

Middleton Stoney Parish Council

Minutes of the Parish Council meeting held on Thursday 11th May 2023 at 7.30pm in Middleton Stoney Village Hall

Present: Cllrs: Jonathan Rees (Chair), Rachel Makari (Vice Chair), Andrew Fulljames, Al Grenfell, Juliet Cornford, James Dunne

In attendance: Sarah Kearney (Parish Clerk)

Residents: 2

Apologies: None

1. To Carry Out the Election of the Chair – (Clerk)

The Council unanimously **RESOLVED** and voted Cllr Jonathan Rees as Chair of Middleton Stoney Parish Council for 2023/24

2. To Carry Out the Election of Vice-Chair – (Chair)

The Council unanimously **RESOLVED** and voted Cllr Rachel Makari as Vice-Chair of Middleton Stoney Parish Council for 2023/24

3. To receive and accept apologies for absence – receive apologies (Clerk)

There were no Councillor’s apologies.

4. To record Members’ Declarations of Interest Regarding the Agenda Items

Nothing was declared.

5. To Confirm the Minutes of the Parish Council Meeting held on 2nd March 2023, previously circulated

An amendment is needed for the Minutes. The approval and signing will take place during the upcoming meeting on July 13th.

6. To Receive a Report from the District/County Councillor

No update

7. Update on progress from the Minutes – The Clerk/Chairman will report on the progress of outstanding items which do not require a further decision.

7.1 **Elections** – Welcome to James Dunne Middleton Stoney New Councillor

7.2 **Parish Council Achievements** – The presentation was given to the residents during the annual meeting.

7.3 **Kings Coronation** – Middleton Stoney Parish Council like to extend their gratitude to Cllr Cornford and Jo Dunne for their efforts in organising the Big Breakfast and Dinner events. These events were attended by approximately 25 and 40 individuals respectively.

7.4 **Middleton Stoney, Spring Clean** – The annual village clean-up event was well-attended by both councillors and residents. The amount of litter collected was impressive, highlighting the need for this event to be held at least biannually.

8. Governance

8.1 **Elections – Forms to be completed and signed to send back to CDC.**

8.1a **Register of Members’ Interest form** – Completed by all Councillors

8.1b **The Electoral Commission Form** – Completed by all Councillors

8.1c **Declaration of Acceptance of Office** – Completed by all Councillors

8.2 **Policy** – to consider and agree on the below

8.2a **Reserve’s Policy** – to be agreed at the July Meeting

9. Finance – Clerk to report

9.1 **Financial Report** – Clerk Reported:

As of 11th May 2023, the Accounts stood at:

| | |
|---------------------|--------------------------|
| Current Account - | £ 0.00 |
| Deposit Account - | £13,913.98 |
| Nationwide Account | £10,466.00 |
| Total amount | <u>£24,379.98</u> |

May payments: £1,920.47

Income Received:

Total amount £0.00 – Still awaiting confirmation for the first half of Precept

- 9.2 **Budget** – to consider the 2023/24 budget and agree
The budget was agreed upon by the previous clerk, but no financial system was implemented to track the spending over the year. The current clerk has assured that a spreadsheet will be presented at the next meeting to display how the budget money will be allocated for all councillors to review.
- 9.3 **Reserves** – to confirm and agree on the reserves for 2023/24
The Clerk suggested that the parish councillors compile a list of reserves for potential expenses that may arise in the upcoming financial year. The chair then shared a list of reserves that had been previously established in the past.
- 9.4 **Statement of Accounts** – to consider and approve the Statement of Accounts for the year Ending 31st March 2023
The Council unanimously **RESOLVED** and agreed to the Statement of Accounts
- 9.5 **Internal Audit** – to receive and review the report from the Internal Audit
The Councillors acknowledged that they have reviewed the report. The clerk will present at the next meeting an internal action plan, outlining the steps that will be taken to address the pending tasks in preparation for the next internal audit.
- 9.6 **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual identity theft and GDPR concerns.
The Council unanimously **RESOLVED** and agreed to the AGAR signature Redaction
- 9.7 **External Audit** – to consider the 2022/23 AGAR for submission to the External Auditor
 - 9.7a **Annual Governance Statement** – to consider and agree on the accounting statement figures
 - 9.7b **Electors’ Rights** – to consider and approve the dates
 - 9.7c **Statement of Variance** – to consider the draft Statement of Variance
 The Council unanimously **RESOLVED** and agreed to the Annual Governance Statement, Electors Rights and Statement of Variance
- 9.8 **Annual Subscriptions and Regular Payments** – to consider and agree on the list
The Clerk is trying to understand what annual subscriptions have been signed to Middleton Stoney and what is required
- 9.9 **Bank Signatories** – to review and agree on the bank signatories.
The Council unanimously **RESOLVED** and agreed for Cllr Rees, Cllr Makari and Cllr Fulljames to be signatories.
- 9.10 **Invoices for payment** – to consider invoices for payment itemised and the payment schedule sheet

| Invoices for Payment May 2023 | | | | | | |
|-------------------------------|-----------|----------------------------|------------------|--------------|------------------|--------|
| | Cheque No | Payee and reason | Budget Item | Minutes Ref: | Amount | Powers |
| 1 | DD | EE Limited | Contingencies | Ref: 02/23 | £12.38 | |
| 2 | DD | BT Group | Contingencies | Ref: 02/23 | £31.94 | |
| 3 | 100005 | MCFP | Village Maintena | Ref: 02/23 | £60.00 | |
| 4 | 100004 | Richer Sounds | Village Maintena | Ref: 02/23 | £264.28 | |
| 5 | 100006 | Juliet Cornford - Expenses | Expenses | Ref: 02/23 | £362.89 | |
| 6 | 100007 | Elaine Anstee | Internal Audit | Ref: 02/23 | £60.00 | |
| 7 | 100008 | Chris Mulholland | Village Maintena | Ref: 02/24 | £345.48 | |
| 8 | 100009 | S Finch | Village Maintena | Ref: 02/25 | £783.50 | |
| Total: | | | | | £1,920.47 | |

- 9.11 **Changing Banks** – update
The Council unanimously **RESOLVED** and agreed to go ahead with the change from Barclays to Lloyds

10. Highways

- 10.1 **Speed Signs – Cllr Rees reported:** The Speed Signs have been installed and are working well. However, they now need to be transferred to Middleton Stoney as their Asset but paperwork from OCC is still pending. The Clerk has informed the Council that a conversation has occurred with Dave Catling to ensure this process is completed.
- 10.2 **S106 Funding – Cllr Rees reported:** Middleton Stoney should be receiving the following:
Update to what money is available for Middleton Stoney under S106 for Traffic Calming:
£158,000 is available from a number of different developments

£75,511 – available from Upper Heyford development

£73,097 – available from N W Bicester Development

£10,000 – available from Great Wolf Development

Bus Gate is still being discussed and £50,000 has been allocated for this project. If this doesn't go ahead, then Middleton Stoney could have £50,000 in additional funding. To date, £22,000 had been allocated to speed Signs.

10.3 **250 Bus Route – Cllr Markari/Cllr Cornford Reported:** No update regarding the bus route. It appears that the bus service is currently in use. Cllr Cornford suggested that the bus service remains on the agenda.

10.4 Meeting with Dave Catling OCC – Report sent around to Councillors prior to the meeting from Dave.

Cllr Rees - Inquired with the council about the appropriate next step to move this matter forward.

Cllr Markari - It was suggested that following the annual meeting, most residents agreed regarding the proposed traffic calming measures and expressed their willingness for action to be taken. However, there were a few concerns regarding road humps which must be taken into consideration.

Cllr Grenfell – recommended that the Parish Council provides the residents with another opportunity to voice their opinions. He suggested an action plan will be formulated and distributed to all residents for feedback.

Once the feedback is received, the council will proceed with implementing.

Road Calming Options which were discussed:

- 20 Limit speed Signs – this application has been submitted to OCC already, but this will not be actioned until 2024 as OCC has a backlog of applications to work through.
- Lorries turning left from Ardley Road to Bicester Road– consultations will have to be completed and signage shouldn't be too costly.
- On the four entrances to the crossroad, looking at installing build-outs – something like Kirtlington has already.
- It was suggested to look at moving the traffic lights further back along the B430, but this might cause problems for residents to access this road from their properties as well as Turney's.
- Footpaths it was suggested to make them wider for residents.
- HGV's going through the Village to Warehouse at Howes Lane Junction, the councillors agree that the Parish Council should write to Cllr Corkin about such movements breached routing agreement.

11. Parish Matters

11.1 **Village Hall – Cllr Cornford reported:**

11.1a **Quotes for Electrics – Cllr Cornford reported:** that some electrical works in the Village Hall had been completed at no cost.

Cllr Dunne notified everyone that an insurance inspection for the electrical works at the Village Hall is scheduled for next month.

Action: Wait for the inspection report, and the action plan to be completed.

11.1b **Grant Application** – Disabled toilets, application grant not available.

11.1c **Grant from Cllr Ian Corkin** – The grant funding from County Councillor won't be available until May 2023 when the budgets are released. **ACTION: Clerk to Email Ian Corkin regarding Councillor Priority Funding will be released**

11.1d **Overlap on Insurance** – **(ACTION: Clerk to ring Gallagher Insurance to see when the renewal is.**

11.2 **Village Plan** – update

The village plan will merge with traffic management and will be promoted on the website. Perhaps a newsletter will also be sent out to residents.

11.3 **Middleton Park – Chair reported:**

Cllr Rees – reported: Received two contracts that required Chairman's signature, but unfortunately, when reading through the agreements it was found to have several errors, so they had to be returned.

Contract 1 – The permissive path agreement covers the gates leading to the church from the front. While the footpaths are not considered Public Right of Way, the public is allowed access during certain designated times.

Winter Period – 7.00 am to 8.00 pm.

Summer Period – 7.00 am to 9.30 pm.

Contract 2 – It is the responsibility of the Parish Council to upkeep the benches located at the War Memorial. It has been suggested that a licence be granted to the Parish Council, for the benches.

11.4 **Lottery Funding Project – Cllr Cornford reported:** According to the conditions of the Lottery Funding, the allocated funds had to be utilized by the end of April. If there was an amount exceeding £1,000 remaining, it was mandatory to notify the concerned authorities.

Agreed allocation of money to the following:

£150.00 towards a taster exercise class in the Village Hall

To purchase Film Licence – £200.00

Wipeable Tablecloths

ACTION: Clerk Spreadsheet of what money is left

12. Planning - To consider all recent Applications received from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting.

- 10.1 Local Plan 2040** – No update until after the Elections
- 10.2 OXSRFI** – no update

New - Planning Applications – to note:

- 10.3 23/00214/REM** – Cala Homes, Proposed Himley Village Northwest Bicester, Middleton Stoney Road, Bicester – **Reserved Matters Application pursuant to Outline planning permission 14/02121/OUT for infrastructure comprising two junctions to providing vehicular and pedestrian access into the site from Middleton Stoney Road and two initial sections of internal road.**
- 10.4 23/00299/MA56** - Restaurant At, Rigoletto, Bicester Road, Middleton Stoney, OX25 4TD -**Conversion of the former restaurant (Class E(b)) into a single residential dwelling (Class C3). the building’s existing layout will remain, with existing rooms repurposed for residential use**

Pending – Planning Application – to note:

Decision – Planning Application – to note:

- 10.6 22/03867/F** – 13, Park Close, Middleton Stoney, OX25 4AS, **Garage Conversion – Planning application has been approved.**

13. Correspondence – to note correspondence received not otherwise on the agenda were decisions are not required.

- **Kings Coronation** – Funding
- **OALC** – Newsletter
- **CDC** - Newsletter

Items for information or next Agenda only – all items for the next agenda are to be submitted to the Clerk by 21 April 2023

DATE OF NEXT MEETING – 13th July 2023 at 7.30 pm

The meeting closed at 9.08 pm.

Signed Dated