

Great Oxendon Parish Council

Village Hall, Main Street, Great Oxendon

Minutes of the Annual General Meeting held on Wednesday 31st 2023 at 7.30pm

Present: Cllr Steedman (Chair), Cllr Patel-Brown (Vice-Chair), Cllr Hogarth, Cllr Barker

252. Election of Chairman

Cllr Roseanne Steedman was duly elected as Chairman
Prop. Cllr Patel-Brown, Sec. Cllr Barker

253. Election of Vice-Chair

Cllr Patel-Brown was duly elected as Vice-Chair
Prop. Cllr Barker, Sec. Cllr Hogarth

254. Apologies for Absence were received: Cllr Lindsay-Smith, Cllr Rumsey, Cllr Irving-Swift, Cllr Parker, Cllr Harris

255. Declaration of Personal and Prejudicial Interests under the Councils Code of Conduct related to business on the agenda – None

256. Minutes of the Ordinary Meeting held on 17 April 2023

Approved. Prop: Cllr Hogarth, Sec: Cllr Barker

257. Matters arising from the Minutes of the Meetings held on 17 April 2023

- i. **(231i) Plant a Tree for Jubilee** – Deferred to next meeting due to Councillor absence.

258. Open Forum – No members of the public in attendance.

259. Meeting Monday 12th June 2023 – Resolution to cancel the next Parish Council meeting on Monday 12th June 2023. Approved. Prop. Cllr Patel-Brown, Sec. Cllr Hogarth

260. Councillor Vacancies – There are still 2 casual vacancies for new Parish Councillors. For more information please contact the Clerk or alternatively come along to a monthly meeting to find out what it is all about.

Notice to be placed in village noticeboard and Clerk to advertise on the website and email mailing list.

261. Leave of Absence – In accordance with Local Government Act 1972, Section 85, a Councillor absent from all meetings of the Council or committees for a period of six months automatically ceases to be a member unless given a leave of absence by the Council before the expiry of that six-month period.

The Council approved a leave of absence for Cllr Steedman. Prop. Cllr Barker, Sec. Hogarth
Leave will be approximately three months.

262. Policies:

- i. Asset Register. Approved. Prop. Cllr Patel-Brown, Sec. Cllr Barker
- ii. Standing Orders. Approved. Prop. Cllr Barker, Sec. Cllr Patel-Brown

263. Councillor Responsibilities – Deferred to next meeting due to Councillor absence

264. Nesting sites for Swifts - Deferred to next meeting – more research required

265. Finance:

Date of Meeting: 31st May 2023

Payments to be Approved not yet Paid

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
01/05/2023	Mrs Sarah Smith	Parish Clerk Salary - May23	325.05	0.00	325.05
31/05/2023	Mrs Sarah Smith	Parish Clerk Salary - Jun23	325.05	0.00	325.05
14/04/2023	BHIB	Insurance Renewal 2023/24	434.16	0.00	434.16
01/05/2023	Great Ox Village Hall	Hire of Village Hall - Open Event	20.00	0.00	20.00
01/05/2023	Leicestershire Gardens	Inv 23/043 - April'23 Grass Mowing	250.00	0.00	250.00
03/04/2023	NCALC	Re-approval after Query - Annual Membership (Inv 2844)	538.97	53.20	538.97
16/05/2023	R Steedman	Coronation Celebration Expenses	57.94	19.08	77.02

Payments to be Approved - Paid via Direct Debit

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
10/04/2023	BT Group PLC	Telephone and Broadband - Apr23	27.95	5.59	33.54
03/04/2023	ICO	Information Commissioner Office Registration - Annual Fee	35.00	0.00	35.00
25/04/2023	HMRC	Tax Payment 22/23	61.45	0.00	61.45

- i. The monthly payments were approved – see list above. Invoices were circulated prior to the meeting and were signed. Payments are processed as per the Internal Controls policy found on the website.

Prop: Cllr Barker, Sec: Cllr Hogarth

As per the Internal Control policy, the Clerk has delegated powers to spend up to £500 on day to day running expenses.

- ii. The accounts to 30th April 2023 were presented. These consisted of:
- a. Receipts
 - b. Expenditure
 - c. Bank Reconciliation
 - d. Statement of Reserves
 - e. Neighbourhood Plan Grants Expenditure
 - f. Spend v Budget
 - g. Copy of Payments to be Approved.
 - h. Bank Statements

The accounts were circulated prior to the meeting. All documents were approved and signed.

Prop: Cllr Hogarth, Sec: Cllr Patel-Brown

A discussion was had on the grass mowing. Councillors not happy with the quality of the last 2 months of cutting by the contractor. It was noted that the village hump next to the village hall had been missed and mowing had been split across several days. Cllr Steedman and Cllr Hogarth to take photos and liaise with the Clerk to draft a note to the contractor.

266. Audit 2023/24

- i. The Internal Auditors Report was received and actions were noted.
- ii. Section 1 Annual Governance Statement 2022/23 was read aloud, the questions answered and signed by the Chairman. Approved. Prop. Cllr Barker, Sec. Cllr Hogarth
- iii. Section 2 Accounting Statements 2022/23 was circulated and signed by the Chair and the Clerk. Approved. Approved. Prop. Cllr Barker, Sec. Cllr Hogarth

All documents will be published for viewing on the website in due course.

267. Planning and Licensing Consultations:

Planning

- i. **Noted. Deadline Passed: WND/2023/0068 Oxendon Lodge, Northampton Road, Great Oxendon, Northamptonshire, LE16 8LT** - Outline application for construction of dwelling. **Deadline for comment 16 May 2023.**

Consultations

- i. **Noted. Home to School Transport Consultation** – West Northamptonshire Council would like to hear views on changes proposed to the Home to School Transport service. This includes the increase in cost of a non-entitled bus pass from £600 to £1000 per child. **The Consultation closes Tuesday 30th May 2023**
- ii.

268. Update from Councillors with regards to Areas of Responsibility

- i. **Neighbourhood Plan** – Councillor Hogarth

An Open Event was held on Saturday 29th April 2023. Feedback has been collated and changes made to the draft plan. The Parish Council must resolve the wording to be included regarding renewable energy.

The next stage after the event will be to publish the plan under Regulation 14. All households will receive a printed copy. This consultation will last 6 weeks.

Windmill Close boundary fence is under query. Clerk to write to Planning Department to clarify what was agreed in the planning application versus what has been installed so far.

- ii. **Highways**– Councillor Rumsey

Cllr Rumsey was absent from the meeting.

Speed Sign – A new post is required for the Southbound sign. Clerk is awaiting quote from Highways.

Reflective Strips for the gates – Resolved to purchase 6 strips at a cost of £60 + VAT.
Approved. Prop. Cllr Patel-Brown, Sec. Cllr Barker

- iii. **Public Rights of Way** – Councillor Lindsay-Smith

Councillor Lindsay-Smith was absent from the meeting.

- Bench Refurbishment – Ongoing.
- A508 Footpath condition – Ongoing

- iv. **Police & Community Safety** – Cllr Barker

March 2023 - In the Daventry rural area, the total number of reported crimes was 541 vs 540 in 2022. In Great Oxendon village including Justin Park, 7 crimes were reported.

- v. **Environment**

- Safety Barrier – Ongoing

- vi. **Community engagement and communication** – Councillor Patel-Brown - None

- vii. **Lighting** - Councillor Patel-Brown – None
- viii. **Audit and Compliance** – None

269. Urgent Matters for report only (Notified to the Chairman before the meeting) - None

270. Date and Time of Next Meeting – The next meeting will be held on **Monday 10th July 2023** at 7:30pm at the Village Hall, Great Oxendon.

For Note - Dates of Future Meetings

- Mon 10th Jul 2023
- Mon 11th Sept 2023
- Mon 9th Oct 2023
- Mon 13th Nov 2023
- Mon 11th Dec 2023
- Mon 8th Jan 2024
- Mon 12th Feb 2024
- Mon 11th Mar 2024
- Mon 8th Apr 2024

271. The meeting was closed at 21:24



Mrs Sarah Smith, Parish Clerk
Great Oxendon Parish Council

Email: parishcouncil@greatoxendon.org
Web: <http://www.greatoxendon.org>

Date & Signature of Chairman

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06.06.23