

**Minutes of the Fyfield and Tubney Annual Parish Meeting
and Annual Parish Council Meeting
held on Wednesday 18th May 2016.**

Present: Mr John Watts – Chair.
Mrs Shirley Collins.
Mr Ben Lay
Mrs Valerie Maher.
Mr Julian Mellor.
Dr Stephen Fraser – Clerk.

Three members of the general public.

Annual Parish Meeting.

The chairman welcomed the members of the public and opened the meeting at 7:30pm.

Dr. Chris Winchester of Pharmagenesis updated the council on company issues affecting the parish.

He was grateful for the progress made to date concerning the path between the company offices and the A420 bus stop. He wished to verify that his employees would be happy to use such a path routed on the field side of the road boundary and would then get costings with a view to identifying an installer. Mr Lay, as tenant of the field, indicated that he had no objection to the path but it would require changes to his tenancy agreement and to his environmental land mapping. He also indicated that he would be willing to quote for the path installation.

Dr Winchester stated that they were in talks with both Magdalene College and Savills over the possibility of extending their car park which was currently too small. A survey had been requested and it was assumed that planning permission would also be required. He also indicated that it might be possible for attendees of the church to use their car park.

Finally he stated that Tubney Lodge was currently for sale. He was looking at the possibility of purchase with a view to providing more office space provided that a change of use could be obtained.

The chairman indicated that the councillors would be sympathetic to both such planning applications should they come before the council.

There being no other topics for discussion, the chairman closed the meeting at 7:47pm.

Annual Parish Council Meeting.

Election of Chairman.

Mr Lay, seconded by Mrs Collins, proposed Mr Watts as chairman. The motion was carried unopposed.

Apologies

Mrs Jean Burley and Mrs Melinda Tilley. Mrs Tilley had also submitted a briefing note for the council which had been circulated and noted with thanks.

Mr Watts wished to record the Council's disgust at the blatant waste of money by the County Council and the District Councils in pursuing separate studies into the feasibility of unitary councils.

Minutes of the Last Meeting.

These were signed as a true record by the Chair.

Matters Arising.

Given the lack of finance available for highway maintenance, most of the items concerning the A420 would not be carried forward in the minutes but resurrected at a more suitable future date. However, the physical refuge to enable bus passengers to safely cross the road at the Fyfield junction would be carried forward as this involved individual safety.

Mr Lay reported that the felled tree in St. Johns Close had been removed.

Mrs Maher reported that OCC had inspected the trees in Abingdon Road, Tubney and confirmed that one tree should be removed.

The Clerk had inspected the Coach Road for vegetation and fallen trees and had found one tree partially into the road. This had been removed shortly afterwards. Other vegetation all appeared to be on the road verge rather than within the property of WildCru and was thus a highways issue.

The Clerk had invited Mrs Voss of SSE to attend the village fete. In addition, the District Council was running an initiative, Go Active Gold, to encourage over 60s to take up more physical activities. It was probable that they would also attend the fete.

The Clerk had received an offer from the District Council to provide a grant towards any parish activity to celebrate the Queen's birthday. A request had been submitted with respect to the Village BBQ and any funds received would be forwarded to the organisers.

Planning.

To record the following applications returned with No Comments

- P16/V0859/HH Willows Edge, Tubney
- P16/V0961/HH Broome, Tubney

Subsequent to the return of the Broome application, a copy of an objection by the residents of Westering had been received.

Finance.

The Clerk reported the financial situation as follows:

• Balance Brought Forward	£2,684.89
• Land Registry Fees	£12.00
• Clerk's Expenses – Stationary, Postage, Computer Consumables	£50.00
• Donation to PCC	£200.00
• Balance at end of 2015 – 2016 financial year	£2,422.89

A copy of the transactions for the 2015 – 2016 financial year was circulated. There being no objections, it was resolved to sign off this statement. A copy is attached to these minutes.

The following transactions applied to the financial year 2016 – 2017.

• First instalment of Precept	£250.00
• Central Government Grant	£6.00
• Balance Carried Forward	£2,678.89

The Clerk requested payment for the annual fee for the parish domain name. It was **resolved** to pay the Clerk £25.36.

A Copy of the Risk Assessment and Management (financial) for the period 1st April 2016 to 31st March 2017 was circulated for review and subsequently adopted.

The Clerk read out the Annual Governance statements in the External Audit document which were agreed by Council and duly signed by the Chairman and Clerk.

The External Audit Return accounting statement, being in agreement with the above year end financial statement, was duly signed by the Chairman and Clerk.

It was **resolved** to ask Mrs Prichard to perform the internal audit.

Field Footpath to Pharmagenesis.

This was fully covered during the Annual Parish Meeting.

Village War Memorial.

The Clerk reported that he had obtained the necessary forms to register the land outside of the church as a village green. As such, he required witness statements that the land had been freely used by residents for their own enjoyment over at least the last 20 years. Mr Lay said he would ask his father to contact the Clerk as he may well be able to assist. The Clerk also pointed out that the submitted document required witnessing by a Justice of the Peace.

Public Access Defibrillator.

Although the Clerk had completed an application form for a grant from SSE for the supply of a defibrillator, this required a signature of a sponsor. The ideal person for this was the vicar who unfortunately was away on holiday so the application was not submitted before the deadline. The Clerk had been subsequently informed that the vicar was aware of and supportive of the project. The Clerk would submit the application in time for the next round of grant allocation in September.

AOB.

Mrs Collins again brought up the problems of visibility on exiting the Coach Road onto the A420 due to vegetation and also the fact that most of the signage was both dirty and obscured. Previous attempts to get highways to resolve these issues had resulted in disinterested site visits and no action. The Clerk to seek help from Mrs Tilley in progressing the matter.

The Chairman stated that Rev Pickering had written formally to the council thanking them for their recent donation.

The Clerk suggested that he ask Mr Prichard to help repair the bus shelter as OCC did not regard this as a priority. It was **resolved** to reimburse the Clerk for any materials used.

There being no other business, the meeting closed at 8:30pm.

Next Meeting Wednesday 21st September 2016.

Fyfield & Tubney Parish Council Accounts for the Year Ended 31st March 2016

Income		
1 April 2014	Precept	£250.00
1 April 2014	Central Government Grant	£8.00
1 September 2014	Precept	£250.00
Total Income		£508.00
Expenditure		
20 May 2015	Clerk's Expenses 2013-14	£50.00
20 May 2015	Web Site Fees	£113.74
13 Aug 2015	Election Fees	£100.00
4 Dec 2015	Oxfordshire South & Vale Citizens Advice	£50.00
29 Mar 2016	Clerk's Expenses 2015-16	£50.00
29 Mar 2016	Land Registry Fees	£12.00
29 Mar 2016	Donation Fyfield PCC	£200.00
Total Expenditure		£575.74

Balance Brought Forward from 1st April 2015

£2,490.63

Income

£508.00

Expenditure

£575.74

Balance at 31st March 2016

£2,422.89



Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1st April 2016 to 31st March 2017

The risk management procedures, as documented below, were confirmed to be in practice by the Internal Auditor on

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Precept	Not submitted	L	Full Minute – RFO to follow up	Diary
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy of precept	H	Quarterly review of budget to actual	Diary
Other Income	Cash handling	L	Cash handling is avoided, but where necessary, cash should be banked as soon as practical.	Member to verify.
	Cash banking	L	Check to bank statements. Regular bank reconciliations.	Member to verify reconciliations taking place.
Direct Costs and Overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check.
	Invoice incorrectly calculated or recorded.	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Member to verify.
Grants & support	Cheque payable is excessive or to wrong party.	M	Signatory and second signatory initials stub and voucher.	Approval check.
	No power to pay or no evidence of agreement of Council to pay.	M	Minute council agreement with the power used to authorise payment.	Member verify.
	Conditions agreed	L	Agree and document any reasonable conditions.	RFO check.
Reserves – General	Adequacy	L	Consider at Budget setting.	RFO opinion.
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts.	RFO opinion.
	Unidentified Earmarked or Contingency liability.	L	Review minutes.	RFO/member view.

Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1st April 2016 to 31st March 2017

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Assets	Loss, damage etc.	M	Annual inspection, update insurance and asset registers.	Diary.
	Risk or damage to third party property or individuals.	M	Review adequacy of Public Liability Insurance.	Diary.
Staff	Loss of key personnel (Clerk)	L	Risk monitored and managed as appropriate.	RFO/Member view.
	Fraud by staff	L	Fidelity Guarantee value appropriately set.	Council to review annually.
Loss	Consequential loss due to critical damage or third party performance.	L	Review adequacy of insurance cover.	Diary.
Maintenance	Reduced value of assets.	M	Annual maintenance inspection.	Diary.
Legal Powers	Illegal activity or payment.	H	Educate Council as to their legal powers.	Diary.
Financial Records	Inadequate records	L	RFO check regularly & internal audit review.	Diary.
Minutes	Accurate and legal.	L	Review at following meeting.	Diary.
Members Interests	Conflict of Interest.	M	Declarations of Interest documented / minuted and any conflict addressed as appropriate.	Diary.

Reviewed and Adopted on: 18 May 2016

Signed (Chairman): 