

Ardington and Lockinge Parish Council

Minutes of the Meeting for Ardington and Lockinge Parish Council

Held 9th May 2023, 8:00pm at the Loyd-Lindsay Rooms

Attendees	
Hugh Roberts (HR)	Chairman
Nicky Hancock (NH)	Councillor
Paul Gibbs (PG)	Councillor
Derek Morrow (DM)	Councillor
John Hedgecock (JH)	Councillor
Ron East (RE)	Councillor
Jo Noble (JN)	Councillor
Sarah James (SJ)	District Councillor
Jane Humphreys (JAH)	Parish Clerk
Mark Parry	Ardington resident

1.	To elect the Chairman for the year 2023/24 Hugh Roberts was nominated by Derek Morrow and seconded by John Hedgecock and duly elected as Chairman	Actions
2.	Apologies Susie Morrissey, Chair of Governors at The Hendreds' CofE School	
3.	To elect a Vice Chairman for the year 2023/24 The option of electing a Vice Chairman was discussed but determined not be required for the current year	
4.	Declarations of Acceptance of Office – all councillors elected in the uncontested election on 4 th May were present and signed declarations of acceptance of office	
5.	Requests for Dispensations, Declarations of Interest, gifts and hospitality All councillors present completed the Register of Members' Interests	JAH to scan completed forms to monitoring officer
6.	Public participation There was a discussion on the impact of Campsoul , due to be held over the August bank holiday weekend at the Ardington and Lockinge Sport Club. HR noted that the council had received assurances from the organisers that the event would be well managed and safe. No further information has been forthcoming from the district council on any licence applications or approvals. MP noted that a village tidy up over the bank holiday weekend had resulted in a number of concerns being raised with respect to fencing and waste. HR commented that these issues would either be the responsibility of Lockinge estate or the tenant farmer. JN raised the issue of a 20 mph speed limit through the villages and mentioned the availability of a grant. HR commented that this issue should be raised with both the county and district councillors. NH commented that the re-introduction of Zoom may increase the public participation at council meetings.	JAH to review possibility of including Zoom in parish meetings
7.	Reports An annual report was received from the County Councillor which had been distributed to councillors prior to the meeting. Sarah James, the newly elected District Councillor, attended the meeting by way of an introduction. No report was received from the School Governor, or PCSO. The Clerk's report was distributed prior to the meeting. Councillors outlined the outstanding parish issues for the new district councillor: a. Refuse bin in playground not being emptied by the Vale and being used as a dog waste bin. The bin is currently being emptied by councillors. b. No bus service through the villages means that people have to cross the busy	JAH to contact PCSO for future reports

Chairman's Signature:

Date:

	<p>A417 to reach the bus stop. This is a serious safety concern in particular for children trying to catch the bus to school.</p> <p>c. Possibility of extending the 40 mph speed limits on the A417 and introducing 20 mph speed limits through the villages.</p>	
8.	<p>Minutes of the Council Meeting held on 7th March 2023</p> <p>The minutes were approved by Councillors and signed by the Chairman</p>	
9.	<p>Update on progress from the previous minutes</p> <p>Nothing of note to add beyond reports already received.</p>	
10.	<p>Governance</p> <p>Drafts of the council's Standing Orders and Financial Regulations documents were circulated prior to the meeting. Councillors were requested to review the content of these documents and respond by the end of May with comments or amendments. John Hedgecock was asked if he would consider being the Councillor responsible for internal financial control – JH agreed to consider and respond</p>	<p>All councillors to review Standing Orders and Financial Regulations by end of May</p>
11.	<p>Finance Resolutions</p> <p>a. Financial Report – circulated to councillors prior to the meeting and approved</p> <p>b. Bank Statement – circulated to councillors prior to the meeting and acknowledged at the meeting.</p> <p>c. Banking – Hugh Roberts and Derek Morrow to be authorisers for NatWest Bankline, additional authorisers may be required in the future. Online banking to replace the issuing of cheques whenever possible unless there is a strong objection from the recipient. The current fee for Bankline is £20 per month. A free, community Bankline service will be available later in the year and the council will switch to this service once available. DM commented that holding personal information electronically may require registration with the Information Commissioner's Office.</p> <p>d. Budget – the 2023/24 budget of £17,257 was approved which included the following additional expenditure</p> <p>i. Annual subscriptions for Norton Anti-virus and Microsoft 365 for the parish laptop were approved: £15</p> <p>ii. Annual Microsoft 365 subscription for parish laptop: £60</p> <p>iii. An increase in the budget for the playground maintenance was approved to £2,000 for 2023/24</p> <p>e. The uncontested election fee of £400 was noted. It was also noted that the cost of a contested election would be significantly higher.</p> <p>f. Staff Salary and Expenses - Councillors agreed to continue payment of the Clerk's salary on the basis of an approved monthly timesheet. The rate for the Clerk's home working allowance was confirmed at £26 per month.</p> <p>g. Annual Insurance Renewal – the cost of the insurance renewal at £607.51 was discussed. The premium is less than the budgeted cost therefore the cost was approved. The insurance cover needs to be reviewed with respect to the asset register.</p> <p>h. Invoices for payment or payments made. The following payments were approved:</p> <p>Derek Morrow – expenses - £4.35</p> <p>Daniel Kerr – electrical work on street lights - £110</p> <p>J.J Woodage – grass cutting - £480</p> <p>BHIB Ltd – insurance £607.51</p> <p>VOWHDC – uncontested election fee - £400</p>	<p>JAH to confirm if registration with ICO required</p> <p>JAH to review asset register in relation to insurance cover</p>
12.	<p>Training and Memberships – details on training provided by OALC and SLCC both for clerks and councillors was circulated prior to the meeting. The benefits of SLCC membership were discussed and membership of £120 per annum was approved.</p>	<p>JAH to apply for membership of SLCC</p>
13.	<p>Planning Applications – a summary of planning applications for Ardington and Lockinge since January 2023 was circulated prior to the meeting. No new applications were reported.</p>	

14.	Parish Matters <ol style="list-style-type: none"> Playground Report – DM reported that weekly inspections of the playground were being carried out. Ardington Noticeboard – it was agreed that the design of the noticeboard should be the same as the noticeboard in East Lockinge subject to checking with Keith Greig to establish if the reduction in size would impact local groups using the noticeboard. Vale Tree Planting – the location of the Lockinge tree was noted, but the Ardington tree was not at the location shown by Tree Plotter 	<p>JAH to check on noticeboard size required for Ardington</p> <p>JAH to find out the location of the Ardington tree</p>
15.	Matters arising from comments by Councillors at this Meeting No further comments from councillors	
16.	Choice of items for inclusion in Trumpeter and on Facebook The appointment of Jane Humphreys as Clerk to be included, as well as the election of Jo Noble as the new councillor for Ardington. Sarah James also to supply an introductory article for the Trumpeter.	JAH to forward articles for inclusion in the next Trumpeter
9.	Date of next Meeting: Extraordinary meeting to approve the annual accounts following the internal audit to be called for early June 2023, dependent on the date the audit is completed. Possible meeting dates of Tuesday 6 th June or Tuesday 13 th dates were proposed. Subsequent meetings at Loyd Lindsay Rooms at 8.00p.m. Tuesdays on 11 July, 10 September and 12 November.	JAH to provisionally book LLR for 6 th June