

CUDDESDON AND DENTON PARISH COUNCIL MEETING

3rd May 2022 in the Village Hall

Present: Chris Luke (Chairman) CL
Robin Baylie RB
David Keene DK
Paddy McGuinness PM
Elizabeth Gillespie (SODC) EG
Mike Mount (Clerk) MM

Apologies: Colin Hessey CH
Richard Palmer RP
Arthur Smith-Fitchett ASF
Tim Bearder (OCC) TB

39 ELECTION OF CHAIRMAN

DK proposed and PM seconded that CL should be Chairman. He was unanimously elected.

40 DECLARATIONS OF INTEREST

There were no new declarations of interest.

41 DISTRICT COUNCIL (EG)

- There was a proposal that the new development at Northfields should be car free.
- EG was still concerned that most SODC officers were working from home.

42 APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were approved.

43 MATTERS ARISING

43.1 Sewage Smell at the Lane Next to the Dove House Development

Natta had checked the manhole covers and all appeared to be in order.

43.2 Footpath Steps

It was agreed that some additional gravel should be put on the steps. **Action: MM**

43.3 Traffic Speed Near Parkside

- A half width speed gate would cost the same as a full width gate, so the total cost for two gates would be about £1000. It was agreed that the possibility of having the gates made locally should be investigated. **Action: DK**
- It was agreed that the possibility of carrying out a survey of the traffic speed should be carried out. **Action: MM**
- It was agreed that the possibility of moving the 30mph signs further out of the village should be investigated. **Action: MM**

43.4 Tree Planting

- The tree planting group was organising the ceremonial planting of a tree at the Jubilee celebrations. Initially this would be put in a pot and it would be planted at the bottom of the recreation ground in the autumn.
- The group was intending to plant two trees on the High Street verge in the autumn.
- The group was investigating the possibility of planting a community orchard.

43.5 Platinum Jubilee Celebration

- The plans for the celebrations were confirmed.
- SODC had confirmed that a temporary event notice was not required because alcohol was not going to be sold at the events.
- It was agreed to fund the events from the money previously provided by SODC for the covid pandemic.

44 PLANNING

- It was agreed to support the application at The Bailiffs House in Chippinghurst for the replacement of a conservatory by a single storey extension (P22/S1270/HH).
- It was agreed to support the application for new ramped and stepped access to College House at Ripon College (P22/S1329/FUL and P22/S1331/LB).
- It was agreed to support the application for repositioning of the proposed workshop at The Orchard in Cuddesdon (P22/S3171/HH).
- The application for discharge of the schedule of materials condition for a previous application at The Orchard in Cuddesdon (P22/S1374/DIS) was noted. No view was required on this from the Parish Council.

45 ANNUAL MEETING BUSINESS

- 45.1 It was agreed that the standing orders required no changes.
- 45.2 It was agreed that the financial regulations required no changes.
- 45.3 It was agreed that the risk assessment should be reviewed. **Action: MM**
- 45.4 It was agreed that the insurance cover was satisfactory.
- 45.5 It was agreed that the freedom of information procedures required no changes.
- 45.6 It was agreed that the website access required no changes.
- 45.7 It was agreed that the internal controls required no changes.
- 45.8 It was agreed that the GDPR policy required no changes.
- 45.9 The current declarations of interest were for PM and ASF, both for the planning applications at The Orchard.
- 45.10 Membership of other bodies:
CL was a member of the fete committee.
ASF was a trustee of the village charity.
- 45.11 It was agreed that the meetings for the coming year would normally be at 7.30pm in the village hall on the first Tuesday of each month except August.

46 FINANCE

46.1 Payments

All Saints' Church	Churchyard upkeep	£500.00
Jane Olds	Internal audit	£170.00
Shield Maintenance	Dog bin emptying – April	£10.39

46.2 Receipts

SODC	First half of precept	£4,200.00
OCC	Grass cutting grant	£554.73

46.3 Cashbook

The end of year cashbook was presented.

46.4 Approval of the Financial Documents

- a) The annual accounts were approved, including the asset register.
- b) The certificate of exemption from an external audit was approved.
- c) The annual governance statement of the annual return was approved.
- d) The accounting statements of the annual return were approved.

- e) It was agreed that the period during which the public would have the right to view the Parish Council's financial documents would be from 6th June to 15th July.
- f) The annual bank reconciliation was approved.
- g) The annual return variances were approved.
- h) The annual budget was approved.
- i) It was agreed that the internal audit satisfied the internal audit review.

46.5 Internal Auditor's Report

- a) The following recommendations were noted and it was agreed that no further action would be taken concerning:
 - Joining the Society of Local Council Clerks
 - Including training as a regular agenda item, and it having its own budget
 - Changing the wording of "Matters arising" on the agenda
 - Changing the wording of "Any other business" on the agenda
 - Having a charge card
 - Providing councillors with email addresses
- b) The following actions were agreed:
 - To include a summons on the agenda rather than an invitation
 - To investigate the spending amount when a purchase needs to be itemised on the agenda **Action: MM**
 - To review the Clerk's employment each year when their salary is set
 - To investigate there being a dedicated computer for the Clerk's use **Action: PM**
 - To store the Parish Council documents in the village archive
 - To investigate finding an alternative internal auditor **Action: MM**
- c) The decisions made at the virtual meetings in June and July 2021 were ratified.
- d) It was agreed that the audit had satisfied the internal audit review checklist.

47 COUNCILLORS' REPORTS

- PM asked for investigation of the possibility of the Bat and Ball being registered as an asset of community value **Action: MM**
 - PM suggested that OCC should be asked to cut the verges outside the village **Action: MM**
- It was agreed that OCC should be asked about repair of the bridge at the mill. **Action: MM**