

**Minutes of a Meeting of Wendlebury Parish Council held on Thursday 16 July 2020, at 8pm online via Zoom as permitted in the *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”)* due to the COVID19 Coronavirus crisis**

**Present:** Doug Blake, Brett Chambers, David Ford, Tim Hibbert (Chairman), Katy Mimpres, Kathy Sharp  
**In attendance:** Jane Olds (Parish Clerk)  
**Apologies:** Charlotte Carry

**1. Apologies for absence** – to receive apologies  
The Council accepted Cllr Carry’s apologies.

**2. Requests for Dispensations, Declarations of Interest, gifts and hospitality** – to receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council’s code of conduct and note any gifts and hospitality

No declarations of interest had been received.

**3. Public Participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council’s code of conduct and standing orders

No members of public attended the meeting.

**4. Reports from District and County Councillors** – for information only  
No District or County Councillors attended the meeting.

**5. To confirm the Minutes of the Parish Council meeting held on 28 May 2020**  
It was **RESOLVED** that these be accepted as a true record and would be signed by the Chairman at the next in-person meeting.

**6. Update on progress from the Minutes** – the Clerk /Chairman will report on progress of outstanding items which do not require further decision

**a. Risk Assessment, Virtual Meeting Procedure, Reserves Policy and Internal Financial Controls Policy**

The Risk Assessment, policies and procedure had been published on the website.

**b. Insurance Renewal**

The Insurance Renewal had been confirmed by Zurich.

## 7. Governance

a. **NALC Code of Conduct Consultation** – to consider a response to the consultation  
The Council **RESOLVED** to ask the Clerk to draft a response on the lines of the OALC advice. The Clerk requested that as the consultation directly affected the Councillors that they should make their own, personal, responses.

b. **Policy Review** – to review the following policies

i. **Standing Orders**

The Council considered the Standing Orders and **RESOLVED** to agree that no changes were necessary and that therefore, the document could be re-adopted.

ii. **Communication Policy**

The Council considered the Communication Policy and **RESOLVED** to agree that no changes were necessary and that therefore, the document could be re-adopted.

## 8. Finance

a. **Financial Report** – to receive the report

As at 30 June the Accounts stood at:

Current Account	£9,139.08
Deposit Account	£16,240.35

### Outstanding Payments

Cheque No	
200106	£180.18
200107	£50.00
200108	£15.00
<b>Total</b>	<b>£245.18</b>

<b>Income</b>		<b>Received</b>
VAT Refund	£286.13	4/5/20
Village Hall Rent	£1.00	8/6/20
Grass Cutting Grant	£302.17	8/6/20

The AGAR Exemption Certificate had been sent to the External Auditors – Moore Stephens – and all the necessary documents had been published on the Finance section of the website. The dates for the period for the exercise of public rights under the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 were from Monday 15 June to Friday 24 July 2020. However, due to the current circumstances, if anyone would like to view the accounts after that date it would be possible.

- b. Banking provision** – to consider improvements to the current banking provision and investigate accounts with online banking capabilities

The Council **RESOLVED** to look into the banking provision and online banking with HSBC, the Co-op Bank and Lloyds Bank further.

- c. Clerk Working from Home Allowance** – to consider the allowance for the Clerk

The Council considered the ‘Working from Home’ allowance which was payable to the Clerk. This had been increased by the Government from £4 a week to £6 and was to cover the expenses of running the Council office from the Clerk’s home (such as heating and lighting). The Council **RESOLVED** to agree to the Clerk receiving the allowance which would be split pro-rata on hours worked between the Clerk’s other Councils (on their agreement). However, the budget would reflect the entire allowance in case of a change of staffing situation.

- d. To consider invoices for payment itemised on the payment schedule**

The Council **RESOLVED** to approve the following invoices for payment:

<b>Cheque no:</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Amount</b>
200114	JMC Olds for Clerk Salary 1 April - 30 June	Clerk’s Salary	£504.90
200115	Countrywide Grounds Maintenance Ltd – June instalment for Grass Cutting (Invoice no 121442)	Grass cutting	£83.06
	Countrywide Grounds Maintenance Ltd – July instalment for Grass Cutting (Invoice no 126074)	Grass cutting	£83.06
	Total		£166.12
200116	JMC Olds for Admin Expenses (Printing £12.77; Postage £11.62)	Admin Costs	£24.39
	JMC Olds for Mileage Expenses	Mileage Expenses	£13.77
	Total		£38.16

The cheques would be signed when convenient.

## 9. Planning

- a. Applications** – to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted between the circulation of the agenda and the meeting

- i. **20/01399/ADV** at Langford Lane, Wendlebury, OX25 2PE for “Erection of timber signboard”

The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

**b. Notices of Decision** – to note

The Council noted the following Notices of Decision

- i. **20/00532/F** at The Bungalow, Oxford Road, OX25 2PT for “Remove existing garage and construct new double garage and garden store”  
Permission for development subject to conditions (17 April 2020)
- ii. **20/00961/F** at The Finishing House, College Farm, Main Street, OX25 2PR for “Change of Use and conversion of the existing agricultural building to form 1no dwelling”  
Permission for development subject to conditions (26 June 2020)

**10. Parish Matters**

**a. COVID-19** – to receive an update

No further information had been received.

**b. Environment Agency** – to consider a consultation

The Council **RESOLVED** to agree to Cllr Hibbert drafting a response which would be circulated before submission.

Cllr Hibbert had attended the Cherwell and Ray Catchment meeting organised by BBOWT and reported briefly.

**c. A41 Crossing** – to receive a progress report

The review of the bridge provision was still taking place. However, the Council was concerned about the possibility of the routine bus services being re-routed through the village.

**d. Expressway** – to receive a progress report

No further progress had been made although it was noted that it was not on the Government’s current list of priorities.

**e. Safer Wendlebury**

**i. To receive a progress report**

No further progress had been made.

**ii. To consider quotations for a Speed Indicator Device**

The Clerk had asked OCC for advice on suitable locations and would arrange a meeting.

**f. SE Relief Road** – to receive a progress report

No further progress had been made.

- g. Dog bin by Church** – to consider a quotation for the re-installation of the bin  
The Clerk had asked a contractor for a quotation and was awaiting a response.

- h. Allotments**

- i. To receive a report**

- Cllr Sharp reported that some of the budget would be needed to repair the fencing and that she was getting quotations for this.

- ii. To review the Allotment Tenancy Rules**

- The Council **RESOLVED** to agree that the rules, which had been revised to include a livestock clause and a GDPR statement, were acceptable.

**11. Reports from Meetings** – to receive reports from any meetings attended

- a. SLCC Meetings**

- The Clerk had been hosting regular meetings of the Oxfordshire SLCC group to keep the Clerks connected.

**12. Attendance at Meetings**

- a. CDC Parish Liaison Meeting** – 30 July via Teams

- The Council **RESOLVED** that the Clerk would register to attend, but if a Councillor were able to attend, she would forward on the link.

There would be an opportunity for anyone interested to watch the live stream of the meeting.

**13. Correspondence** – to note correspondence received not otherwise on the agenda where decisions were not required

The Clerk presented the meeting with a list of correspondence received which included:

- a. NALC** – Bulletins and updates
- b. Healthwatch** – updates
- c. Rural Services Network** – updates
- d. OCC** – updates
- e. CDC** – updates
- f. OALC** – updates
- g. TVP** – Police & Crime Bulletins
- h. CPRE** – Members' survey and updates
- i. CDC** – re Weston-on-the-Green Neighbourhood Plan and Planning Inspector recommending it be put forward for referendum after next May.
- j. CDC** – re Publication of the Statement of Community Involvement Addendum

**14. Items for information or next Agenda only**

- a. Agenda Items**

- The Clerk requested that all items for the next agenda be submitted by Wednesday 9 September.

**b. OALC Training**

The Clerk presented the Council with a list of online training opportunities, but no one was currently available.

**c. CDC Local Plan Consultation**

The Council noted that the Local Plan consultation would take place over the summer (dates to be announced). The Clerk had appealed to CDC as the Parish Council would not be able to make representation on the consultation due to the dates missing scheduled meetings.

**15. Date of next meeting**

The Council **RESOLVED** to agree to confirm the date of the next meeting as Thursday 24 September at 8pm via Zoom.

The meeting closed at 8.53pm

Signed .....

Dated .....