

Wheatley Parish Council

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE COUNCIL HELD ON MONDAY 20th June 2016 IN THE MERRY BELLS COFFEE ROOM AT 7.30PM

PRESENT: Councillors: P Gregory (Chairman), P Hood, P Willmott, T Davies, A Davies, T Newman, G Stephens & S Coleridge

OFFICER: The Clerk: Gareth Morris

- 23. APOLOGIES FOR ABSENCE** had been received from Cllr J Carr
- 24. DECLARATIONS OF INTEREST** – Cllrs P Willmott and Cllr A Davies for item 6 on the Wheatley Playing Field trust
- 25. MINUTES OF THE PREVIOUS MEETING HELD 23rd May 2016** – these were signed as a correct and accurate record
- 26. UPDATE ON ITEMS FROM THE MEETING HELD ON 23rd May 2016**
Minute 6 – Bench in the memorial Gardens – with the help of Rev. Hawkes an application form for the bench had been set up on the Diocese's website and the clerk would be filling it in.
Minute 12 – Endeavour Academy – the clerk had not written yet. As requested the form distributed used for those that wished to apply for a grant
- 27. TO RECEIVE THE FINAL ACCOUNTS FOR THE FINANCIAL YEAR 2015-16** prior to their approval at the Extra-Ordinary Council Meeting of the Parish Council to be held on Wednesday 22nd June
The clerk took the committee through the various pieces of documentation. The Internal Auditor had paid his visit and had signed the Annual Return without any negative points and he had sent his report through which would go to the extra-ordinary Parish Council meeting on 22nd June.
It was emphasised that given the amount of planned expenditure in the remaining period of the current financial year the amount left for discretionary spend would be limited
- 28. TO RECEIVE AN UPDATE ON THE SITUATION REGARDING THE LEASE BETWEEN THE PARISH COUNCIL AND THE WHEATLEY PLAYING FIELD TRUST.**
Our solicitor had sent through a large amount of information which the working group would have to work through.

Cllr Willmott reported that the fire extinguishers had been replaced. A couple of skips would be necessary to clear rubbish in the pavilions and on the Sportsfield also the Fire Safety report highlighted as high priority the extension of the fire alarm system.

He asked if it would be possible to obtain a loan from the Parish Council set against the promised section 106 money for the cricket pitch and playing areas that the London Road development would generate. The clerk said he would consult the Internal Auditor. Cllr Newman said he would check with SODC about when the Section 106 monies would be forthcoming and suggested that Cllr Willmott prepared schedule of works that needed to be done

29. TO REPORT ON THE PROGRESS MADE IN THE INSTALLATION OF THE VEHICLE ACTIVATED SIGNS FOLLOWING THE COMMITTEE'S LETTER TO COUNTY COUNCILLOR HUDSPETH.

The clerk had met with the OCC Highways personal. They were happy with three locations, the two on Ladder Hill and the one on London Road by the Plough – the other one on London Road, near St Mary's Close was left until the new development had been finished. The highways department had sent maps from the utilities showing where their cables were. These would be sent to MDMessgemaker

30. TO REPORT ON THE PROGRESS ON DEALING WITH ROCK FALL FROM THE CLIFF IN CHURCH ROAD RECREATION GROUND

- i) To sign The General Terms and Conditions of Engagement of GWP consultants - **Agreed**
- ii) See enclosed paper from the Recreation Areas Working Group.- the paper was noted and mention of the trees to be made in the covering letter to GWP Consultants.

31. TO CONSIDER THE CONDITION OF THE TREES WITHIN THE VILLAGE AND WHAT ACTIONS ARE NECESSARY

The clerk was waiting for a quote from Arbor for the plane tree on Littleworth. Kavan Ring had now received permission from SODC to undertake work on the tree on the land at the junction of St Mary's Close and London Road
Cllr Willmott mentioned that the tree at the North West corner of the Sportsfield would be looked at

32. GRANTS, LICENCES AND SUBSCRIPTIONS

- i) St Mary's – Churchyard maintenance (£500 2015-16) – **AGREED** – but point out that it is for graveyard maintenance only
- ii) Campaign to Protect Rural England 2016/17 subscription - £36 – **AGREED**

33. TO RECEIVE A REPORT ON THE QUEENS 90TH BIRTHDAY CELEBRATIONS

- i) Report on the day – Cllr T Davies gave a report on what was an incredibly successful day.
- ii) Finance – the committee agreed that any surplus in the finances be given to a local charity
- iii) Response from Fairfax Gate – an e-mail had been received expressing disappointment with the Parish Council's decision not to give anything to their birthday celebrations.

34. TO CONSIDER THE REPORTS ON THE PARISH COUNCILLORS' WALKS AROUND THE VILLAGE

There was general concern about overgrowing hedges from private residences. The Chairman expressed an opinion that this whole issue needed to be addressed by the full council and residents told that this is where a larger part of their council tax would be spent.

35. TO RECEIVE AN UPDATE ON THE SITUATION OF THE MAPLE TREE CHILDREN'S CENTRE – Nothing to report

36. CLERK UPDATE

- i) TVP Day of Action – Saturday 23rd July 2016 – nothing to report
- ii) Request for SODC Grant towards 5 noticeboards and two seats. The application was now ready to be sent off.

37. TO CONSIDER THE GENERAL TIDINESS OF THE VILLAGE

Cllr Davies had approached the two garden centres to ask them to put displays at the entrances to the village and they had agreed to do this.

38. TO CONSIDER TRAINING COURSES OFFERED BY OALC

- i) Roles and Responsibilities - the same course will be run on two separate dates Saturday 10th September and Wednesday 5th October so that councillors that work can come.- Councillors to be circulated - **NOTED**
- ii) Chairmanship skills - 13th July Cllr A Davies to attend

39. FINANCIAL MANAGEMENT

- a) A completed copy of reconciled bank statement was signed by the Chairman & RFO

b) Balances

After the cheques below have been paid the balances on the council's accounts as at 20th June 2016 will be as follows:

Community	£2,996.28
Tracker	£113187.52
Treasury	£60,962.08

40. SCHEDULE OF PAYMENTS AUTHORISED

Cheque no.	Payee	Payment details	Amount
	Cheques paid		
106501,106504-8	GM/SW/JF/OCC/AR/HMR&C	Mayl sals/wages/pen/PAYE/NIC	4,341.46
106502	Arbor	Tree work	150.00
106503	First Aid Matters	Queen's 90 th birthday party	150.00
106509	T Davies (Awesome M'dise)	Mugs Queen's Party	650.00
106510	Universal Access	Fencing Church Road Rec	353.50
d/d	Bank Charges	13.4.16 – 12.05.16	31.44
d/d	Siemens Finance services	Photocopier lease	486.33
		Total	£6,162.73

	Cheques to Pay		
106511	Green Scythe Ltd	Cuts to recs 13/4 & 27/04	475.68
106512	Wheatley Scouts	NP leaflet delivery	150.00
106513	Lyreco	Copier paper/ post trays	45.35
106514	Mainstream Digital Ltd	Telephone calls 03/05-31/05	2.50
106515	Parchments of Oxford	June/July Newsletter	1,871.30
106516	Annette Richards	June/July Newsletter	680.00
106517	Arrow Accounting	2015-2016 Internal Audit	424.60
106518	Local Toilet Hire	Toilets HMQ party	234.00
105619	C Sprent Wheatley Society	HMQ90 Quiz prizes	26.88
106520	Wheatley Scouts	Delivery HMQ 90 leaflets	126.90
106521	Grzegorz Zasuwa	Office window leaning	5.00
106522	Berinsfield Community Business	Verge cutting May 2016	608.33
106523	Green Scythe Ltd	Recs cutting x 2 May	475.68
106524	Paul Edson Print Management	Printing etc for HMQ 90th	819.64
106525	K Betts	Cake for HMQ 90th	257.99
106526	Oxford Marquees Ltd	Marquee cost for HMQ party	1,360.80
106529	T Davies (Awesome M'dise)	Mugs HMW 90th	400.00
	GM/SW/JF/OCC/AR/HMR&C	June sals/wages/pen/PAYE/NIC	4,303.43
		Total	£9,574.54

INCOME RECEIVED SINCE LAST MEETING

Income details	Amount
Newsletter Advertising	1,225.00
WPFT May repayments of loan	500.00
Donations to Queens Birthday	710.00
Treasury deposit interest	37.67
OCC verges payment	295.38
Total	£2,768.05

41. PUBLICATIONS & CORRESPONDENCE RECEIVED & NOTED

- i) The Haseleys May 2016*
- ii) Little Milton Newsletter – May 2016*
- iii) Great Milton Bulletin –April 2016*
- iv) URC Newsletter – June 2016*
- v) Tiddington with Albury and Milton Common –June/July 2016*
- vi) The Haseleys – June 2016*
- vii) Open Space Society Summer 2016 + AGM 7th July 2016
- viii) Thank-you for grant aid from Village Archives.
- ix) Oxfordshire Playing Fields Association Newsletter Spring 2016
- x) Letter from Great Milton Parish Council re the possibility of an ASDA shuttle bus service in the surrounding villages. The committee felt that the fact Heyfordian were keeping the 104 running the Parish Council would not wish to do anything that might jeopardise that

* On display in Parish Office

42. DATE OF NEXT MEETING – 18th July 2016 - NOTED

43. ITEMS FOR INFORMATION

- Cllr Willmott reported that he had a meeting on the Littleworth Field with David Locke (ODST), David Bender-Samuels (Chair of Governors) and Karen McKenzie (Headteacher). The school had since cut the west end of the field. They the school also wanted to set up a group to look at the field with parish Council Representation

44. RESOLUTION TO EXCLUDE THE PUBLIC

Cllr Willmott proposed and Cllr Newman seconded *that under Section 100A(4) of the Local Government Act 1972, the public be excluded on the grounds that it involves the likely disclosure of exempt information as defined in paragraph X of Part 1 of Schedule 12A to the Act, namely private contractual and employment matters*

This was **AGREED** unanimously

45. SALARY AND WAGE REVIEW FOR PARISH COUNCIL STAFF FOLLOWING THE AGREED PAY AWARD FOR 2016-2017 AND 2017-2018

The National Joint Council for Local Government Services (NJC) which represents both the employers and Trades Unions in local government has reached and agreement on new pay scales for 2016-2017 and 2017-18

It was **AGREED** that::

- The clerk's salary be raised by the amount agreed in the 2016-2018 National Salary Award
- The Assistant Clerk's salary be raised to Spinal Column point 17 in the 2016-2018 National Salary
- The outdoor workers' wages be raised to the new 'living wage' level.