

Wardington Parish Council

Minutes of the Annual Meeting of the Parish Council held on Tuesday 13th May 2025 at 7:30pm in the Lady Wardington Room at Wardington Village Hall

Present: Cllr R Jarrett (Chairman), Cllr M Patterson, Cllr G Page, Cllr R Reid, Cllr M Chivers.

In attendance: Clerk, 0 members of the public.

1.Election of Chairman – It was proposed and agreed to elect Cllr Bob Jarrett as the Chairman. Cllr Jarrett completed his Declaration of Acceptance of Office.

2.Apologies for absence – Apologies received – Cllr Nigel Bankes, Cllr Julie Burnett. Apologies accepted – None. District and County Cllr Brant also sent his apologies.

3.Election of Vice-Chairman – It was proposed and agreed to elect Cllr Julie Burnett as Vice-Chair.

4.Members' declarations of interest for items on the agenda – None.

5.Public participation session – None.

6.To approve the minutes of the Parish Council (PC) meeting held on 18th March 2025 – The minutes were proposed, agreed, and duly signed.

7.Outstanding matters/actions from previous meetings

7.1 Update re flooding on Thorpe Road and water running down the A361 – Oxfordshire County Council (OCC) have now laid bigger pipes in the field on Thorpe Road but there already appear to be cracks in the new surface. **Cllr Mark Chivers to report this on fixmystreet.**

7.2 Update re Parish Council communication with parishioners – It was noted that the PC is now communicating more with parishioners and it was suggested that when the PC is putting out these communications it should ensure that it is clear who the communication is from and in some cases it may be better to make a more personal approach.

7.3 HS2 update – No update.

7.4 Update re details received from Oxfordshire County Council (OCC) re their streetlighting policy – The policy has been received and there is a lot to consider in the way of dark skies, safety, cost effectiveness etc. As OCC are the only people who can make a decision about whether additional streetlighting is required it was agreed that the parishioners' who raised the idea of having more streetlighting should be given the link to the StreetSafe system (<https://www.police.uk/pu/notices/streetsafe/street-safe/>) which is part of the OCC Policy where parishioners can report safety concerns including poorly lit areas. **Clerk to put the details on the website and Facebook to make parishioners aware of the system generally.**

8.Play Area

8.1 Update re play equipment safety inspections – The monthly inspection has been completed with no issues raised.

8.2 Update re repairs instructed – Unfortunately the contractor who was instructed to complete the work on the play area appears no longer able to complete the work. It was agreed that the **Clerk should confirm with the contractor that the PC no longer wishes for them to do the work and obtain a quote from another contractor.** The Ash Tree in the planter has been cut back but it will keep growing and the planter is not in a good position. It was agreed that the best option is to remove the planter and its contents. **Cllr Malcolm**

Patterson to arrange the removal of the planter. It was agreed that three signs advising that dogs aren't allowed in the play area should be purchased. **Clerk to order signs.**

- 8.3 Trustee Meeting 20th May 2025 – The lease for the play area will expire this year. The trustees have a meeting on 20th May so would like a representative from the PC to attend the meeting. **Cllr Malcolm Patterson will attend as the Parish Council representative.**

9.To note concerns raised about the condition of the War Memorial and to consider whether quotes for refurbishment should be sought – It was agreed that the **Clerk should obtain quotes for all work required to refurbish the War Memorial and bring to the next suitable meeting.**

10.Planning applications received

25/00820/F – 1 The Greensward, Wardington. Single storey side and rear extension (re-submission of 23/01287/F). **No objection.** (Response made using delegated powers).

11.Planning decisions received

25/00083/CLUE - Units 1 and 2 Coton Lodge Wardington. Certificate of Lawfulness of Existing Use for Use of the buildings and surrounding land for Class E (g)(iii) light industrial. **Approved.**

12.Annual Governance and Accountability Return 2024-25

- 12.1 To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year – The Internal Auditor's Report was received. It was proposed and agreed to appoint Nick Chadwick as the Internal Auditor for the 25-26 financial year.
- 12.2 To complete and approve the Annual Governance Statement for the 24/25 audit – It was proposed and agreed to tick 'yes' to all statements except statement 9 which is 'not applicable' and for the Chairman and Clerk to sign the document.
- 12.3 To approve the Accounting Statements for the 24/25 audit – It was proposed and agreed to approve the Accounting Statements and for the Chairman to sign the document.
- 12.4 To approve completion and signing of the AGAR Certificate of Exemption for 24/25 – It was proposed and agreed to complete and sign the Certificate of Exemption.
- 12.5 To agree the dates for the notice of public rights – proposed dates are Tuesday 3rd June to Monday 14th July 2025 – Proposed and agreed.

13.Finance

- 13.1 To note the bank balances and cashbook balances as at 08.05.2025 – Noted.

Bank balances

PC Current	£460.04
PC Savings	£30,545.56
Total	£31,005.60

	WPC Main	Williamscott	Total
Cashbook balances as at 08.05.25	£22,973.36	£8,032.24	£31,005.60

- 13.2 To note and approve payment of the following invoices already paid using delegated powers: Proposed and agreed.

31.03.25	Unity Bank	Service charge	£6.00
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08.05.25	CDC	6 monthly dog bin emptying	£432.43
08.05.25	Wardington Memorial Hall	Room hire May to Nov 25	£106.56
08.05.25	Kirsty Buttle	Salary Apr and software reimburse	£398.71
08.05.25	HMRC	Tax Apr	£107.63
08.05.25	Parish Magazine Printing	Warbler May edition	£420.75
30.04.25	NEST	Pension April	£18.49
30.04.25	Unity Bank	Account fee	£6.00

13.3 To note the following receipts: Noted.

31.03.25	Unity Bank	Interest	£160.68
09.04.25	CDC	Precept	£6,617.00
24.04.25	HMRC	VAT Refund	£1,100.88

13.4 To approve payment of the following invoices: Proposed and agreed to pay all invoices EXCEPT the Parish Magazine Printing invoice as this should not have been charged to the PC.

N R Prickett	Grass cutting 9th and 30th April	£902.40
Parish Magazine Printing	Additional printing for May	£220.50
Kirsty Buttle	Salary May 25	£385.25
HMRC	Tax and NI May 25	£107.83
NEST	Pension May	£18.49

13.5 To note changes to audit requirements requiring the PC to use e-mail addresses with a domain owned by the Parish Council and consider what the PC needs to do to comply with this requirement – Discussions were held around the new requirements. A quote has been received for 20 .gov.uk mailboxes. It was agreed that further quotes should be obtained, including a quote for a .gov.uk website which includes e-mail accounts as it is believed this may not be much more expensive than the mailboxes alone. **Clerk to obtain quotes for mailboxes and a website.**

13.6 To receive quotes for annual parish insurance and agreed which insurer to instruct. Quotes received are:

Clear Council (current insurer) - £719.72 (last year's price was £563.82)

Zurich Municipal - £599 (if including War Memorial)

Zurich Municipal - £536 (if not including War Memorial)

It was proposed and agreed to accept the policy offered by Zurich Municipal which includes the cover for the War Memorial at a cost of £599. **Clerk to instruct Zurich.**

14.To re-adopt the following policies/documents with no changes made: It was proposed and agreed to adopt all policies listed.

14.1 Publication Scheme

14.2 Scheme of Delegation

14.3 Code of Conduct

14.4 Financial Control and Internal Audit Procedure

14.5 Complaints Procedure

14.6 Risk Assessment

14.7 Biodiversity Policy

14.8 General and Sexual Harassment Policy

15.To approve the following updated policies: It was proposed and agreed to adopt both policies with the proposed changes.

15.1 Financial Regulations

15.2 Standing Orders

16.Information exchange – It was noted that there are some places in the village where cars are parking on corners which is dangerous and reduces visibility. It would be helpful if drivers could try to avoid parking on corners where possible.

It was confirmed that a letter of thanks has been sent to the previous County Councillor, George Reynolds, to thank him for his work as the councillor for Wardington for many years.

Meeting closed @ 9:09pm

Date of next meeting – 29th July 2025

Signed..... Date.....