**MIDDLETON STONEY PARISH COUNCIL**

MINUTES OF THE PARISH MEETING HELD IN THE VILLAGE HALL ON MONDAY 22 JANUARY 2022 AT 7.30 P.M.

**Present**:

Mr Jonathan Rees Chair

Ms Rachel Makari Vice-Chair

Mr Andrew Fulljames

Mr Bill Champion

Mr Al Grenfell

Ms Juliet Cornford

**Apologies:**

Ms Jo Dunne

**In Attendance:**

Ms Lucy Tyrrell Clerk

Ms Jane Olds Internal Auditor

The meeting started at 7.30pm

1. Apologies for Absence

Apologies were received and accepted from Ms Jo Dunne.

1. Declarations of Interest

None received.

1. Public Participation for items on the agenda

None received.

1. Any Other Business

None received.

1. Finance
2. **Internal Audit** – to receive and consider a report from the Internal Auditor.

The Council considered the statements and **RESOLVED** to agree them.

The following were identified as actions:

* Risk Assessment – complete for March to ensure compliance with review taken in May in preparation of the new financial year.
* Fixed Asset Controls to be reviewed by the Council to ensure correct for the current financial year end.
* Information Commissioner – the Council agreed to review this as assurances against FOI requests.

1. **Annual Governance Statement for the year ended 31 March 2020** – to consider the questions and respond accordingly

The Clerk had circulated the questions prior to the meeting and the Chair read them out for confirmation. The Council **RESOLVED** to agree to all the Governance questions. The Chairman and Clerk signed the form for submission to the external auditors.

1. **Annual Accounting Statements for the year ended 31 March 2020** – to consider and agree the accounting statement figures.

The Clerk had provided the meeting with the figures. The Council **RESOLVED** to agree the Accounting Statements. The Clerk had signed the form; the Chairman signed the form at the meeting for submission to the external auditors.

1. **Annual Governance Statement for the year ended 31 March 2021** – to consider the questions and respond accordingly

The Clerk had circulated the questions prior to the meeting and the Chair read them out for confirmation. The Council **RESOLVED** to agree to all the Governance questions. The Chairman and Clerk signed the form for submission to the external auditors.

1. **Annual Accounting Statements for the year ended 31 March 2021** – to consider and agree the accounting statement figures

The Clerk had provided the meeting with the figures. The Council **RESOLVED** to agree the Accounting Statements. The Clerk had signed the form; the Chairman signed the form at the meeting for submission to the external auditors.

1. **Budget 2022/23** – to consider the expenses of the Parish for the year ended 31 March 2023 and set the precept thereof.

Council **RESOLVED** to agree the following budget:

|  |  |
| --- | --- |
| **Expenditure** | **£** |
| Clerk’s Salary | 3,500 |
| Auditing (including external audit) | 590 |
| Insurance | 780 |
| Website | 160 |
| Grass Cutting | 430 |
| Playground maintenance | 500 |
| OALC Subscription | 220 |
| Section 137 Grants/British Legion | 30 |
| Training | 290 |
| **Total** | **6,500** |
|  |  |
| **Income** |  |
| Grass cutting grant (CDC) | 410 |
| Bank interest | 40 |
| Precept | 6,050 |
| **Total** | **6,500** |

Council agreed to set a Reserves Policy to be documented at the next meeting. (**ACTION)**

1. **Standing Orders for Middleton Stoney Parish Council** – to review and agree the updated Standing Orders

Council were **RESOLVED** to agree this document for submission to the Council website. **(ACTION)**

1. **Middleton Stoney Financial Regulations** – to review and agree the updated Financial Regulations

Council **agreed** that Cllr Champion adapt this document for Middleton Stoney and recirculate for agreement at the next meeting.

1. **Invoices for payment** – to consider and approve invoices for payment itemised on the payment schedule

Council **AGREED** the following cheques for payment:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | Payee | Description | Amount |
| 17.01.22 | Jane Olds | Internal Audit | £ 380.00 |
| 17.01.22 | Lucy Tyrrell | Clerk’s Salary | £ 600.00 |
| 17.01.22 | HMRC | Clerk’s tax | £ 150.00 |
| 17.01.22 | Lucy Tyrrell | Clerk’s expenses | £ 103.02 |
| 17.01.22 | ComputerPro | Council website | £ 160.00 |

1. Items for next meetings’ agenda - *to be submitted to the Clerk by Thursday 3 February 2022*

* Middleton Stoney Financial Regulations
* Reserves Policy
* Greening the Village
* Council response to ORFI
* Weight restrictions and traffic mitigation

1. AOB

Greening the village including Welcome Back Fund – Council thanked Councillor Cornford for her work on securing the bid and sourcing the agreed furniture. Councillor Cornford advised that Cherwell District Council buy the furniture based on our requirements and will liaise with Councillor Makari regarding storage.

Cancellation of OCC meeting – Council were aware of this meeting being cancelled without warning or reason, and Councillor Makari **AGREED** to follow this up with OCC.

Communications from County Councillor Corkin on Council response to ORFI – The Chair had circulated an email from Councillor Corkin which highlighted an application of which they had not been consulted on. Council were **RESOLVED** to send a letter of objection, of which Councillor Makari agreed to complete.

Platinum Jubilee – Council **agreed** to liaise with the Church to collaborate plans. Council **agreed** to discuss further at the next meeting.

Weight restrictions and traffic mitigation – Council discussed updated information from OCC and **agreed** to discuss further at the next meeting.

1. Date of next meeting **–** *Tuesday 15 February 2022*

Finished at 9.15pm