



Gosford and Water Eaton Parish Council

Meeting of the meeting held at West Kidlington School on Tuesday 7th June 2022 at 7pm

MINUTES OF THE MEETING

Meeting commenced 19.00

Councillors Present – Cllr Nigel Simpson, Cllr Clive Stayt, Cllr Neil Prestidge, Cllr Suzanne Wilson-Higgins (Vice Chair), Cllr Merlin Smith, Cllr Ian Middleton

Also in Attendance – Clerk to the Council (K East), 1 member of public
To receive apologies for absence (accepted apologies) –Cllr Carol Matheson

No Declarations of interest.

22/178 Declarations of interest: None

22/179 Public Participation

A member of public attended the meeting with an interest in potentially becoming a councillor.

22/180 To confirm the minutes of the previous council meeting held on 17th May 2022

It was **RESOLVED** to approve the minutes from 17th May 2022

22/181 Update on progress from the minutes held in on 17th May 2022 and Matters Arising

(22/181/01) Boundary merger - CDC has not recommended the merger between Kidlington and GWEPC. This may take place at a future date when the houses have been built but not at the moment. No further update.

(22/181.02) Leaflet delivery – some houses were not delivered to. Councillors will deliver to the extremities.

(22/181/03) The giveaway of free trees as part of the Queens canopy / jubilee was successful. Jubilee coins were also well received at the schools.

22/182 To receive reports from District and County Councillors

(22/182.01) Cllr Simpson

- Technology park at the airport has been officially opened. Discussing apprenticeship links with airport and Gosford Hill School.
- Meeting planned to discuss Sandy Lane with Network Rail.
- Stratfield Brake stadium – Oxford United have instructed a firm to start planning the stadium
- Glebe House in Kidlington– still empty – noted there are potentially a few options for this planned, nothing confirmed

(22/182.02) Cllr Middleton

- Various consultations regarding Highways going on but no clarity at the moment.
- Certificate of lawfulness at airport for the hanger has been issued.

22/183 Financial Matters



(21/183.01) It was **RESOLVED** to approve the payments as detailed in the clerk's report (also listed below). Payments are made via online bank transfer. *(with the exception of ICO which is an annual direct debit payment)*

Finance committee councillors receive copies of the invoices to review ahead of the meeting.

	£	
Bunkers Hill	138.37	jubilee plants - planters
Oxfordshire County Council Pension Fund	£ 61.76	pension - additional payment as underpayment made previously
	£	
Cox gardening and maintenance	150.00	jubilee planting
	£	
Discount displays	141.95	jubilee signs
	£	
Cyan	55.00	jubilee bench sign
	£	
Bunkers Hill	242.00	Trees - jubilee
	£	
Clerk Payroll	confidential	Payroll
	£	
RFO payroll	confidential	payroll
	£	
HMRC PAYE	178.52	PAYE HMRC
Oxfordshire County Council Pension Fund	£ 436.47	pension
	£	
Cherwell District Council	918.04	April SB management fee
	£	
Kirsty Buttle audit	150.00	internal audit fee to 31 March 2022
	£	
Cherwell District Council	918.04	May SB management fee
	£	
Information Commissioners Office (ICO)	40.00	annual membership - data protection fee renewal
Jane Olds - internal audit part prep payment	£ 75.00	part payment prep
	£	
Clerks and councils direct	12.00	annual membership - clerks and councils direct
	£	
Clerk expenses	60.35	May expenses - home office, printing, phone line
	£	
West Kidlington Friends	66.00	June 22 venue hire meeting

£Confidential relates to payroll figures – these figures are shared with councillors.

(21/183.02) Councillors received and acknowledged acceptance of the finance report.

(21/183.03) Councillors considered the figures and accounting statements in the Annual Return to 31st March 2022 (AGAR) and **RESOLVED** to approve these.

(21/183.04) Councillors considered the internal audit report for the Annual Return to 31st March 2022 (AGAR) and **RESOLVED** to approve this. It was noted that the RFO should use the correct version of the notice of public rights form as per the auditor comments.

(21/183.05) Councillors **RESOLVED** to agree that the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being



achieved throughout the financial year to a standard adequate met the needs of this authority as per page 3 of the AGAR.

Councillors agreed the following statements regarding their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements and confirmed, to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

The RFO will send the AGAR forms to the external auditors.

(21/183.06) Councillors **RESOLVED** to approve an additional person to be added to the mandate. Cllr Simpson will be added on. Cllr Stayt and Cllr Simpson will work together to do this. An additional cheque book has also been ordered. All options require two signatories for payments.

The clerk will also ask the RFO to look in to opening a Unity bank account which seems easier to use.



21/184 Planning Applications

(21/184.01) Pre-Planning Consultation CWL16155 - Proposed 5G Telecommunications Installation for H3G UK, Bicester Road. Proposed 15.0m Phase 8 monopole c/w wraparound cabinet at base and associated ancillary works. This 5G mast proposed is close to the housing opposite the Miller & Carter – Councillors **RESOLVED** to OBJECT to this. The proposed location is the wrong position, it would be better away from housing. It could be a possible obstruction for motorists.

The clerk will respond to the pre-planning consultation contact.

21/185 ROSPA Play Area inspections

(21/185.01) It was **RESOLVED** to place the order for ROSPA annual inspections.

21/186 Policy Review

Councillors reconsidered and **RESOLVED** to readopt the following documents:

- (a) Considered and re-adopted the Standing Orders
- b) Considered and re-adopted the Code of Conduct
- c) Considered and re-adopted the Councillor expenses policy
- d) Considered and re adopted the Internal Financial Controls policy
- e) Considered and re-adopted the parish Risk Assessment
- f) Reviewed the Fixed Asset register and made an update – removal of kill your speed signs (no longer in situ and not being replaced)

21/187 Parish Matters

(21/187.01) Councillors noted there is a rusty bus stop sign adjacent to the Bramley Close bus stop. The clerk will ask Prime Site Media (who manage the bus stops) to remove this. The clerk will also ask Prime Site Media if we can have a bee friendly roof on any of the bus stops as part of climate change policy.

(21/187.02) Councillors considered and **RESOLVED** to approve further benches in the parish which we have budgeted. It is proposed that a bench goes on the corner (same side as Edward Field) and also two further benches on the Gosford Link Road.

(21/187.03) Councillors received an update from the Recreation / play area committee on the

playground replacement

Recreation play committee will meet to discuss upgrading Bramley Close and replacing some equipment at Cromwell Way. No further update.

21/188 Reports

(21/188/01) (a) To receive reports from councillors:



Cllr Stayt – 7 members of the public attended the Annual Parish Meeting.

Cllr Stayt attending the Challenge Committee meeting – Stadium working group. The date is 13th June.

Cllr M Smith – name sign coming in to Gosford has plants growing over it. The clerk has asked Ady Podbury to cut this back.

Cllr Simpson - Police liaison meeting was at the end of May. Police are short staffed. Police are recruiting.

21/189 Items for information or next agenda only

(21/189.01) Plaque on bench at Water Eaton lane has been cleaned up and will be added back on to the bench. Cllr Stayt to arrange.

(21/189.02) 28th June – Committee meeting with Savills developer – 6pm – West Kidlington School. Councillors to attend.

(21/189.03) Parish Liaison meeting 8th June – Cllr Stayt and Cllr Simpson attending (Bodicote)

(21/189.04) Yellow lines to go on next agenda. Beagles Close, Water Eaton Lane to be leafleted and asked to come to the meeting to discuss their views. Final opportunity for discussion. The clerk will prepare and Cllr Stayt and Cllr Smith will deliver the leaflets.

(21/189.05) Cllr Smith advised re Ukraine – there is funding available to help specific projects through Rotary International Britain and Ireland for specific projects (Oxford Isis is the local group).

21/190 Date of the next council meeting – 5th July 2022 – West Kidlington School – 7pm

Meeting ends 9.10pm