

MINUTES

Cuddesdon and Denton Parish Council
PARISH COUNCIL MEETING
Tuesday 3rd June 2025 at 7.30pm, Village Hall, Cuddesdon
Minutes

Councillors Present: Chris Luke (Chair), Stuart Flockton (SF), Arthur Smith-Fitchett (ASF), Philip Spinks (PS), Louisa Vincent (LV), Evie Bennett (EB), Dee Murray (DM)

In attendance: Allison Leigh, Locum Clerk, Tim Bearder County Councillor, Sam James-Lowrie District Councillor, four members of the public

25/1. Locum Clerk: The Council resolved to employ Allison Leigh as Locum Clerk for the months of June and July at SCP 20 for five hours/week with a view to continue, if needed. The Council resolved to purchase Microsoft 365. The Council considered a purchase card, but a decision was not made.

25/2. Apologies: None

25/3. Declarations of Interest/Dispensations: None

25/4. Public Forum: Members of the public noted that the grass verges have not been cut. The Locum Clerk will speak to the contractor. There is a footpath which is full of stinging nettles. The Chair will speak to the landowner.

It was also noted that the footbridges are overgrown with brambles and nettles.

25/5. Minutes from the meeting of the 6th May 2025: The Council agreed minutes of the meeting from the 6th May 2025 which were signed as a true record.

25/6: Matters arising:

- Blocked drains – The County Councillor will check on this and send a drain schedule to the Council.
- The Council noted the noticeboard is due to be repaired at the end of the summer. The Council is happy to have this repaired up to £400.
- Scalpings – The Chair will try to arrange for these to be put into potholes in Church Road.

25/7: District Councillor Report: The District Councillor reported the following:

- There has been a cabinet re-shuffle.
- He talked about proposals for local government reorganisation and that there are pros and cons for all arrangements.

25/8: County Councillor Report: The County Councillor reported the following:

- He touched on the proposals for local government reorganisation.
- He noted the fete was lovely.
- He thanked residents for their votes.
- Discussions were had as to the extension of the bus service and additional days. The County Councillor will report once finalised.

The County and District Councillors left at this point in the meeting.

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25/9: Staff:

- **Clerk vacancy:** LV noted that there had been had a few expressions of interest and that there is a process for interviews which she will circulate.
- **Responsible Financial Officer arrangements:** The Council resolved to keep Dee Corney to administer payments for 1 hr/week at SCP19 with the HMRC home working allowance of £26/month. The Council will keep this arrangement to be in place until the Unity Bank administration is transferred – hopefully within 5 days.
- **To consider the website updating arrangements:** The Council resolved for the Locum Clerk to have access to the website. The Chair will contact the website administrator.

25/11: **Committee:** This agenda item was moved to this point in the meeting.

- **Orchard Committee:** Members working on the Orchard project believe there is a Terms of Reference, but the Council/Locum Clerk are not aware of one. The Locum Clerk will look to see what she can find.

25/12: Meetings: This agenda item was moved to this point in the meeting. The Council resolved to hold meetings the 1st Tuesday of the month in the Village Hall at 7:30pm other than August. They resolved to hold the July 2025 meeting on the 8th July.

25/13: Insurance cover: The Council resolved to continue with Hiscox for the 2025/2026 financial year.

25/10: Policies: The Council resolved to update all of the following policies. The Locum Clerk will circulate drafts over the next several meetings:

- Standing Orders
- Financial Regulations
- Risk Assessment
- Fireworks Risk Assessment
- Code of Conduct
- Co-option Procedure
- Freedom of Information Publication Scheme
- Media Policy
- Planning Application Guidelines
- Privacy Policy
- Website Access Checklist
- Website Access Statement
- Internal controls Policy

25/14: Finance:

a) Payments authorised:

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>Power to spend</u>
Nicko King	Storage containers	3114.00	
Nicko King	Ladder	499.00`	
Ronald Stern	Frame	62.55	
Staff costs	Staff costs for preparation of the internal audit	144.00	LGA 1972 s112
Staff costs	Staff costs	412.00	LGA 1972 s112

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Staff	Home working allowance and mileage	38.60	LGA 1972 s111
Eugenia Skelly	Internal Audit for 2024/2025	175.00	The Accounts and Audit Regulations 2015 s5
Oxfordshire Association of Local Councils (OALC)	Membership	216.00	LGA 1972 s111
Richard Palmer	Concrete blocks for the Orchard	50.40	

b) Receipts

<u>From</u>	<u>Item</u>	<u>Amount</u>
SODC	First half of the precept	£4400.00

c) **Bank Reconciliation:** The Council agreed the bank reconciliation from 31/5/25.

Opening balance	12659.75
Receipts	9043.07
Payments	6129.38
Reconciliation at 31st May 2025	<u>15573.44</u>

d) **Regular payments:** The Council confirmed the following regular payments for 2025/2026:

<u>Payee</u>	<u>Item</u>	<u>Approximate Amount/Duration</u>	<u>Power to spend</u>
Shield	Dog bin emptying	14.00 monthly	Open Spaces Act 1906 s10
Society of Local Council Clerks	Membership	200.00 annually	LGA 1972 s111 case by case
OALC	Membership	216.00 annually	LGA 1972 s111

25/15: Audit:

- Accounts for the 2024/2025 financial year:** The Council agreed the accounts for the 2024/2025 financial year, and the Chair signed them.
- Bank reconciliation from 31/3/25:** The Council agreed the bank reconciliation for the 2024/2025 financial year, and the Chair signed it.
- Asset Register:** The Council agreed the Asset Register for the 2024/2025 financial year, and the Chair signed it.
- Statement of Variances:** The Council agreed the Statement of Variances from the 2024/2025 financial year, and the Chair signed it.

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- e) **Internal Auditor's Report:** The Council noted the report from the internal auditor and noted the recommendations which will be reviewed in detail.
- f) **Certificate of Exemption:** The Council resolved to certify itself as exempt from the 2024/2025 external audit as it meets the criteria. The Chair and RFO signed the Certificate of Exemption.
- g) **Annual Internal Audit Report:** The Council noted the Annual Internal Audit report for 2024/2025.
- h) **Annual Governance Statement:** The Council answered the statements on the Annual Governance Statement for 2024/2025, and the Chair signed it.
- i) **Annual Accounting Statements:** The Council considered the Annual Accounting Statements for 2024/2025 signed by the RFO, and the Chair signed it.
- j) **Notice of Public Rights:** The Council resolved the following dates for the Notice of Public Rights:
 - a. **Date of notice:** Friday, 6th June 2025
 - b. **Date of commencement:** Monday, 9th June 2025
 - c. **Conclusion:** Friday, 18th July 2025

25/16: Parish Councillors' Reports:

The Council would like bonfire night on the July agenda.

SF provided an update on the grant from SODC for the goalposts. There is a need to supply evidence that the grant monies received had been spent on the new Goalposts. There is a "post grant update" form which needs to be completed.

The Chair noted that OALC will be holding a Talking Tables session for any councillors interested.

25/17: Clerk's Report: None.

25/18: Date of the next meeting: 8th July 2025.

The meeting closed at 21:30.