

Minutes of the Fyfield and Tubney Annual Parish Meeting and the Annual Parish Council Meeting held on Thursday 9th May 2024.

Annual Parish Meeting

There being no issues raised not covered by the agenda, the chair moved onto the Annual Parish Council meeting.

Annual Parish Council Meeting

1. Election of Chair and Vice-Chair.

Mrs Budgen was nominated by Dr Hatzis and seconded by Dr. Stanhope as Chair. There being no other nominations, Mrs Budgen was elected ‘nem. con.’

Dr Hatzis was nominated by Mrs Budgen as Vice-Chair and seconded by Mrs Cable-Alexander. There being no other nominations, Dr Hatzis was elected ‘nem. con.’

2. Present.

Mrs Penny Budgen – Chair.
Mrs Claire Cable-Alexander.
Dr Dimitrios Hatzis.
Mr Nicholas Keene.
Dr. Sarah Stanhope.
Mr Alan Woodward.
Dr Stephen Fraser – Clerk.

One member of the general public.

3. Apologies.

Apologies had been received from

Mr. Mark Coleman – VofWH Councillor.

4. Minutes of the Last Meeting.

These were signed as a true record by the Chair.

5. Matters Arising.

The Clerk had been busy with the audit but had made some progress with the web site. He anticipated that it would be available soon and would create a Facebook page for the council at the same time. Members would be notified when the site was live.

6. Tubney Action Group

Mrs Budgen reported that the majority of money had been raised to cover the cost of hiring a planning consultant.

It was **resolved** to minute that the grant to that end from the Parish Council, originally set at £2.5k had been raised to £5.5k by verbal agreement of Councillors prior to the meeting.

Mrs Budgen had emphasised to David Johnston, MP, that the Neighbourhood Priority Statement needs to be taken into consideration by all tiers of local government as this has impact on the quarry application.

Dr Hatzis had circulated a parish council response to the planning application. It was **resolved** that the clerk would email this directly to the case officer, Mary Hudson.

7. **Fyfield Bus Stop Lighting.**

OCC had responded with costings for both a solar powered and a mains light. The latter being prohibitively expensive.

Dr Hatzis queried whether lighting should have been provided at this stop when OCC installed lights at the west bound stop under Coroner's orders. **Mrs Budgen to query if OCC should install at their expense. Also to query why the solar lights inside the shelter had been allowed to fail.**

If OCC were unwilling to install at their expense, then the Parish could opt for the solar light at £2,550 + £510 VAT from the CIL account.

8. **Tree Safety on Fyfield Green.**

The trees had been inspected by Climbing High Tree Care and it was deemed that the tree overhanging the war memorial needed to be removed and the other two trees needed crown reduction. The inspection had incurred a bill of £180.00 which Mrs Budgen had paid. It was **resolved** to reimburse Mrs Budgen and to accept the resulting quotation of £1,380.00. The company would apply for planning permission for the work. **Mrs Budgen to confirm that the Parish Council would be paying by cheque.**

9. **Flooding Issues.**

Both ODS and OCC had inspected the sites and OCC stated that they would commence work in the next two weeks.

Some of the pot holes on Digging Lane had been filled but there was too much water for a complete repair. OCC had stated 2nd May for the work to proceed but nothing had been done as yet.

The culvert on Appleton Road posed a further problem as the headwalls had also collapsed and both OCC and St. Johns argued that it was the others responsibility. Mr Lay would also talk to Savills.

The proposed costs for repair were prohibitive for the Parish Council. OCC were prepared to jet the culvert. Should the headwalls need work, then it would be up to them to either do the work or extract funding from St. Johns.

10. **Inter-Village Connectivity.**

Dr. Hatzis had attempted to liaise with the various landowners but had had no response to his emails. If the tunnel is to be a safe access point between the two villages and for access to the A420 buses, then a feasibility study is required to determine land requirements, costs and practicality.

Mrs Budgen to contact Gemma Chandler of Savills.

11. **Community Area in Fyfield Church.**

Work has commenced following clearance of the pews to the rear of the church by parishioners. A trench had been dug to lay pipes for the services and Mr MacElvogue intended to include a spare duct to enable internet services to be added at some future date.

Mr MacElvogue had circulated updated costing and works progress to the Parish Council. It was noted that he was exploring the provision of an Heat Pump. The Clerk had just circulated details of the District's grant offering for Climate Change Projects. Dr Hatzis felt that the Heat Pump matched the grant's criteria perfectly. **The Clerk to pass on details of the grant to Mr MacElvogue.**

12. Neighbourhood Priorities Statement.

Despite it being a year since we had surveyed the parish, the government had still not published details of the format and content required for the Neighbourhood Priority Statement. Whilst we could circulate our draft statement to the parish, it was felt that wait until we have further information from government.

It was noted that the document did not include a map of the St. Johns Close village green.
The Clerk to provide a map of the green.

The Clerk had received revised wording for the Supporting Statement following our decision to allow KB&S to include a small section of the parish in their Neighbourhood Plan. It was **resolved** to accept the District's proposed wording changes. The Clerk also had a Application Form to complete for the designation and stated that District would provide a suitable map. **The Clerk to confirm acceptance of the Supporting Statement and submit the application form.**

13. Planning.

The following applications have been returned with No Objection.

- P24/V0639/FUL The Longhouse, Fyfield Wick

14. Finance.

The Clerk informed the meeting that the following transactions had occurred since the last meeting:

- Mrs Budgen – Quarry Flyer Printing Costs £52.80
- Clerk – Annual Domain Fee £39.96

and that the final balances of the accounts for 2023/24 stood at:

- Precept Account 2023– 2024, closed at £9,695.43
- CIL Account 2023 – 2024, closed at £13,060.96

The Precept account included a cheque for £450.00 payable to Fyfield United Charities that had not been submitted. It had been agreed that the cheque should be returned and thus removed from the year's expenditure subject to re-issue when the charity had sorted it's banking issues. That had not occurred before the end of the accounting year and the internal audit. As a result, the cheque appeared on the closing statement and as an uncleared cheque in the bank reconciliation. It was **resolved** to take no further action until such time as the charity indicated how it wished to finance the water study for the allotments.

The Clerk had circulated a statement of the years accounts which were duly signed by the chair as representing the position of the accounts at the end of the financial year.

The Clerk stated that the first instalment of the precept had been received and also a CIL payment. As previously noted, a payment of £5,500.00 had been made to the Tubney Action Group as part deferment of fees for a planning consultant to advise on the Tubney Quarry planning application. The current balance of accounts was as follows:

- Precept Account brought forward. £9,695.43
- Precept received. £2,500.00
- Tubney Action Group – Consultants Advice £5,500.00
- Available Precept £6,695.43

• CIL Account brought forward.	£13,060.96
• CIL Payment received.	£14,800.61
• Available CIL	£27,861.57

The Clerk had circulated a copy of the Financial Risk Assessment for the forthcoming financial year prior to the meeting. It was **resolved** to accept this assessment and it was duly signed and dated by the chair.

The Internal Audit Report had been circulated prior to the meeting. It was **resolved** to accept the report.

The Clerk presented the copy of the AGAR Certificate of Exemption stating that the gross income for the year in question was £23,803 and the expenditure was £14,507. These figures were under the threshold of £25,000 and the chair duly signed the certificate. **The Clerk to forward the certificate to the external auditors.**

The Annual Governance Statement was put to the meeting and it was **resolved** that the council had complied with all the statements therein. The Statement was duly signed by the Chair and the Clerk.

The Accounting Statement was presented to the meeting and found to agree with the previously signed off accounts. It was **resolved** to approve the statement and it was duly signed by the Chair.

The Clerk to publish the Notice of Conclusion of Annual Audit, upload the completed audit documents to the parish web site and set the Notice of Public Rights to commence on the 3rd June 2024.

15. Council Grant from Climate Action Fund.

This had been circulated prior to the meeting. The only project deemed relevant to the grant being the Heat Pump for the Church Community Area as discussed above.

16. AOB.

It was noted that there would be a temporary electricity cut in Fyfield on the 17th May to facilitate the removal of vegetation near to overhead lines.

It was also noted that there would be a number of closures of the A420 to permit resurfacing during June. The Clerk had circulated these to the parish.

There being no other items, the Chairman closed the meeting at 8:32pm.

Next Meeting Thursday 12^h September 2024.