



MINUTES
of the
SUNNINGWELL PARISH COUNCIL MEETING
held on
Thursday 28 April 2022
In Sunningwell Village Hall

Present:

Councillors

Colin Weyer (Chairman), Mike Wykes, Paul Wooldridge, Paul Darby, and James Greenman.

In attendance:

Two parishioners
Brian Rixon – Clerk and Responsible Financial Officer

34/22 Questions and comments from visiting councillors and members of the public

Bayworth Residents' Association updated the council on the plans for the Queen's Jubilee Celebrations and these were met with approval by the council. BRA was pleased to accept the council's offer to send out event information via the council's email mailing list, and the use of the council's gazebos at the event.

County Councillor Bob Johnston sent his apologies for the meeting and enclosed a report saying there are now strong moves to revive the Wootton to Abingdon cycle track which even though it was then shovel ready, was cancelled in 2005. The matter has now been discussed at several meetings both formally as at the Abingdon Locality meeting of County Councillors and numerous informal meetings. Wootton PC is very much in favour of the revised project. A bid for £30,000 has been put into the County contingency budget (where £6 million pounds has been reserved for this type of bid), for a feasibility study. This, if brought to fruition, would enable school pupils in the area to cycle safely to the Abingdon secondary schools, which they cannot do at present.

35/22 Apologies for absence

Apology: County Councillor Bob Johnston and District Councillors Emily Smith and Debby Hallett.
Absent: Parish Councillor Oliver Isaacs.

36/22 Declarations of members' interests in respect of any item.

None.

37/22 To approve the Minutes of the Parish Council held on 24 March 2022.

The minutes were approved and signed.

38/22 Planning applications

The following three planning applications were considered, and the council concluded it had no objections to any of the plans

V0573/HH 25 Sunningwell - Extensions

V0814FUL Woodlands - Variation of Condition

V0522/HH Church Farm Cottage – Wooden Garage

39/22 Annual Parish Meeting

The council has not yet been able to arrange a presentation at the Annual Parish Meeting by the County team working on the Lodge Hill A34 interchange. If no presentation is possible then the County will be asked if A3 plans could be made available to be displayed at the meeting.

Action Cllr Colin Weyer

40/22 Contractors

The Council discussed and approved the following list of contractors to be used in the current financial year:
Mark McCracken – mowing Bayworth Triangle and maintaining various grassed areas.
Mark White – mowing the village green.
Geoff Taylor – installation of signage, defibrillators and maintain the telephone kiosk.
David Palmer – maintenance of the village hall car park and the pond.

41/22 Insurance

The 5-year long term arrangement with Zurich Insurance ends in May and, after considering brokers’ opinions on alternatives, the council decided that a new 5-year policy offered by Zurich would be accepted.

42/22 Risk Assessment

The council undertook a full review of risks within the parish and updated the Risk Assessment Schedule for the current year.

43/22 Internal Auditor’s report. Annual Governance and Accountability Return 2021/22

The **Internal Auditor’s report** for the year ending 31st March 2022 was distributed to all councillors, discussed, and formally accepted. The Chairman wrote to Jane Olds thanking her and saying that her report was very reassuring.

The **Annual Governance and Accountability Return 2021/22 (AGAR)** was discussed in detail and the councillors answered the eight questions on page 4 to confirm they operate a sound system of internal control. The Annual Governance Statement was then signed by the Chairman and the Clerk. The Accounting Statement on page 5 was signed by the clerk before being presented to the authority. The councillors then confirmed the accounting statement before the Chairman signed the page.

The AGAR and Internal Auditor’s report will be sent to the External Auditor together with papers showing the basis of the accounts, the bank reconciliation and explanations of the significant variances between this year’s accounts and those for 2020/21.

44/22 Clerk’s annual salary increment

The clerk’s contract of employment states that the salary level will progress through the NJC scale by annual increment. It was discussed and then agreed that from April 1st the salary will be paid at the scale SCP22, which will mean a monthly increase of £24.08 before tax.

45/22 Financial report

The monthly financial report was distributed and discussed. It showed receipts in the month included a vat reclaim of £12,701.92 covering the last financial year, and receipt of the first half year precept of £12,500.

The bank balances and the summary of reserves were also listed.

The following payments were made

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| Clerk | Salary, Office Expenditure. | 678.30 |
| HMRC | PAYE | 128.80 |
| Sage Payroll | Monthly subscription | 8.40 |
| Jane Olds Internal Auditor | Annual internal audit | 210.00 |
| Keepnet Limited | Hosting web & email. 2 year renewal of .gov.uk domain | 622.80 |
| Community Heartbeat Trust | Electrodes | 63.60 |
| MRH Services | Playground repairs following RoSPA report | 547.54 |
| Geoff Taylor | Installing radar signs and defibrillator | 415.00 |
| Friends of Boars Hill | Planning issues – green belt and traffic concerns | 2,500.00 |
| Storm Fireworks | Deposits for 5 June and 5 November displays | 750.00 |
| Geoff Taylor | Disabled parking bays at village hall | 350.00 |

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| 46/22 | <p>S106 Funding Application towards parish improvements</p> <p>The Vale of White Horse District Council has confirmed a contribution of £19,389.70 secured under S106 and received from the developer of land north of Dunmore Road and Twelve Acre Drive, Abingdon (previously in Sunningwell Parish) to improve community facilities and carry out environmental enhancements. These measures include four radar speed signs in Boars Hill, notice boards in each of the four parish communities, a defibrillator in Bayworth and the de-silting of Sunningwell pond.</p> <p>These will all be done under S106 reference 17V61 and planning Reference P17/V0050/0</p> <p>The Chairman and Clerk signed the acceptance form, confirming the contribution will only be used exclusively on the defined projects. The form will be sent to the Vale. Action: Clerk</p> |
| 47/22 | <p>Queen's Jubilee Celebrations</p> <p>The council has arranged the Jubilee Celebration firework display for Sunday 5th June at 9 p.m. to co-ordinate with a proposed evening event organised by the Bayworth Residents' Association.</p> <p>Further to minute 18/22 of the March Parish Council meeting, Bayworth Residents' Association have presented full information on their event on Sunday 5th February and the Parish Council confirmed the grant of £1,835 towards that event.</p> |
| 48/22 | <p>Village Green Policies and Procedures</p> <p>Discussions at recent council meetings clarified the council's policy about benches on the village green. At the April meeting it was agreed that Cllr Paul Wooldridge would draft an update to the Council's Village Green Policies and Procedures document and circulate it to the councillors for amendment and approval. The document will clarify the policy on cycling, benches, and the flying of kites and drones. It would also be expanded to include Bayworth Triangle.</p> <p style="text-align: right;">Action Cllr Paul Wooldridge</p> |
| 49/22 | <p>Bayworth Triangle benches</p> <p>The March minute 26/22 referred to Cllr Paul Darby seeking community grants for wartime commemorative benches to be installed on Bayworth Triangle. At the April meeting further information was provided and the Council approved a proposal to finance any shortfall in grants received up a maximum total of £700.</p> <p style="text-align: right;">Action Cllr Paul Darby</p> |
| 50/22 | <p>Village Hall car park signs</p> <p>It was unanimously agreed that Cllr Colin Weyer would continue researching the issues relating to parking on the village hall car park. This would lead to the correct wording for a sign to be displayed showing the rules governing parking.</p> <p style="text-align: right;">Action Cllr Colin Weyer</p> <p>The clerk was asked to minute that the marking and signage for the disabled parking bays has been completed.</p> |
| 51/22 | <p style="text-align: center;">The next Parish Council Meetings will be on Thursday 26 May 2022 in Sunningwell Village Hall</p> <p style="text-align: center;"><i>The Chairman closed the April meeting at 9:20 p.m.</i></p> |