	5,787.06
TOTAL	45,767.83

Receipts (since 18.03.19)	£	VAT
Allotment rent (plots 1,2, 3, 4,7,8, 8a, 10, 9, 11)	289.44	
Newsletter donations from Bag Force & Dickens	120.00	
Precept (first half)	10,268.00	
VAT refund	5,758.65	
Invoices approved since the last meeting (out of council)		
C.Knott (March salary)	509.80	0
HMRC (March tax)	10.20	0
Warren Day (allotment sign)	110.00	0
Aylesbury Mains (streetlight replacement programme) rest of inv. 18930	12,763.29	2,552.66
Aylesbury Mains (streetlight replacement programme) rest of inv.18874	2,181.68	436.34
Public Works Loan (DD for streetlight replacement programme)	1,746.75	0
SLCC membership (shared with Westbury PC)	78.00	0
Barbara Osborne (PAYE service)	63.00	0
Evenley Village Hall (hire)	34.00	0

EON (streetlight electric)	504.73	25.24
Media Tribe (website hosting fee)	136.00	0
INVOICES APPROVED FOR PAYMENT		
C.Knott (April salary)	520.00	0
C.Knott (expenses)	31.33	2.67
NCALC (annual fee for NCALC, data protection officer fee and internal audit fee)	533.06	0
Zurich (annual fee)	601.35	0
Cathy Ellis (APM refreshments)	29.17	5.83
*Aylesbury Mains (streetlight replacement programme inv. 19024)	1,764.92	352.98
*Aylesbury Mains (streetlight replacement programme inv. 18996)	1,151.00	230.20
Anglian Water	134.61	0
Evenley Village Hall (Hire)	34.00	0

*not to be paid until we receive a connection date.

53/19 Governance:

a. To receive the internal auditor's report

The Clerk reported that the council's internal auditor, John Marshall visited on 14th May to conduct the year-end audit. The report was circulated to councillors and will be posted on the website as required by the transparency code. Whilst all matters on which formal reporting were good, he drew attention to one issue:

- on occasions, items had been purchased by councillors and then the cost reclaimed from the council. Whilst I understand the rationale for doing so, this can lead to difficulties when it comes to reclaiming VAT, if the receipt or invoice is not in the council's name. The norm should be that purchasing is carried out by the clerk.

Cllr MB and chairman CE thanked the clerk for her work on this.

b. Annual Governance and Accountability Return 2018/19

i. To consider and approve section one, the annual governance statement

The chairman read out and addressed each of the questions in the annual governance statement, section one 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 2019'. The approval was signed by the clerk and chairman of the meeting.

ii. To consider and approve section two, the accounting statements

The chairman took councillors through the accounting statements, part two 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 2019 be approved'. The accounting statements were certified by the clerk as responsible financial officer and the confirmation of approval by Cllr CE as chairman of the meeting.

54/19 To review the following policies: code of conduct, standing orders, general privacy policy, staff/councillor privacy policy, data protection policy, data breach policy, subject access request procedure and record retention policy.

It was resolved to look at our code of conduct and to compare with NALCs for possible adoption at the next meeting. All other policies were formally approved and will be reviewed again in due course.

55/19 To discuss councillor's conflicts of interest

Chairman CE reminded councillors that once a matter has been decided or agreed upon in council, it should not be discussed further outside of council. It is unavoidable but acceptable that councillors are members of different bodies, however it is of the utmost importance that we keep our 'different heads' separate to avoid conflicting interests and confusion.

56/19 To receive updates and recommendations from planning representatives

S/2019/0242/FUL	Demolition of existing conservatory and erection of single storey flat roofed extension with roof lantern Location: 4A Broad Lane Evenley NN13 5SF	EPC: No objection SNC: Approved
S/2019/0226/FUL	Proposal to erect a steel portal framed agricultural building for general purpose storage and creating a new access off Charlton Road. Location: Evenley Fields Farm Charlton Road Evenley	EPC: No objection SNC: Refusal
S/2019/0257/MAF	Proposal Change of use of the site as a garden open to the public and used for the hosting of events. Location: Evenley Wood Garden Evenley NN13 5SH	EPC: No objection with comments SNC: site visit complete.
S/2019/0580	Proposal to temporarily change use to allow the annexe to be used as an independent dwelling. Location: Drovers Cottage, Barley Mow Farm	EPC: No objection SNC: Approved

S/2019/0576/NA	Neighbouring Authority Consultation - Erection of 6 no poultry rearing buildings and associated infrastructure (19/00423/F)	For information only
S/2019/0895/FUL	Refurbishment of an existing building to create a new reception & office building. Location: 6 Reynard Park, Brackley	EPC: no objection SNC: consults dispatched

57/19 To provide an update on the progress of the Broad Lane traffic calming project

Northamptonshire County Council has approved the chicane for Broad Lane which has now been designed. WSP is in the process of pricing it up and presenting it to HS2 for final approval. Chair CE and cllr SB have met with the residents nearest to the chicane who are happy with the location.

Chair CE reported that Barbara Mortimer, the clerk to Mixbury parish meeting has been in touch regarding traffic issues and the impact HS2 will have on the area. CE has since met with Ray Brunton (chairman), to discuss the issues. He has asked if we will support them with signage on the Mixbury Road advising HGV drivers of restricted use. We will continue to liaise and look into costs etc.

58/19 To approve the simplified emergency plan

To be deferred until the next meeting.

59/19 To discuss/reassign councillor responsibilities

Amendments were made and approved. CK will publish and circulate the updated version.

Action: CK

60/19 To approve an application to SNC New Homes bonus grant for a communal plot at the village allotments to house a communal green house, compost area and shed.

Cllr CR advised that half a plot has become available and an allotment holder has requested if it can be turned into a communal plot. CR has held an allotment meeting with half the tenants present, saying that whilst some were in favour, others were not. Councillors discussed the implications of a communal plot and agreed to go back to the tenant asking for more information around the structure, longevity, costs going forward etc, before making a decision at the next meeting and applying for any funds.

It was noted that Evenley Matters have agreed to award a grant of £500.00 towards a communal plot subject to a plan and committee formation.

Action: CR/CK

61/19 To approve an application to Northants Road Safety fund for a solar charging unit

It was resolved that the clerk should apply for funding for a solar charging unit on Broad Lane and to include in the application a new vehicle activated sign (with data recording) that can be used on Bicester Hill.

Action: CK

62/19 To discuss ideas for the application to HS2's community environment fund

Chairman CE advised that now we have secured funding for the chicane through the HS2 road safety fund, it is time to submit an application to the community environment fund. Ideas submitted so far include a village sign and a replacement bus stop (more in keeping). We would also like to find a way to protect the village green but are struggling to find a solution that meets with the application guidelines. CE asked if other organisations had a wish list, as a combined village approach is favorable. Please contact CE with any suggestions and we will finalise ideas at the next meeting.

Action: CE/CK

63/19 To approve an added cut (costing £15.00) to the verge on Broad Lane

It was resolved to instruct Mr Dempsey (mowing contractor) to include this in future cuts.

64/19 To provide an update on the stiles/footpath survey

Cllr JM agreed to take on the responsibility going forward and will work with the clerk in putting the survey together. Several councilors have submitted photos of stiles and given their suggestions for prioritising which stiles to update. JM advised that we need to put a hierarchy of accessibility together, deciding whether it would be better to provide a gap, a gate or stile. Some gates might be able to be relocated and an open gap might be more appropriate in some areas. Once we have all the information, we can contact the landowners asking for their agreement. **Action: JM/CK**

65/19 To accept councillors reports on the following areas:

A Allotments (CR) covered under 60/19.

B Pocket Park (CR) nothing to report.

C Street lights (SB) Aylesbury Mains Ltd have placed numbers on the lamps and repaired the scratches. We are still awaiting a connection date for some of the lights.

D Village Hall (JPB) details about the AGM on 10th June have been circulated and are on the community website at <http://www.evenleypc.org.uk/facilities/village-hall.html>

E Website (MB) the domain suffered a slight intermission which has now been resolved.

F Village Greens, planting and trees (CE) the benches have been restored. CE has asked if the shop bins

could be relocated when the new tenants take over and it was agreed we should look into upgrading the bin on the green with a better one. CE will change the plant boxes week commencing 3rd June. **Action: CK/CE**

G Newsletter (CE) is under construction and will be published towards the end of next week.

H Hs2 & Highways (SB) covered under 57/19 and 62/19.

I Local Government Reorganisation (JM) a government announcement last week confirmed that the number of councils providing services to the whole county will be reduced from eight to two. South Northamptonshire Council (SNC), Daventry District Council, Northampton Borough Council and (half of) Northamptonshire County Council will form a new authority serving the west of the county and it will now take charge in April 2021 rather than 2020 as originally proposed. The formation of the authorities is still subject to parliamentary approval. The government will also be establishing a single children's trust to take over responsibility for children and young people's social care across the county.

The announcement also confirmed that elections for the new West Northamptonshire council (and its shadow council) will be on the basis of three members per existing county council ward, totaling 93 across the 31 wards in the West Northamptonshire area. These elections are expected to be held on 7th May 2020 along with parish council elections.

J St. George's Church Nothing to report.

66/19 Correspondence received

- The Rt Hon. Andrea Leadsom MP has written, encouraging us to put in a bid to the HS2 community environment fund.
- Rebecca Breese has asked for our road resurfacing priorities in Evenley as part of the planning works for 2019/20. We have responded with Broad Lane but Cllr MB asked for it to be changed to Church Leys and Lawyers Close.
- The next dates for councilors to meet with Stephen Mold (PFCC for Northamptonshire) are 08.07.19, 09.09.19, 22.10.19 and 02.12.19.
- The SNC Local Plan examination hearings are due to commence on 11th June at 10 am.
- Northants CALC, as our data protection officer, has requested us to adopt a new policy at our next meeting.
- The Armed Forces charity SSAFA is inviting councils to take part in VE Day 75, to celebrate and commemorate the 75th anniversary of VE Day on the 8th May 2020.
- A letter has been received from Evenley WI thanking us for its donation.
- Cllr SB has received an email from a resident regarding a large rotten ivy clad stump in the back garden of a house on the Green that looks like it is in danger of falling onto outhouses. SB will try to contact the owners to discuss if it can be removed or made safe.
- Invitation to the West Northamptonshire local council forum on 19 June 2019 to talk about local government reorganisation. Cllr JM confirmed she could attend.

67/19 Councillor questions

- Cllr MB advised that speed watch has started again and asked the clerk to send Mixbury parish clerk the traffic data to keep them up to date. **Action: CK**
- Cllr SB asked if we could consider dog bins again.
- Cllr CR advised that he would be silaging this Thursday between the hours of 11 am and 2 pm so there would be a lot of large agricultural machinery about.
- Chairman CE reported that it's all systems go for the farm shop at Cloisters Farm.
- Cllr JM advised that a very fast car has been seen racing up Bicester Hill (the same car previously reported several times). CK will report again.

68/19 Public Participation session (Members of the public are invited to address the council through the chairman)

A resident advised that the grass verge on Broad Lane opposite the village hall is overgrown.

The Fiesta parked in Rudgeway has been SORN off so shouldn't be there. Chair CE agreed to speak to the residents concerned.

A resident asked why we were updating the stiles and enquired as to where the funds are coming from. Cllr JM responded to explain about accessibility and advised Evenley Matters had secured funding.

69/19 Close

The meeting closed at 9.35 pm.

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 at 7.30 17th June 2019.