
Minutes of the annual meeting of the parish council held on Monday 17th May 2021 at 7.30 pm at the Learning Loft, Cloisters Farm, Bicester Hill, Evenley

Present: cllr Spencer Burnham (SB), chairman Cathy Ellis (CE), cllr Jean Morgan (JM), vice chairman Jeff Peyton-Bruhl (JPB), cllr Charles Reader (CR), cllr Sue Ricketts (SR), Cathy Knott (CK) clerk and two members of the public (four members of the public attended until item 71/21).

67/21 To elect a chairman for 2021/22 and receive the chairman's declaration of acceptance of office

It was proposed by cllr JPB and seconded by cllr SR that Cathy Ellis be re-elected as chairman of the council for the year.

Cathy Ellis said 'we have a good team and have achieved a lot over the past few years, but if I am to continue with this I ask for your support in a couple of matters. Parish Council matters should not be debated via email and such correspondence should be courteous at all times. Councillors should not be tittle tattling on Facebook, that is strictly against the rules for Parish Council business to be discussed on this medium and should not be stirring and trying to cause trouble for our own colleagues. This is a team. We act as a team. If we decide something which we may have debated on and maybe not all agreed on, the decision of the majority is supported wholeheartedly by everyone. There shall be no writing to parishioners behind the council's back suggesting that one did not support that view and offering advice how to get around it. We move forward as one and we support each other, even when mistakes happen, which they have and they will continue to do so. We are volunteers, not professionals all giving up our time with our own issues rumbling on in the background. If you do not agree or support this, I suggest you consider your position'.

Councillors unanimously resolved to re-elect Cathy Ellis as chairman and CE duly signed the declaration of acceptance of office.

68/21 To receive apologies for absence and welcome.

All present. A request was received prior to the meeting to allow a short public participation session at the start of the meeting to allow residents to speak and then leave. Item 87/21 will therefore be in two halves.

69/21 To elect a vice chairman for 2021/22

It was proposed by chairman CE and seconded by cllr SR that Jeff Peyton-Bruhl be re-elected as vice-chair for the year. A recorded vote was requested and voting was as follows: chairman CE *for*, cllr SB *for*, cllr SR *for*, cllr CR *for* and cllr JM *against*. It was therefore resolved that cllr JPB be re-elected as vice-chair and the chairman thanked him for his support over the last few years. Cllr JPB said a few words thanking the majority of fellow councillors and clerk for working tirelessly on behalf of the village.

70/21 To receive all councillors' acceptance of office forms

All forms were signed and received by the clerk along with electronic service of summons consent forms.

87/21 First half of the public participation session (*members of the public are invited to address the council through the chairman*)

Residents attended the public participation session on behalf of five households on Broad Lane most affected by the chicane to officially let the council know their concerns and to ask EPC if they are able to find out how Northamptonshire Highways propose to carry out a review now the scheme is complete and what the appeal process involves.

One resident said 'the design and execution of the chicane is poor; it has not considered the impact on residents abutting; nor the flooding risk nor identified ongoing maintenance demands. Consultation on this has been minimal from Highways; to my knowledge I was sent one drawing without lighting; they have not highlighted potential impact and are unwilling to consider any feedback; although I believe a resident did influence bollards design during installation. Highways are the design experts and they should have made us more aware of the possible impacts of the scheme and allow us to participate in the process. It is clear in numerous discussions with Highways that alternative solutions to look at lighting approach; location; pedestrian safety, flood management etc have not been considered and the only approach offered is to review the scheme once it is complete'.

Residents also requested that EPC look into the responsibility of maintaining the verge on Broad lane around the chicane as currently residents are routinely clearing the detritus and making sure the area around the step outs and gutters remain clear.

The chairman advised she had met a resident at the chicane last week and can see they are suffering from design flaws. Since then, she has spoken to Helen Howard, community liaison officer at Northamptonshire Highways who advised that the scheme needed to be completed before they can assess its safety. CE reminded residents that funding for the chicane came from HS2's road safety fund as they recognise that Evenley is going to be hit hard once construction starts and will be used as a rat run. It is hoped that by installing the chicane, trying to lower the speed limit on Bicester Hill and erecting further signage and traffic calming will discourage some traffic and slow down what does come through the village. EPC will continue to lobby Highways and put forward the points raised. We will request a date for the assessment/review and ask if residents can be involved in the consultation. **Action: CK/CE**

Residents attended the meeting to discuss the removal of the goal posts from the Green. The chairman advised that following the Green's treatment on 27th April the goals were temporarily removed to allow the best outcome for the fertilisation process to take place. This decision was consolidated as some residents had been disturbed by youngsters playing football late at night so it was felt that by temporarily removing them, it would also help solve this issue (along with children climbing on them). This information was due to be relayed at tonight's meeting, however after cllr JM was contacted by a resident asking what had happened to the goals she put a post on Evenley Resident's Association Facebook page asking if anyone knew why they had been removed from the Green. This resulted in some very unpleasant correspondence to the chairman and a lot of emails to the clerk asking for them to be reinstated. A resident suggested this information should have been communicated to the village before it escalated saying that it wasn't in line with delegated powers and should have been a minuted item. Cllr's JPB and SB responded to say EPC manage the assets and sometimes need to make a decision without holding a meeting; yes, with hindsight we should have communicated the situation better but removing the goals was only a temporary measure whilst we listened to everyone's views and decided what to do going forward.

A resident advised of issues he had experienced before the goal posts were removed, of antisocial behaviour taking place late into the evening. He asked if the goals could be re-erected until September, after the cricket season has ended. The chairman asked for councillor/resident's views and proposed we reinstate one goal post tomorrow and make a decision in a few weeks' time on whether to reinstate the other one. She will ask two villagers if they will take responsibility for its location and check on maintenance. Antisocial behaviour should be reported to the Police; hopefully this is pandemic related and it will all settle down soon with more places opening. Councillors agreed.

71/21 To receive and approve for signature the minutes of the virtual extraordinary meeting of the parish council held on 26th April 2021

The minutes were approved and signed.

72/21 To note any matters arising from the minutes not included on this agenda for report only

58/21 the senior planning officer advised the clerk to report EWG's breach of condition to the enforcement team (for its 90-day-per-year-calendar operating rule). It was also agreed that the clerk should report the carpark and road across the orchard to the enforcement team. **Action: CK**

63/21 – Rupert at Forge Coffee has confirmed the painting will be actioned later this month, weather permitting. All other matters are on the agenda or are being dealt with.

73/21 To receive declarations of interest related to business on the agenda

Cllr JM for 85/21 Northamptonshire Village Awards.

74/21 Finance:

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

Account	£
Community	14,876.51
Business Saver	23,182.47
National Savings	5,875.36
TOTAL	43,934.34

Receipts since the last meeting	£	VAT £
HMRC (VAT refund)	2,187.33	
WNC (first half of precept)	11,584.00	
Payments approved		
C. Knott (May salary)	608.37	0
HMRC tax	26.80	0

C. Knott (expenses)	8.70	0
SSE (street light electricity DD)	106.71	5.32
Came & Company (insurance annual fee)	634.24	0

75/21 Governance:

To receive the Internal Auditor's Report

The Clerk reported that the council's internal auditor, John Marshall carried out his end of year audit remotely via email and phone on 26th April and no issues were identified. The report will be posted on the website as required by the transparency code.

Annual Governance and Accountability Return 2020/21

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 2021'. 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 2021 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.

76/21 To receive updates and recommendations from planning representatives

S/2020/1438/FUL	Single commercial building providing 3 B1/B8 units with trade counters. Location: land west of Oxford Rd, Evenley	EPC: no objection SNC: consults dispatched
S/2021/0461/FUL	Side & rear extension and a dormer on the front of the property. Location: 3 Anden Cottage, Mixbury Road, Evenley	EPC: objection SNC: consults dispatched
WNC/2021/0325/FUL	Removal of condition 3 (use) of S/2015/1654/FUL (first floor over existing single storey garage, to create a two-storey habitable living space and a single storey porch). To be allowed to rent out the annexe. Location: 33 The Green	EPC: support with comments SNC: consults dispatched

77/21 To review the following policies and documents:

It was resolved to adopt West Northamptonshire Councils new code of conduct.

The clerk will amend the communications policy and risk schedule to reflect the use of Mailchimp.

The standing orders, complaints policy, disciplinary policy, equality and diversity policy, freedom of information, grievance policy, training policy and memorial bench policy were all reviewed with no amendments. **Action: CK**

78/21 Co-option – to discuss applications from interested parties and resolve to co-opt

As no one has come forward, it was agreed to promote the vacancies via Mailchimp, Facebook, the newsletter and the notice board. **Action: CK/CE**

79/21 To discuss/reassign councillor responsibilities

The clerk showed a draft document detailing a few small changes. In addition to individual responsibilities, it was agreed to have an annual 'village wander' which is a useful exercise to detail outstanding jobs and improvements to the village. All councillors approved. The document will be available to view on the notice board.

80/21 To confirm meeting dates for 2022

The clerk circulated dates which were approved and will be available on the website and notice board.

81/21 Resolve to adopt the General Power of Competence and confirm Evenley Parish Council is eligible

The Clerk gave a brief outline of the General Power of Competence under the Localism Act 2011 and the advantages it brought to the Council and community. Cllrs noted that once adopted, the Power would be available for use throughout the life of the Council ie the next 4 years. Cllrs then approved the resolution 'that having met the eligibility criteria as defined in section 8(2) of the Localism Act 2011 and prescribed by Article 2 of and set out in the Schedule to the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Evenley Parish Council confirms that it is entitled to use the General Power of Competence made available by section 1(1) of the Localism Act 2011'.

82/21 To receive information from the clerk regarding village emails and Mailchimp

The clerk advised that because our audience has grown to 91 residents, she felt Mailchimp offered a more secure and professional service. She will ask our website designer to add a link to the website so people can subscribe themselves and there is an option to unsubscribe from the list at any time. The clerk is sent a weekly account summary showing statistics including campaign clicks, audience changes and engagement.

83/21 Resolve to purchase 'no parking' signs and replacement signage for the village notice board and agree on prices

It was resolved to accept Stuart Freestone's quote to update and install the text on the notice board at the cost of £160 (exc. VAT). The chairman thanked Stuart for his advice on this.

Action: CE

Cllr JPB has researched parking signs and found an aluminum one we can personalise (for the layby and outside Forge Coffee) costing 28.91; a grey powder coated pole is £27.98 + £17.95 delivery fee. It was resolved to purchase two signs and one 2.5m post and agree out of council on the wording.

It was also resolved to purchase three 30 mph speed signs (two x 600mm and one x 450 mm) at the cost of £125.64 + connecting clips.

Action: JPB

The clerk will request a quote from Texprep for postcard size parking notes which can be placed on cars parking inconsiderately in the village.

Action: CK

84/21 To accept councillors reports on the following areas (if there is anything to report):

- a. **Allotments (CR)** one tenant has relinquished a half plot so the clerk has been in touch will people on the waiting list to fill it. The three water troughs are in place under the taps. Cllr CR has cleared the area next to the electric cupboard for a patio box style shed to be located for plot 4.
- b. **Pocket Park (CR)** nothing to report.
- c. **Street Lighting (SB)** a new light has been installed at the chicane on Broad Lane as part of the road safety design.
- d. **Village Hall (JPB)** nothing to report.
- e. **Website (CK)** see item 82/21. The clerk will also request a new page for the General Power of Competence.
- f. **Village Green and Trees (CE)** see item 87/21 first half.
- g. **Newsletter (CE)** the summer edition is under construction.
- h. **HS2 & Highways (CE)** HS2 will meet with members from Evenley, Mixbury, Westbury and Turweston in due course to discuss the deviation of footpaths when work is underway.
- i. **West Northamptonshire Council (JM)** the new leader is Jonathan Nunn. The three councillors elected for the Middleton Cheney Ward are Rebecca Breese, Richard Solesbury-Timms and Rosie Herring.
- j. **St. George's Church** – nothing to report.

85/21 Correspondence received

- HS2 information – distributed via Mailchimp.
- Northants ACRE Northamptonshire Village Awards will now run from February 2022. It was agreed to update our entry and carry it forward (including the fee) **Action: CK/CE/JPB**
- Census 2021 – thanking EPC for contributing to its success.
- Northants ACRE invitation to network meeting 02.06.21.
- A resident has contacted the chairman regarding a dangerous overhanging branch on Mixbury Road. Cllr CR and the chairman will attend. **Action: CE/CR**
- Correspondence relating to the removal of the goals (see item 87/21 first half).

86/21 Councillor questions

The chairman thanked Simon Unger and another villager for offering their assistance in future to maintain the goal posts.

The chairman asked councillors to have a think on where we could plant a tree to mark the Queen's Jubilee.

Cllr CR suggested writing to WNC to request a road drainage plan for the village.

Action: CK

Cllr JM requested a copy of cllr JPB statement he gave at the beginning of the meeting.

87/21 Second half of public participation session (members of the public are invited to address the council through the chairman). Nothing raised.

88/21 Close

The meeting closed at 9.38 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 at Evenley Village Hall on Monday 21st June 2021 at 7.30 pm.