

Sunningwell Parish Council

Minutes of the Annual Parish Meeting held on
Thursday 30th April 2026 at 7.30pm
IN SUNNINGWELL VILLAGE HALL

Present:

Councillors

Karen Laister, Mike Osborne, Debbie Neal, Judy Aspinall, James Salter-Carn

In attendance:

Katie Bennett - Clerk and Responsible Financial Officer

52/26 Questions and comments from visiting councillors and members of the public

Cllr James Salter-Carn requested that a note be added to the newsletter, website and notice boards asking for volunteers to help with ground maintenance at the cricket club. He will send a flyer to Clerk.

53/26 Apologies for absence received

District Cllr Diana Lugova and Ben Potter, County Cllr Emily Smith and Cllr Ramsundhar Baskaravelu

54/26 Declarations of members' interests in respect of any item.

Cllr James Salter-Carn declared an interest in Sunningwell Cricket Club.

55/26 Minutes of the March council meeting.

It was unanimously RESOLVED that the minutes from the March Council meeting be accepted as a true record and signed by Cllr Karen Laister (Chair).

56/26 Planning Applications

None to review.

57/26 Clerk's Report for April

The Clerk's report, listing each of the month's receipts and payments, to be approved at the meeting.
April

RECEIPTS		
Interest		30.22
Precept 1 st Payment		19500
CIL		2135.57
PAYMENTS		
Mark McCracken	Grass cutting	225.00
Cllr Judy Aspinall	Expense	39.60
Sheild Maintenance	Dog Bins	57.20
Clerks Salary		816.65
Mailerlite	Emailing Software	14.97
EE	Phone	22.36
Nest	Pension	82.02
Parish Accounts	Accounting Software	9.99
BANK BALANCE		72010.57

The Clerk requested, and received, Council approval to make the following payments:

The following invoices were approved for payment:



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- Keepnet – £89.40
 - Keepnet (GOV Domains) – £250.00
 - Zurich – £1,032.87
 - Mike Herring – £92.50
 - Mark McCracken – £255.00
 - Vineyard Accountants – payroll for the year – £202.68

It was agreed to order two new bins for Bayworth at a cost of £144.38 including VAT.

It was agreed to order a new battery for the Bayworth defibrillator, as the current battery is at end of life, at a cost of up to £200. The Clerk will check whether this needs to be purchased directly from Heartbeat.

It was noted that the Council's public liability insurance covers the pond.

Council agreed for the June or July meeting to be held at Bayworth Chapel, subject to availability.

Cllr Geoff Cross will undertake a further inspection of the wooden bench on Bayworth Triangle to determine whether it may present a hazard. There was four votes to leave the bench, and two to potentially move if it presents as a hazard.

The Clerk is to ask a contractor about cutting back the brambles on Bayworth Triangle, as it was reported that they are encroaching on the notice boards.

The Clerk is to speak to the contractor regarding the works previously agreed for Sunningwell Village car park.

Cllr Geoff Cross is going to approach a parishioner regarding the vacant Parish Footpath Warden volunteer role.

Cllr James Salter-Carn and the Clerk met to complete the internal controls checklist and reported that there were no issues arising.

Action: Clerk and Cllr Geoff Cross

58/26	Policies
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The Council agreed to adopt the following policies:

- SPC Staff and Councillor Privacy Notice
- Subject Access Request Policy
- Data Protection and Retention Policy

The policies will be added to the website.

Action: Clerk

59/26	Finance Working Group and AGAR
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The Finance Working Group met on the 24th April to finalise the end of year accounts and check through receipts and payments.

The Council notes that there is a balance of £6963 remaining and agreed to add some of these funds to IT reserves. The end of year accounts for 2025/26 have been approved by the Council.

Section 1 and 2 of the AGAR have been signed and approved by the Council.

Action: Clerk, Cllr Debbie Neal

60/26	Playground
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The Council appointed a contractor for the playground tender, subject to satisfactory references being received. Provided the references are acceptable, the Council agreed to proceed with the appointment.



The Council also agreed to use the existing playground maintenance contractor to oversee the build and carry out regular site inspections throughout the project.

Members agreed to proceed with the Community Action Fund grant application. The Clerk will complete and submit the application in advance of the deadline on 20 May.

Action: Clerk, Cllr Judy Aspinall, Cllr James Salter-Carn

61/26	Neighbourhood Plan
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The Parish Council approved the appointment of new members to the Steering Group: Liz Delacave, Bruno Delacave, and Duncan Graham.

The Council agreed to publish the draft Neighbourhood Plan, including the proposed Policies, on the Parish Council website, together with a short introductory document, and a comments section to allow parishioners to provide feedback.

The Council agreed to submit the draft Neighbourhood Plan to the Vale of White Horse District Council for Strategic Environmental Assessment (SEA) screening which The Council hopes to receive within approximately seven weeks.

Action: Cllr Mike Osborne

62/26	APM
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The Council discussed arrangements for advertising the Annual Parish Council Meeting (APCM). Cllr James Salter Carn agreed to produce a poster, which will be displayed on parish noticeboards and published on the Parish Council website.

Members discussed ways to promote the APCM more widely throughout the parish, including advertising on the Village Hall and Bayworth Chapel noticeboards, as well as through various social media platforms.

The Clerk will follow up with the various organisations within the parish and circulate a list of those who have not yet responded.

Action: Clerk, Cllr Karen Lasiter and Cllr James Salter-Carn

63/26	IT Solutions
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The Council discussed the potential benefits of introducing a new IT system that would provide shared drives and improve file sharing and collaboration between members and staff.

Three different companies were presented for consideration. Ram had intended to circulate his thoughts on the proposals; however, these had not yet been received at the time of the meeting.

The Council agreed that there was a clear need for an updated IT system and resolved to appoint CloudyIT. The agreed first year costs of £2,839.80 included set-up costs, annual software licences and a new laptop for the clerk. In subsequent years the costs will be £1,425.80

Action: Clerk

64/26	HR Working Group
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Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 64/26 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.



The next Parish Council Meeting will be on **Thursday 28th May 2026**
Please join us from 6:45pm for cheese and wine before the Annual Parish Meeting at 7.15pm.
Sunningwell Parish Council meeting to start at 20:45.
The February council meeting closed at 9.13 p.m.

