

AYNHO PARISH COUNCIL

Minutes of the Council Meeting held on Monday 7th March 2011 at 7.30 pm in the Village Hall

Present Chair – Colin Macklin
 Councillors –McClellan, Parkes, Oakey, James (arrived 7.45pm) and Brook,

 In Attendance: Sadie Patamia (Clerk), Amby Hitchcox (RFO), and 2members of the public

1 Apologies for Absence

Apologies were accepted from Cllr Anderson, Cllr James (joined the meeting at 19.45).

2 Declarations of Interest

There were no declarations of interest

3 Minutes of the Council Meetings held on 7th February 2011

It was proposed by Cllr Parkes, seconded by Cllr McClellan, and agreed that the minutes of the Council Meeting held on 7th February 2011 should be approved and signed subject to the following alterations –

The numbering of each item was wrong. Minutes of the council Meetings.....should be item 3, matters arising should be item 4 and so on.

Cllr Bradford was no longer a Councillor and should not be listed as in attendance.

The date of the village meeting was in fact 18th April

Helen Howard works for N.C.C. not S.N.C. as stated

4 Matters arising not on the Agenda

The Clerk stated that she had been told by SNC that it would be NCC's responsibility and decision re. a directional 'church' sign and that she had contacted NCC but was waiting to hear back.

She stated that she did not yet have any quotes for insurance but would ensure these were available at the next meeting.

The Clerk stated that she had written to Helen Howard re. the Dragon's Teeth down Croughton Road. Helen Howard had replied enquiring the reason for their possible siting. The Clerk confirmed she had told Helen Howard it was to demark the edge of the road but that she had since then not heard back.

She confirmed that she had thanked all the respondents to the parking letter but that the parking committee was yet to be formally set up.

*Action – Clerk to ask who would like to be on committee
Action – Cllr Brook to draw up Term of Reference for group*

The Clerk stated that she had made enquiries re. the protection status of the village greens and that the previous Clerk had stated that he did not believe the greens were protected. It was agreed that the Clerk should follow this up with N.C.C. and that in the April meeting a resolution would be put forward to decided whether they should be protected and how this will be taken forward.

*Action – Clerk to speak to NCC to find out if village greens in Aynho are protected
Action – Resolution re. Village Greens to go onto April agenda*

She also confirmed that she had reported the satellite dish to SNC and that a case had been opened on it. Cllr Brook stated that the dish had in fact been removed.

9. Royal wedding party update – this item was taken out of order to allow Katie, James Perkins's PA to speak

Standing orders were suspended to allow Katie to speak

Katie stated that the proposed event would take place all day on Friday 29th April. There will be a marquee and big screens for people to watch the wedding on and the rest of the day would be a 'Best of British' style fete. The tickets were likely to be £10 for adults and £5 for children in advance.

It was commented on that people should be informed what they will get for their money. It was generally felt that it event was a great idea but that it was impossible to get a feel how well attended it would be.

It was suggested to Katie that she got in touch with the village newsletter and that James should put a personal note into it telling the village of his plans. It was also recommended that it went onto the website.

Invites were currently being printed and the Chair stated that APC would be happy to help these be distributed.

Standing orders were resumed

5. Finance, including insurance renewal

It was proposed by Cllr James and seconded by Cllr McClellan that the cheques listed on the attached financial report should be agreed and signed (AH/03/11).

The RFO also presented the attached report (AH/ASRA/0311) outlining the ASRA account. It was agreed that Kay Anderson should arrange to have the aerial runway repaired and the tennis court cleaned.

Action – Clerk to contact Kay to ask her to arrange to have the aerial runway repaired and the tennis court cleaned.

The RFO informed the meeting of the new reporting requirements related to review of effectiveness of internal audit procedures, the review having to be carried out within the current financial year, which is nearly over. She advised that the NCALC internal auditor felt there may be some issues related to this for the upcoming audit, but that he awaited clarification on exact requirements from relevant authorities. In the absence of clarity the RFO wanted the PC to be aware that there may be room for an audit comment on this matter, and that there was little to be done about it at this stage. It could be helpful however to identify the stages during the financial year at which audit/review-related items listed within the new requirements had been discussed and to append a note of that to these minutes. The PC requested the RFO to prepare such an Appendix (see attached document).

6. Risk

The RFO reported that the risk assessment ought to be reviewed at the next meeting. It was agreed that the Clerk would forward the amended responsibility area map and that councilors would send reports to the RFO for the April meeting.

*Action – Clerk to amend and forward responsibility area map
Action – Councilors to inspect areas and forward reports to RFO in time for April meeting*

The risk register will also be reviewed at the April meeting.

Action – Review of risk register on April agenda

7. Highways and Transport to include grass verges, village speed limit

Cllr Parkes stated that repair work had been carried out to the road surface in the entrance to The Bothy.

It was acknowledged that frustration had been expressed over a seeming lack of action and excessive debate on the situation regarding the verges and parking thereon. The Chair reported that he had spoken to the volunteer group about carrying out some maintenance and although APC are grateful for their help and input, as the group were unable to commit to replacing contractors on the whole programme of works so the very welcome contribution that the volunteer group could make to keeping the village in good order would have to be fitted into the contractor programme rather than the other way round. APC would welcome suggestions from the volunteer group of programmes where they feel they could make a contribution. Any resulting discussions would take place before the contractors had been briefed on a particular task.

The Clerk reported that she had looked into the assertion from a householder on the Glebe that when they purchased their house it came with planning permission to drop the kerb outside their property. She could not find any evidence of this in APC's file but would be looking into it on the SNC planning website. It was agreed the Clerk should communicate her findings to the residents.

Action – Clerk to investigate with SNC re. planning permission for dropped kerb in The Glebe

It was resolved that grass seed would be sown on the Roundtown verge and that Cllr Parkes would request this is done. The residents of Roundtown will be written to in order to thank them for not parking on the verge and to warn them that seed will be put down.

*Action – Cllr Parkes to engage somebody to reseed the verge on Roundtown with grass
Action – Clerk to write to residents thanking them for not parking on the verge and to warning them that seed will be put down*

It was also resolved that if Helen Howard responds positively re. the Dragon's Teeth on Croughton Road that Cllr Parkes will arrange to have these put in.

*Action – Clerk to chase up Helen Howard re. dragon's teeth
Action – If response positive, Cllr Parkes to arrange to have these put in*

Cllr Parkes asked if people thought it would be a good idea to consider requesting a 20mph speed limit in the village. It was generally felt that this was not a good idea. The Chair stated that this had been considered by the Rightracks scheme but it had been rejected. Cllr Parkes asked about a 50mph zone surrounding the village. This was also felt to be not a good idea. The Chair stated it was being trialled elsewhere in the county.

Cllr Brook commented that he would be curious to know at what speed people were travelling in the centre of the village rather than at either end. The Chair stated that the next time speed was monitored he would request this.

It was commented on that the speed vans had not been seen in the village for some time. It was agreed that the Clerk would write to John McQuaid to point this out.

Action – Clerk to write to John McQuaid and request more frequent speed checks

The Chair stated that it had been commented on that since the white lines were reinstated speed had increased. Cllr James said he did not think that was the case.

8. HS2 update

The Clerk confirmed she had registered for updates on the website.

10 Recreational Matters – to include Playground equipment and A.S.R.A.

Cllr Parkes stated that the playground equipment was very outdated as reported in the most recent RoSPA report.

It was agreed that in May when the new Council was convened somebody should take responsibility for playground equipment and look at a programme of improvement and fundraising.

11 Farming and Footpaths to include vacancy for Parish Footpath Warden and Biodiversity group

It was reported that after many years good service Gill Phillips had decided to stop being the Parish Footpath Warden. It was agreed that Gill should be written to and thanked for her work.

Action – Clerk to write to Gill Phillips to thank for her work

It was agreed that the vacancy would be put into the newsletter.

Action – Clerk to put vacancy for footpath warden in newsletter.

Cllr Oakey reported that the mechanical cutting of the hedge around the sportsfield was now a little tricky due to the track.

The Chair reported that Gill Phillips had set up a biodiversity group and had enquired about a grant from APC to encourage this. It was agreed that she should be sent a grant application leaflet.

Action – Grant application leaflet to be forwarded to Gill Phillips

12 Maintenance

Cllr Parkes stated that some of the trees that came out over Station Road looked rather overgrown. He stated that he would investigate this and report back.

13 Communications and upcoming election to include newsletter and logo design competition

The Clerk reported enquired whether APC felt that Parish Election polling cards ought to be used this year. It was decided that they were not necessary. The Clerk stated that she had nomination packs and that anyone who wished to stand for APC next year should contact her for one.

It was agreed that the front page of the next newsletter ought to be taken up with advertising the Annual Village Meeting

Action – Front page of newsletter to be Annual Village Meeting

It was agreed that a competition to design a new village logo would be considered after the new council had been convened.

The Chair stated that in the future he wished for the minutes to be distributed in a more timely fashion and that the approved versions should go to the Chairs of the various groups and societies within the village.

*Action - minutes to be distributed in a more timely fashion
Action - approved minutes to go to the Chairs of the various groups and societies within the village.*

14. Meetings and Conferences, including feedback from ‘Meet the Council Clinic’

It was reported that the meeting had been quite well attended.

Point raised that were still outstanding were as follows –

Tree outside number 30 The Glebe needs trimming – Clerk to contact Chirs Wyatt to cut

Action – Clerk to contact Chris Wyatt to trim tree.

Should we enter Village of Year 2012? – To be discussed at AVM

Bus pass status – NCC still in consultation

Glebe parking condition of layby – To be discussed by parking committee

Possible membership scheme for local residents on the ASRA tennis courts– Difficult as there is nobody to administer a club. It was suggested that a sign could be erected stating the courts were for the use of villagers only

Orchard on Charlton Road possible parking – It was agreed that Mrs Cartwright – Hignett should be approached with a general enquiry re. selling this land

Action – Clerk to write to Mrs Cartwright – Hignett re. land

Glebe path right of way issue and Glebe back path access road – It was agreed that clarification on what was meant by this would be sought from Cllr Anderson.

The Clerk stated that it was necessary to decide on the agenda for the Annual Village Meeting. It was decided that the major theme would be 'Aynho – Village of the Year 2012?' The idea of what we need to do to achieve this would then be discussed, focussing on the footpath warden vacancy, parking issues and what we can do to achieve being Village of the Year.

The Clerk reported that she was starting to get reports in from the various groups and that she would bring APC's report to the April meeting for approval.

The Clerk reported she had received an invite to meet Oxford County Council in Bicester in April and this would be forwarded.

She also reported on a workshop in London about being a low carbon community. This would also be forwarded.

15. Correspondence

The Clerk stated that she had received the following Clerks and Councils Direct, letter from CAB, letter informing APC that Jean Morgan would not be applying for a job in the new shared services administration, letter from planning re. decisions (passed to Cllr Brook) and a copy of the draft West Northamptonshire Core Strategy (passed to Chair and Cllr James)

16 Any Other Business (at the Discretion of the Chair)

Cllr Parkes stated that there was a large amount of older items on the website. It was agreed that this would be tidied up when the new Council is convened.

The Clerk reported that she had received an e mail from Graham Gibbs stating that as the Church Fete would be on the sportsfield this year would the Council consider suspending the no dogs zone for the day if the fete committee could guarantee they would ensure no dog mess remained at the end. It was agreed that dogs would be permitted for the duration of the fete on leads on the path up to the pavilion and in the immediate vicinity of the pavilion only.

17. Date of Next Meeting – Monday 4th April 2011

This was agreed.

The meeting ended at 10.10 pm