

**Approved minutes  
For meeting held on 10<sup>th</sup> July 2024  
at 7.30pm in the Village Hall**

1.	<b>Welcome</b>
2.	<b>Attendance recorded as Parish Councillors Matt Hobbs, David Kearney, Graham Hopkins, Barbara Luck</b>
3.	<b>Apologies for absence accepted and recorded District Councillor Julia Judd Parish Councillor David Collins &amp; County Councillor Joe Harris</b>
4.	<b>Declaration of Interest for matters on the agenda were invited -none</b>
5.	<b>No Public were in attendance but a matter was raised by Cllr Hopkins on the behalf of a resident re Coronation Cottage</b>
6.	<b>Council did not receive a report from County Councillor Joe Harris</b>
7.	<b>Council noted report /update from District Councillor Julia Judd as distributed via email Points raised by Parish Councillors – website link to facebook to be checked by Cllr Kearney Fly tipping guardian – Cllr Collins to be volunteer Stockwell Lane Closure/Cowley Roundabout update noted PC would support initiatives on HVO funding support – Cllr Hopkins PC would support improved bus service – Cllr Hopkins</b>
8.	<b>Minutes of the previous Parish Council Meeting held on 8th May 2024 were approved Draft minutes of parish assembly held on 8<sup>th</sup> May 2024 were noted</b>
9.	<b>Council considered the website and newsletter arrangements going forward- Cllr Hopkins gave an update on behalf of the Village Hall Committee- VHC will pay for the website to be updated Newsletter update noted on editor roles – Barbara Luck will write articles VHC note that an increase in printing costs is likely to be requested &amp; other costs. PC noted budget setting process</b>
10.	<b>Council approved the financial reports</b>
11.	<b>Council approved payment list as discussed at meeting</b>
12.	<b>Council noted that the independent auditor report has been received with nothing to bring to the attention of the Council</b>
13.	<b>Council approved the NALC updated Financial Regulations as tailored to the Council's needs Cllr Hopkins to look at storage of information on the website</b>
14.	<b>Council considered highway matters</b> <ul style="list-style-type: none"> <li>• <b>Potholes -Cllr Kearney gave an update and Council discussed the ongoing situation and the way-forward including lobbying and reporting via “Fix My Street”- Cllr Kearney</b></li> </ul>
15.	<b>Council considered outstanding planning matters</b> <ul style="list-style-type: none"> <li>• <b>Shepherds Huts at Elkstone Studios – update awaited</b></li> <li>• <b>Car Parking at Elkstone Studios- planning not requested at the time of last meeting</b></li> </ul>

16.	<b>Council noted no update on planting in verges as per email from GCC- Cllr Kearney /Cllr Hopkins – standard agenda item</b>
17.	<b>Council noted any updates from Village Hall Committee -Cllr Hopkins- see earlier items</b>
18.	<b>Council agreed to adopt the Emergency plan V1 – Cllr Hopkins Council agreed to vire £500 from contingency reserve to Community emergency plan reserve and to consider provision in budget setting process The un-restricted emergency plan to be distributed on website and a Whatsapp group for volunteers and Community Response Group The volunteers and CRG will receive the restricted emergency plan Tree Warden to be asked to do a visual inspection of trees Cllr Hopkins to seek discussions with Elkstone Studio/Green Dragon</b>
19.	<b>Council received update on matters relating to the assets of the Council</b> <ul style="list-style-type: none"> <li>• <b>Council had previously agreed to consider replacing the wooden frames around the grit piles in the spring (Cllr Collins/Cllr Kearney)</b></li> <li>• <b>Cllr Collins to lead asset management- a map to be produced showing the PC owned assets- cfwd</b></li> <li>• <b>Council agreed to looking into putting bird boxes for swallows -Cllr Luck gave an update on costs £25 per box and reported a lack of evidence of Swallows at the present time. Council agreed to purchase 2 (at cost of approx. £50) delegated to Cllr Luck</b></li> </ul>
20.	<b>Council noted no reports from other bodies were present (standard agenda item)-</b>
21.	<b>Council considered the request from the St John the Evangelist’s Church regarding a contribution towards the annual cost of maintaining the churchyard which has been reported as over £900pa –</b> <p style="margin-left: 40px;">a) <b>Council considered donating but would like to invite a representative to attend the next meeting with the intention to explain the financial situation.</b></p> <p style="margin-left: 40px;">b) <b>Council considered possible budget to vire any contribution from for 24/25- possible mowing and tree work £200 budget</b></p> <p><b>Council noted the following:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Council previously agreed requests for grants received should be sent to Clerk prior to publication of Agenda to be included as an agenda item and should be considered in line with budget agreed- in line with standard grant application guidance</b></li> <li>▪ <b>Council agreed any such request should be accompanied with financial reports from organisation and</b></li> <li>• <b>Council agreed that any Councillor who plays an active role in the management of the Church or its assets should declare an interest/seek a dispensation at the beginning of each financial year</b></li> </ul>
22.	<b>Council noted other matters for information (no decisions can be made)</b>
23.	<b>Council confirmed the date of next meeting is scheduled for THURSDAY 12<sup>th</sup> September 2024 at 7.30pm (ONE OFF CHANGE) and then 13<sup>th</sup> November (budget) 8<sup>th</sup> January 2025 and 12<sup>th</sup> March 2025</b>
24.	<b>Meeting closed at 21.07</b>