

## -Great Oxendon Parish Council

### Minutes of the Parish Council Meeting held on 23 June 2021.

Held at:

**Arthingworth Village Hall, Arthingworth.**

**Present:** Councillor Steedman, Councillor Barker, Councillor Carolyn Jones, Councillor Patel-Brown, Councillor Rumsey and Councillor Lindsay-Smith

**Apologies:** Councillor Debbie Jones, Councillor Hogarth

**Absent:** NA

**Also Present:** Rhiannon Stafford (Parish Council Clerk)

**Members of the**

**Public:** 1

#### 2490 Welcome

Councillor Steedman welcomed everyone to the June 2021 annual meeting of the Great Oxendon Parish Council. This was being held in Arthingworth Village Hall as Great Oxendon Village Hall was not available.

#### 2491 Apologies for absence and acceptance of apologies for absence

Apologies were received, and accepted, from Councillor Debbie Jones and Councillor Hogarth.

#### 2492 Declarations of any Personal & Prejudicial Interests

No Councillor declared an interest in any agenda items.

#### 2493 Minutes of the Meeting 10th May 2021

The minutes of the Parish Council meeting on 10<sup>th</sup> May 2021 were accepted as a true and accurate record. Unanimous. It was noted that the agenda for the June 2021 meeting lacked a year in the date, and had the location as Great Oxendon Village Hall. The Clerk was told to amend the published version of the document.

#### 2494 Approval of Payments/ Transactions for April and May 2021

The Parish Council approved the payments for April and May 2021.

6 June 2021 (2021 - 2022)

#### Great Oxendon Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	ICD	01/04/2021		HSBC Community Acc		LGA 1972 s111	Information Commissioner's	E	35.00	0.00	35.00
2	Staff salaries	09/04/2021		HSBC Community Acc	799	LGA 1972 s111	Rhiannon Stafford	E	221.87	0.00	221.87
3	Telephone and Broadband	26/04/2021		HSBC Community Acc	DD	LGA 1972 s111	BT	S	29.95	5.99	35.94
4	Loan repayment	07/05/2021		HSBC Community Acc	DD	LGA 1972 s111	PWLB Lending Facility	E	914.78	0.00	914.78
5	Street Light Maintenance	11/05/2021		HSBC Community Acc	800	PCA 1957 s3	EON	S	37.37	7.47	44.84
6	NCALC	12/05/2021		HSBC Community Acc		LGA 1972 s111	Northants CALC	E	529.44	0.00	529.44
7	Footpath clearing	12/05/2021		HSBC Community Acc		LG(M)A 1953 s4	Matt King	Z	40.00	0.00	40.00
8	Staff salaries	12/05/2021		HSBC Community Acc		LGA 1972 s111	Rhiannon Stafford	E	221.87	0.00	221.87
9	Telephone and Broadband	25/05/2021		HSBC Community Acc	DD	LGA 1972 s111	BT	S	29.95	5.99	35.94
10	Staff salaries	28/05/2021		HSBC Community Acc	BP	LGA 1972 s111	Rhiannon Stafford	E	212.27	0.00	212.27
<b>Total</b>									<b>2,272.50</b>	<b>19.45</b>	<b>2,291.95</b>

Initialled as correct .....

As this was the first month the Council had received reports from the Scribe accounting system the Clerk asked Councillors what additional reports they would require each month. Councillor Patel-Brown requested visibility of payment against budget. This will be produced from July 2021 onwards.

### **2495 Financial Accounts 2020 2021 and AGAR**

#### **2495 – 1**

The Clerk presented the Internal Auditor report to the Council. A discussion was held about the report recommendations and the following actions were agreed:

- A process for monthly internal control (audit) will be put in place by Councillor Debbie Jones, and the responsibility for monthly checks of transactions will be rotated between Councillors on a monthly basis.
- All future meeting minutes will contain a copy of the financial transactions table approved by Councillors at their meetings. The Clerk is responsible for this action.
- The latest copy of Arnold Baker's Local Council Administration will be purchased for the Council's use.
- Quotes will be obtained for the outsourcing of payroll processing and professional advice. The Clerk and Councillor Rumsey will be responsible for this.
- The Council's telephone number will be changed to the landline already in place and connected with the Village Hall broadband contract. The Clerk will activate this.
- Email accounts will be created for all councillors and the full use of Office 365 used for the administration of meetings and documents. The Clerk is responsible for this action.
- The Clerk and Councillors will consider their own development needs and revert back to the Council with requests for training.

In addition, it was noted that the Internal Auditor had found the Council did not comply with Internal Control L (the Transparency Code for smaller authorities). This was due to October 2021 minutes not being available on the council website at the time of the audit. Due to an oversight by the Clerk the minutes had not published from that month. The Auditor was satisfied that this was an oversight as all other minutes were correctly available. The Clerk has since added the October 2021 minutes to the website.

#### **2495 – 2**

The Clerk presented the Annual Governance Statement for the Councillors to review and confirm. Point 2 on the AGAR statement was noted as "no" because monthly internal controls were not in place for 2020/21. The council noted that the actions captured in minute **2495 – 1** will rectify this.

The Chair signed the Annual Governance Statement 2020/21.

#### **2495 – 3**

The Clerk presented the Annual Accounting Statement 2020/21 and the Councillors agreed they fairly presented the financial position of the Council.

The Chair signed the Annual Accounting Statement 2020/21.

#### **2495-4**

The Clerk presented the Notice of Public Rights 2020/21 to the Council. The inspection period proposed by the Clerk and agreed by the Council will be 28 June 2021 – 6 August 2021.

### **2496 Council Policy Document Requirements and the Annual Review of existing policy documents**

This agenda item was deferred to the July meeting for sufficient time to be dedicated to it.

**2497 To receive a report on the damaged Lamp Post on Clipston Road and approve its repair.**

Councillor Patel Brown provided the Council with an update on the report received from EON regarding a damaged lamp post on Clipston Road. Rachel Casey, Commercial Engineer at Eon Energy Solutions reported that the column of the lamppost known as "LC 13 Clipston Lane" had been hit by a vehicle and was damaged and will require replacing. The Council was shown a quote for the cost of replacing the column. Councillor Patel Brown also reported that a claim could be made off the Council's insurance and that the Clerk had already made enquiries into this. If the Council agreed to the replacement and claimed for the cost through the insurance, Councillor Patel Brown reported that the cost would be the excess of £150 only. The Council discussed this proposal.

Councillor Barker reported that as an Engineer, he did not feel the column needed replacing. Councillors noted that a claim on the insurance may increase future premiums. Councillors also noted that they had not budgeted for the cost of replacing the lamppost.

The Council decided not to replace the lamppost and instead to replace only the lantern as part of the lighting upgrade plan.

**2498 To receive an update from Councillors with regards to their areas of responsibility**

The Council focused their discussions on Grass Cutting which has recently started again. The Council noted that the standard of the cutting was below expectation. It was agreed that weather conditions were perfect for grass to grow quickly, but the contractor would be spoken to about the standards and timing of future cutting. Councillor Carolyn Jones will raise this with the contractor and the Clerk will provide her with details of the grass cutting contract.

Councillor Barker noted rocks had been placed on grass verges near to the Phone Box and should be removed as they could be dangerous during icy conditions for vehicles.

**2499 Question Time**

Councillor Jonathan Harris from West Northamptonshire Council attended the meeting and was asked if he wished to address the council. He explained he worked as part of a team Liberal Democrats to attend as many Parish Council meetings as possible. His personal focus area was climate change, and he was keen to bring more cross working and learning between groups and Parish Councils across West Northamptonshire.

Councillor Harris explained that although West Northamptonshire council was still forming, it has already published its Corporate Plan in May outlining its intention for the county. He asked the Clerk to circulate his contact details to the council.

**2500 Urgent Matters for report only**

No matters were raised to the Chair.

**Dates of Future Meetings**

Monday 12th July 2021  
 Monday 9th August 2021  
 Monday 13th September 2021  
 Monday 11th October 2021  
 Monday 8th November 2021  
 Monday 13th December 2021  
 Monday 10th January 2022  
 Monday 14th February 2022  
 Monday 14th March 2022  
 Monday 11th April 2022

*Signed as a true and accurate record.*



**Councillor Roseanne Steedman Chair**  
**Great Oxendon Parish Council**  
12 July 2021

**Rhiannon Stafford**  
**Parish Clerk**  
**Great Oxendon Parish Council**

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4 July 2021