

Minutes of the Annual General Meeting of Fringford Parish Council, held on Monday 21 May 2012, in the Chinnery Room of Fringford Village Hall

Present: Mick Cowland, John Fargin, Les Harris, David McCullagh (Chairman), John Reader, Adrian Thwaites, Roger Williams
In attendance: Jane Olds (Parish Clerk)
Apologies: Cllr Mrs Catherine Fulljames (OCC), Cllr Barry Wood (CDC)

1. Welcome

David McCullagh welcomed everyone to the meeting.

2. Apologies

The apologies were accepted.

3. Election of Chairman for year 2012/13

David McCullagh was proposed by Les Harris and seconded by Mick Cowland. The election was unopposed.

4. Election of Vice-Chairman for year 2012/13

John Fargin was proposed by Les Harris and seconded by Mick Cowland. The Election was unopposed.

5. Appointment of New Clerk

Jane Olds was proposed by David McCullagh and seconded by Adrian Thwaites and welcomed by the Councillors

6. Appointment of Responsible Financial Officer for year 2012/13

Jane Olds, Parish Clerk, was proposed by Mick Cowland and seconded by John Fargin.

7. Appointment of Internal Auditor for year 2012/13

The Councillors **RESOLVED** to appoint Jane Markham as Internal Auditor

8. Declarations of Interests

There were no declarations of interest.

9. Public Participation

Nothing was raised.

10. Minutes of the Meeting held on 16 April 2012

It was **RESOLVED** that these be accepted as a true copy and signed by the Chair.

11. Matters Arising from the Minutes

a. Cricket Pitch

Roger Williams reported that he had attended a meeting of the Fringford Village Trust (FVT) the previous week where it had been announced that there was a distinct likelihood that the Cricket Club would be able to obtain a grant from the England and Wales Cricket Board (ECB) for the full £36,000 which was required for the purchase of the ground from the Chinnery Trust.

The FVT has also made an application to Viridor Credits for the full amount in case the ECB are not able to award the grant. However, this would not be taken up if the ECB grant is awarded.

The ECB have put the following conditions on the grant:

- i. The club to provide evidence that they comply with ECB minimum governance standards.
- ii. That the facility cannot be sold for a use other than as a cricket ground without prior written approval from the trust (ECB).
- iii. That the club undertake the training of volunteers to manage the grounds and the maintenance equipment.
- iv. Offer the community and in particular young people access to cricket through events, school visits etc.

The Councillors raised the concern that the FVT would no longer be needed if the Cricket Club received the ECB grant and suggested that the Cricket Club notify parishioners of the situation urgently with regard to the fundraising. Fundraising appeared to still be going ahead under the FVT umbrella 'for the purchase of the ground' which could be construed as misrepresentation.

The Councillors **RESOLVED** to ask the Clerk to write a letter to the Chairmen of the Cricket Club and the Village Trust asking for clarification of the issues.

The Councillors also raised the question about if the Cricket Club were to raise the funds to pay back the ECB would they then be able to sell the land?

RW had been assured that there would be an announcement on the Cricket Club Website, but this has not yet happened.

b. HS2

HS2 remains being monitored.

c. War Memorial

David McCullagh has written to the National Lottery regarding funding for the refurbishment.

d. Clerk Job Description and Contract

The Clerk will circulate the Job Description and Contract to the Councillors for information and further discussion.

12. Finance

- a. The Clerk had only received the accounts that afternoon and had been unable to finalise the accounts for the year 2011/12. However, she had produced a draft statement of accounts. At the year end the combined accounts held a total of £13,784; however an amount of this was set aside for contingencies. The Clerk will produce a final set of accounts for the next meeting.
- b. The Clerk was not prepared to complete the External Audit (BDO) questionnaire until the accounts had been finalised. She will contact BDO and ask for an extension.
- c. The Clerk will draft a letter to Barclays for Les Harris and Mick Cowland to sign to change the correspondence address.
- d. The Clerk will let Les Harris have the PDF of the Barclays Mandate Change form in order to add an additional signatory.
- e. Les Harris will order a new cheque book.
- f. The Councillors **RESOLVED** to approve the Insurance Renewal for the year 2012/13.
- g. The Councillors **RESOLVED** to approve the following invoices for payment:

Payment to	Cheque Number	Amount
Green Scythe	100570	£248.45
Lorraine Cheney for 31 weeks' work (62 hours)	100571	£510.26
AON insurance renewal	100572	£707.54

- h. The Councillors **RESOLVED** to approve the payment to Society of Local Council Clerks (SLCC) for the Clerk's subscription for the current year (the difference between one salary band and the next). Next year, the SLCC subscription would be worked out using a proportion of the number of hours the clerk works for each of her parishes.

13. Planning Applications

There have been no new applications.

Current procedure is for Councillors to discuss the planning notice with the residents who may be affected by the application. However, following a discussion between Mick Cowland and a recent applicant, the Councillors **RESOLVED** that future applicants be invited to Parish Council meetings, wherever possible, to explain their application; or if this was not possible, for the Parish Council to contact the applicant and discuss the plans informally.

14. Correspondence Received

The Clerk notified the Councillors of a number of items of correspondence.

- a. Email message from Mrs Murdoch regarding a previous planning application which was circulated to the Councillors for information.
- b. Letter from Mrs Penny Wood requesting parking on the Green for the Open Gardens Weekend and the Beer Festival. The clerk replied asking Mrs Wood to complete the 'Green Parking' form which includes the clause about making good any damage.
- c. Email from Cherwell District Council. The Councillors declined the invitations to attend the Local Strategic Partnership Annual Conference on 18 June, and the Parishes Liaison Meeting on Wednesday 13 June.

Any Other Business

15. Code of Conduct. The Clerk informed the Councillors that the Code of Conduct was to be adopted by CDC on 16 May and that it will be implemented on 1 July. Every Councillor will need to sign this new Code and it will need to be adopted by the Council at the July meeting.

16. Village Website. John Fargin asked that minutes of the meetings be put on the Village website – fringford.info. The Councillors **RESOLVED** to ask the Clerk to organise this and change the point of contact on the website.

17. Parish Newsletter. There was the suggestion to email the newsletter to villagers, but it was felt that it was easier to distribute to all households than work out which of them had already received it via email. The next newsletter will have the Clerk's email address on as a contact. To assist in rapid distribution Roger Williams' offer to distribute all the newsletters himself was accepted.

18. Grass verges on the Green. The condition of verges on the diagonal road from school to the pond was raised by a parishioner at the Parish Meeting. They are deteriorating due to parking and the wet weather. The Councillors asked the Clerk to look into the issue and bring further details to the next meeting.

19. Date of next meeting

Monday 18 June at 7.45pm

The meeting closed at 9.40pm

Signed

Dated