
Minutes of the virtual annual meeting of Evenley Parish Council held via Zoom on Monday 18th May 2020 at 7.30 pm

Present: cllr Mike Baul (MB) *until 8.00 pm*, chairman Cathy Ellis (CE), cllr Jean Morgan (JM), vice chairman Jeff Peyton-Bruhl (JPB), cllr Sue Rickets (SR), Cathy Knott (CK) clerk and two members of the public

63/20 To elect a chairman for 2020/21 and receive the chairman's declaration of acceptance of office

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

64/20 To receive apologies for absence and welcome

Cllr Charles Reader (CR) gave his apologies via cllr JM and although apologies had not been received, they were noted from cllr Spencer Burnham (SB).

65/20 To elect a vice chairman for 2020/21

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 MB *for*, cllr SR *for*, cllr JM *against*. It was therefore resolved that cllr JPB be re-elected as vice-chair.

66/20 To receive and approve for signature the minutes of the extra-ordinary meeting of the parish council held on 27th April 2020. It was agreed to amend 52/20 – 45/20B & 47/20 to read 'It was noted that because there has only been an issue since work started to widen the access and raise the level *of the access* at the Piggeries'. The minutes were then approved and virtually signed.

67/20 To adopt remote meeting standing orders

Councillors unanimously approved the policy which the clerk will add to the village website at: <http://www.evenleypc.org.uk/parish-council/policies.html>

68/20 To note any matters arising from the minutes not included on this agenda for report only

43/20 – the chairman confirmed that in the November 2019 minutes it states that Evenley Matters (EM) had put aside £1500.00 to assist the parish council with costs to fund electricity on the Green. Cllr JM advised that EM had now approved the amount and asked the clerk to liaise with cllr MB for payment. Chairman CE advised that this matter had brought forth a number of issues and in future we should endeavor to only deal with the chairman of EM and have commitments made in writing to avoid unnecessary upset. It also highlights the conflicts of councillors being members of several village organisations and CE proposed to add an item to the June agenda so that we can have a clear and open discussion about sitting on more than one body. Cllr JPB seconded the proposal. Cllr JM advised that we would need to amend the code of conduct if this was approved. The clerk will add it to the agenda.
45/20B & 47/20 – the clerk has been in touch with Mrs Whitely who has explained her plans for the site and it was felt there wasn't a need at the current time for a meeting however, it was agreed that if there are any further developments, the clerk would advise SNC planning department. If there are any more issues with drainage we will reassess.

45/20F – no parking signage – chairman CE continues to chase costings.

58/20F – the litter bin on the Green – the clerk continues to chase SNC.

- cllr JPB has contacted Dave Allen who will let us have costings to connect the electric within the next few weeks. He will also seek a quote from Gilberts.

69/20 To receive declarations of interest related to business on the agenda

None received.

70/20 Finance:

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

Account	£
Community	16,095.98
Business Saver	20,730.02
National Savings	5,833.36
TOTAL	42,659.36

Receipts since the last meeting	£	
Allotment rent (plot 1)	41.62	
Precept (first payment)	10,633.50	
Invoices submitted for approval as at 11.05.20		VAT £
C.Knott (May salary)	541.00	0
HMRC (tax)	5.00	0
C.Knott (zoom expenses)	11.99	2.40
Zurich (insurance)	626.46	0
SSE (streetlight electricity)	96.29	4.81
Invoices relating to HS2 funding projects for approval		
Swan Services (for skylight at village hall)	1,815.00	363.00

71/20 Governance:

a. 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 11th May and no issues were identified. The report will be posted on the website as required by the transparency code. The chairman thanked the clerk for her work and cllr MB for his contribution to financial controls and budgeting.

b. Annual Governance and Accountability Return 2019/20

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 2020'. 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 2020 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.

71/20 To receive updates and recommendations from planning representatives

S/2020/0303/FUL	change of use from agricultural land to a dog training area, increase height of fence to 1.52 m and hard standing area for vehicle parking. Location: land north of Cottesford Road, Evenley	EPC: No objection SNC: consults dispatched
S/2020/0431/FUL	Single Dwelling. Location: land east of Windrush, 23 Church Lane, Evenley	EPC: objection SNC: consults dispatched
S/2019/2469/FUL	Detached dwelling and Associated Works. Amendment details. Location: Willowbourne 5 Bicester Hill	EPC: no objection SNC: more information requested
S/2020/0462/FUL	Variation of condition 2 (plans) S/2019/0895/FUL (Refurbishment of an existing building to create a new reception and office building) to alter elevational treatments. Location: Reynard Investments Ltd, Unit 6 Reynard Park, Brackley	EPC: no objection SNC: consults dispatched
S/2020/0673/FUL	Single storey side extension and new proposed rooflight on south east elevation. Location: Manor Cottage, 6 Church Lane	EPC: no objection SNC: consults dispatched

73/20 To review the following policies and documents: code of conduct, standing orders, risk schedule, and asset register

It was agreed to review the code of conduct at the next meeting in line with the proposal outlined in item 68/20. It was agreed to amend the standing orders by adding a note about the timescale for amending draft minutes before they are published. The clerk will also add a link about the remote meeting standing orders.

It was agreed that we need to amend the risk schedule to include remote meeting information and LGR threat to finances (specifically the equalization of council tax). The clerk asked councillors to let her know of any other amendments so that we can include before the next meeting.

Action: all

One amendment was made to the asset register before it was approved (5 plant boxes not 4).

74/20 To confirm meeting dates for 2021

All dates were approved except May and September. Because the elections are taking place on 6th May we will need to hold our meeting within 14 days, however the hall is booked for 17th May. It was agreed to either book a different location or change the day for the May meeting. The clerk will ask Joyce Stevens (booking secretary) if we can book the hall on an earlier Monday in September.

Action: CK

75/20 To discuss whether we should campaign for a reduced speed limit on Bicester Hill

After a lengthy discussion, chairman CE proposed to put together a plan of action to install a 40mph speed limit on all entrances into the village (Bicester Hill, Mixbury Road and Charlton Road). CE asked for councillors thoughts and suggestions via email and she will compile information in order to apply to Northamptonshire Highways.

Action: CE

76/20 To accept councillors reports on the following areas:

- A Allotments (CR)** Nothing to report.
- B Pocket Park (CR)** Nothing to report.
- C Street lights (SB)** there have been discussions over the chicane and a new streetlight on Broad Lane. Cllr SB is meeting with the lighting representative tomorrow.
- D Village Hall (JPB)** Eric, chairman of EVHMC has written to update EPC on the financial situation with the village hall. The committee has successfully claimed the cost of tracing the underground leak to the heating system and some of the rectification cost from their insurers. The hall has been 'mothballed' to minimise costs during the current crisis and they have received over £500 in unsolicited donations from user groups and private individuals. They are managing their finances well and assuming no big outgoings arise they feel they will be okay. The skylight has now been replaced (using HS2 funds).
- E Website (MB)** chairman CE advised that some of the website needs refreshing and a lot of photos are out of date. The clerk advised of new accessibility requirements that are coming into force on 23rd September for parish council websites, although we can apply for exemption if requirements are too expensive to adhere to; she will contact Media Tribe.
- F Village Greens, planting and trees (CE/SB)** the clerk has been in communications with SNC regarding the emptying of the new litter bin and hopes it will be resolved soonest. The fortnightly cuts to the Green appear to be working well. The chairman thanked Derek Haynes for painting the plant boxes which she will plant up when the new plants are delivered.
- G Newsletter (CE)** whilst there isn't much news, it was agreed to use the newsletter to promote footpaths with a map clearly showing rights of way. It was noted that the footpaths out towards Old Astwick are hard to follow as there are no disc repeater signs and vegetation needs trimming back. Cllr SR agreed to contact landowners and will put some more discs up. The clerk will contact Hamptons to ask if they're still able to print during this time. Cllr SR suggested we could also include a few 'good news' stories during Covid-19. CE will put something together in the next couple of weeks.
- H Hs2 & Highways (SB & CE)** the chicane is currently being installed.
- I Local Government Reorganisation (JM)** work is underway to redesign the two new unitary councils and this link provides publications and background documents that relate to the progress:
<https://futurenorthantsnorth.org/publications-and-background-documents/>
One of the main issues that will impact us in the next four years, is the equalizing of council tax rates across the county and the possibility of taking on more services and responsibilities.
- J St. George's Church** Nothing to report.

Action: CK

Action: CE/CK/SR

77/20 Correspondence received

- Highways England – notification of essential maintenance works on the A43. Chairman CE will try to find out more information and ask why Evenley roundabout hasn't been included in the works along with two streetlights that were damaged and removed.
- Concerns over College Farmhouse – the clerk has contacted SNC's enforcement team.
- Concerns over the litter bin on the Green – the clerk continues to chase SNC to resolve.
- Email regarding correspondence received in March asking for matters to be raised over the pizza van and tables on the Green – the clerk has responded.

Action: CE

78/20 Councillor questions

Cllr JM suggested we should apply for a pedestrian refuge on the A421 at the top of Bicester Hill as it is so unsafe. Cllr JM asked when councillor responsibilities would be discussed. The clerk advised this would be at the June meeting.

Cllr JM asked if the £1500 EM money (to help EPC with costs to supply electricity to the Green) be put into a one-off response fund (as it is not included in this year's EPC budget as expected income) and if it isn't needed, put it into reserves. Chairman CE advised as it is public money, we are obliged to use it against costs incurred. She suggested that we put her proposal on the next agenda for voting on.

Cllr JM asked if there is a record of EPC's decision to continue to object to retrospective planning applications on principle as she feels she cannot support this as it is untenable.

79/20 Public Participation session (Members of the public are invited to address the council through the chairman)

A resident advised that the footpath stiles in Mixbury are inaccessible. CE will contact the Mixbury chairman.

The Bicester Hill turning is very unsafe at the moment due to the overgrown vegetation. CE advised we will look into it.

80/20 Close

The meeting closed at 9.30 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 virtually via Zoom on Monday 15th June at 7.30 pm

Signed: Cathy Ellis

Dated: 15.06.2020