

Risinghurst and Sandhills Parish Council

Minutes of the Annual Council Meeting of Risinghurst and Sandhills Parish Council held on Thursday 20/05/2021 at 7.00pm at Risinghurst Community Centre, Kiln Lane, Risinghurst OX3 8EY

Attending:

Parish Councillors: Cllrs Adams (Chairman), Amin, Drummond, Fuller (Vice-chairman), Jenkinson, Merritt, Naylor, Philpott, D. Taylor, L. Taylor and Walton.

Staff: Bev Field (Parish Clerk)

Members of the public: 3 including the following representatives -

Oxford City Council: Cllr Munkonge, apologies received from Cllr Smith.

Oxfordshire County Council: Cllr Phillips

Public participation session: No issues raised.

01/0521 Apologies: were received and accepted from Cllr Purbrick.

02/0521 Declarations of interest: None

03/0521 Election of Chairman: Proposed by Cllr Fuller, seconded by Cllr D. Taylor.

Resolved: Cllr David Adams was unanimously elected as Chairman of Risinghurst and Sandhills Parish Council for council year 2021-22

04/0521 Declaration of office for Chairman: was signed by Cllr Adams.

05/0521 Election of Vice-Chairman: Proposed by Cllr Walton, seconded by Cllr Naylor.

Resolved: Cllr Fuller was unanimously elected as Vice-Chairman of Risinghurst and Sandhills Parish Council for council year 2021-22

06/0521 Declaration of office for Vice-Chairman: was signed by Cllr Fuller.

07/0521 Co-option of Councillor:

Resolved: To co-opt Jayne Wright as a Parish Councillor (unanimous).

08/0521 Minutes: The minutes of the meeting held on 22/04/21 were approved and signed as an accurate record.

09/0521 Matters arising:

- Item 179/0421 the grass verge outside 2a Kiln Lane has been reported again for repairs, and the developer contacted to request the damage is repaired.
- Item 179b/0421 Trees overhanging properties in Netherwoods Rd by the footpath: Information was forwarded to Cllr Smith who is following this up, no update available yet.
- Item 185/0421 School bus service to Wheatley: the potholes have been reported on "Fix my Street" with a request for a safe cycle route to school in Wheatley. No response has been received yet.

10/0521 Finance: The RFO's monthly overview report shows the total bank balances and earmarked reserves. The receipts and payments report gives details of expenditure to date compared to the budget forecast. The first instalment of the precept has been received and on 30/04/21 the balances were: current account £47,792.97 and savings account £60,578.98.

11/0521 Payments: The office printer has broken and has been replaced. Cllr Naylor to authorise the online payments.

Resolved: The payments were authorised.

12/0521 Internal audit report 2020/21: The report from Auditing Solutions Ltd was received. It was noted that with all the recommendations from last year resolved by the Parish Clerk and no concerns identified this year, the report should have been worded more positively. **Noted.**

13/0521 Annual Governance Statement 2020/21: The public have the right to inspect the accounts for a 30-day period. This will be between 3rd June and 14th July and a notice will be published about it. During this time, the accounts, governance and accounting statements and an explanation of any variances from last year will be submitted to the external auditor (Moore East Midlands) for a limited assurance audit.

Proposal: Cllr Fuller proposed that the Finance & HR committee have scrutinised this work in detail and the governance statements should be answered positively. Seconded by Cllr D. Taylor who noted that the council has confidence in the committee.

Resolved: The Chairman to sign the annual governance statements on behalf of the Parish Council and answer the statements affirmatively.

14/0521 Annual Accounting Statement for 2020/21: Cllr Fuller proposed that the annual accounting statement be approved, as this work has been scrutinised by the Finance and HR committee. Seconded by Cllr L. Taylor.

Resolved: The annual accounting statement for 2020/21 was approved to be signed.

15/0521 Standing Orders:

Resolved: The NALC model Standing Orders adapted for Risinghurst and Sandhills Parish Council were approved.

16/0521 Committee, Working Groups and Representatives 2021/22:

The outdoor gym equipment representative is discontinued, as this is now part of the playing field working group. Cllr Smith is no longer a Parish Councillor (re-elected to represent Quarry and Risinghurst at Oxford City Council), therefore is not eligible to serve on the Finance & HR committee. All other roles will continue as they are with the addition of:

Agreed: Cllr Jenkinson is appointed to the Finance & HR committee (nominated by Cllr Fuller and seconded by Cllr Adams), and the playing field working group (nominated by Cllr D. Taylor and seconded by Cllr Walton).

17/0521 Parish Council Representation on External Bodies 2021/22:

- a) Parish Forum (Oxford City Council): Cllrs D. Taylor and Adams.
- b) Transport Forum (Oxford City Council): Cllr Walton, Cllr L. Taylor to deputise as required.

18/0521 Financial Arrangements:

- a) Financial Regulations
- b) Subscriptions (£659.33+VAT for OALC & NALC and £185.00 for SLCC in 21/22)
- c) Section 137 grants limits
- d) Asset register
- e) Financial Risk Management Scheme

Resolved: The financial controls and arrangements listed above for 2021/22 are approved. The asset register is due to be reviewed by the Finance and HR committee in June.

19/0521 Insurance Cover Review: 3 quotes were considered.

Resolved: To accept the insurance policy for a 3-year term offered by BHIB at an annual total premium of £1,261.56 commencing 01/06/2021

20/0521 Policies and Codes:

- a) Code of Conduct
- b) Complaints procedure
- c) Freedom of Information Publication Scheme and Retention of Documents schedule
- d) Data Protection and the use of Personal Data policy
- e) Privacy policy
- f) Equality policy

Resolved: The code, policies and procedures listed above for 2021/22 are approved. The Privacy Policy is subject to review at the next meeting with the recent addition of social media.

21/0521 Calendar of meetings 2021/22:

Resolved: The day, time, and place of meetings of the Parish Council were agreed as follows:

- a) Meetings to continue on the 3rd Thursday of each month (except August) starting at 7.00pm in the Risinghurst Community Centre, Kiln Lane OX3 8EY.

- b) The Finance and HR committee will meet on 7th June at 12.00pm in the Pavilion and arrange new meeting times.
- c) The Annual Parish (community) Meeting will usually be incorporated into a public session prior to the formal Council meeting unless there is an issue of special interest to provide a focus for a separate evening.

22/0521 Accessibility and e-mails: Residents should be able to contact their Councillors, information should be provided on the noticeboards and website to include the City and County Councillors.

Resolved: Councillor contact details will be published on the website and noticeboards, and e-mail addresses linked to the Parish Council website will be allocated to all Councillors for Council business.

23/0521 Planning applications: Representations to be made to Oxford City Council were considered:

- a) **25 Stanway Rd, Risinghurst OX3 8HU** application 21/01231/FUL for the erection of a part single, part two-storey rear extension.

Resolved: No objection

- b) **11 Netherwoods Rd, Risinghurst OX3 8HF** application 21/00973/FUL to enlarge the existing garage and front porch.

Resolved: No objection

24/0521 Planning applications validated since publication of the agenda: None.

25/0521 Parish Clerk: The actions report was circulated.

- This was a busy month with nominations for election and arranging for the declarations of office and pecuniary interests to be signed. Thank you to all Councillors for their help with these arrangements, and over the last 14 months in overcoming the difficulties of Zoom, to work in a covid-safe way and keep the Parish Council functioning.
- The pitch improvement grant work is almost complete, and a representative of the Oxfordshire Football Association will visit next week to finalise the submission. This has been a substantial burden of work on the football club.
- The Charities merger work has been delayed by annual leave. A draft constitution is expected next week.

26/0521 Grounds supervisor: The report was circulated and further details on the tree work will be requested to plan how it will be undertaken, and what flower bulbs will be required.

- a) **Garage Door:** This is an urgent item needing improvement following a temporary repair. 3 quotes were considered. A metal roller door will be lighter and easier to use, and the cheapest, most effective solution that is helpful to the Grounds Supervisor is preferred. Proposal by Cllr Fuller seconded by Cllr Naylor.

Resolved: To accept the quote of Total House Construction for £1,200.00 to remove the old garage door and replace it with an automated roller door.

27/0521 Purchase of trailer: A small trailer has been donated by Unicol. The Grounds Supervisor would like to assess the trailer and see if it meets the needs of the grounds work. The larger trailer is not currently required.

Resolved: The Chairman to write on behalf of the Parish Council to thank Unicol for their generous gift.

28/0521 Reports from Parish Council members:

Playing Field Working Group: Cllr Amin (Chair of the group) reported on the meeting on 17/05/21. Each member has a task to research, and a blank map of the site to visually plot out their ideas of how it should be developed in the future for the next meeting on 28/06/21. The next phase will be to invite community groups to give their ideas and wish lists, and a shortlist of options will be brought to the Parish Council in preparation for a public consultation. It was noted that discussions with the Thornhill Park developer/planning officer are proving difficult to achieve and Cllrs Munkonge and Philips will support the effort to arrange a meeting.

The Parish Clerk confirmed the current level of earmarked reserve from CIL contributions for infrastructure/playing field is £22,752.38.

29/0521 Reports from Ward Councillors: Cllr Adams congratulated Cllrs Munkonge, Smith and Philips on their re-election.

- a) **Oxford City Council:** Cllr Munkonge reported a Labour party majority and Susan Brown is the leader. **Coronavirus Restart Grant for Business** currently has a deadline of 30th May 21. Please contact Cllr Munkonge urgently if your business could benefit from this scheme.
- b) **Oxfordshire County Council:** Cllr Philips reported that the election was complicated by an incorrect declaration (in a Banbury ward) which is in the process of being rectified. A coalition between the Labour, Green and LibDem parties has been agreed with the Conservative party in opposition. Cllr Philips has been appointed to the cabinet as the member for corporate services.
- Roundway parking congestion** will be discussed with Highways in June to explore alternative solutions. This includes Green Rd and Forest Rd if residents have concerns, please contact Cllr Philips.
- Bayswater Farm development:** A meeting is planned with the consultants (SP Broadway), and Cllr Adams will attend to clarify the Highways position on refusing development across land (bridleway) that is not owned by the developer.
- Speeding concerns** have been raised in Kiln Lane and Richards Way, Risinghurst. Cllr Philips will explore a Low Traffic Neighbourhood and other options.

30/0521 S137 grant report: The grant report from Oxford Hub was noted.

31/0521 Pavilion furniture:

Resolved: Headington Youth Football Club has permission to renew the furniture in the Pavilion meeting room at their own expense, providing that foldaway tables are included suitable for cricket club social teas, and the old furniture is disposed of via a free website.

32/0521 Keep Britain Tidy/ OxClean litter-picking event:

Agreed: This event will take place on Saturday 5th June. Cllrs L. Taylor, Adams, Merritt, D. Taylor and Walton will volunteer and arrange the locations/times. Cllr Adams to collect the equipment from OxClean.

33/0521 Olive Jacks Memorial field anniversary: Cllr L. Taylor proposed to commemorate the gift to the Parish of the Olive Jacks field, 70 years ago. This could include a plaque or information board, article in the Parish newsletter and a tree-planting. A recent project into the background of the land and the family has been undertaken for the Oxfordshire Gardens Trust which could provide useful information.

Agreed: Cllr L. Taylor and the Parish Clerk will investigate the costs, historical information and provide options.

34/0521 Items for the next agenda:

- a) Use of pavements for café seating at the Roundway: To check the street trading licence for furniture to ensure pedestrians can use the pavement without obstruction, and report to the next meeting (Cllr Philpott).
- b) Sandhills grass verges: These have been left uncut and people cannot walk to the benches or noticeboard at the entrance to Sandhills because the weeds are too high. To enquire whether the 'No Mow May' initiative is being followed and when it will be cut, and report to the next meeting (Cllr Walton).
- c) Privacy policy

Date and time of next meeting: Thursday 17/06/2021 at 7.00pm at the Community Centre, Community Centre, Kiln Lane, Risinghurst OX3 8EY

The meeting closed at 8.42pm

Signed: Redacted

Date: 20/05/2021