

**Minutes of the Fyfield and Tubney Annual Parish Meeting and  
Annual Parish Council Meeting  
held on Wednesday 16<sup>th</sup> May 2018.**

**Present:**

Mr Julian Mellor – Chair.  
Mrs Jean Burley.  
Mrs Shirley Collins.  
Mr. Jonathan Greaves.  
Mr John Watts.  
Mr Alan Woodward.  
Dr Stephen Fraser – Clerk.

Mr. Jonah Maddocks – Vale of White Horse DC

Two members of the general public.

**Annual Parish Meeting**

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

Mr. Jonah Maddocks gave a presentation on Emergency Planning and encouraged the council to develop such a plan. He distributed some useful leaflets, a number of ‘Message In A Bottle’ (obtainable from the Lions) and drew attention to various sources of help and funding.

Prof. Burley wished to thank the Council and FLAG for their work during the year which was noted.

Mrs. Fraser raised the perennial issue of A420 safety. As this was an agenda item on the main meeting, discussion was deferred.

There being no other topics for discussion, the chairman closed the meeting at 8:05pm.

**Annual Parish Council Meeting.**

**Election of Chairman.**

Mr. Watts, seconded by Mr. Woodward, proposed Mr Mellor as chairman. Mr. Mellor stated that he was willing to take the chair but work commitments meant that he needed all the Councillors to fully support him by taking on tasks themselves. There being no other nominations, the motion was carried unopposed.

**Apologies**

Apologies had been received from

Mr. Anthony Haywood – VofWH District Councillor

**Minutes of the Last Meeting.**

These were signed as a true record by the Chair.

**Matters Arising.**

The Clerk had at last received all the documentation required to amend the Definitive Map to include the underpass bridleway. The main issue appeared to be identifying the land owner as a preliminary search of the Land Registry was inconclusive. User evidence would be sought during the summer.

Mr. Woodward reported that the tenant at Woodend had now trimmed the beech hedge and cleared the pavement.

Mr. Woodward reported that the Tubney Bus Stop Seat had been treated and returned to its position. The Clerk was reminded that he should try to find the spare keys to the padlocks securing the seat.

### **Lioncourt.**

Mr Mellor reported that the timetable for the inspection had been issued. There were major representations submitted by the Parish Council and many parishioners and he believed these were key to the inquiry. The major documents had been authored by FLAG members. He requested Parish Council presence at the next FLAG meeting to indicate Council support for the representations submitted in their name.

### **A420 Issues**

Mr. Mellor reported the following discussions with Mr. Ed Vaizey, he would be invited to a meeting with OCC concerning the A420. In the end, he was uninvited and neither Ed Vaizey nor Yvonne Constance were present. Minutes circulated after the meeting, which Mr. Vaizey forwarded, indicated that discussions centred on the road west of Kingston Bagpuize. No mention was made of this councils concerns, despite our County Councillor being present.

Mr. Vaizey had indicated that major improvements would only occur if all the parishes along the route made joint representation. Mr. Mellor had penned a short paper on Fyfield & Tubney's issues and possible remedial actions which was circulated. Mr. Watts suggested that it be amended to include double white lines, otherwise it was accepted as it stood.

The Clerk would circulate all parishes on the route seeking their individual issues and remedial actions, with an end to finding a common set of proposals to take to a meeting with Mr. Vaizey and OCC.

The Clerk had also circulated a letter from BBOWT concerning the impact of the Oxford – Cambridge express way and seeking our representation to parliament. It was decided that though the road could have impact on A420 traffic, any action now would detract from our desire to see changes on the A420.

### **Planning.**

- The following applications had been approved with No Comments
  - P18/V0684/FUL St Johns Yard Fyfield
  - P18/V0861/LB Tubney House Tubney
  - P18/V0860/FUL Tubney House Tubney
  - P18/V0999/FUL Moles Green Tubney
  - P18/V1051/HH 1 Abingdon Road Tubney
- The following applications have been approved with Comments:
  - P18/V0986/FUL Broome Tubney

### **Finance.**

The Clerk reported the current financial position as follows:

- |                                                        |           |
|--------------------------------------------------------|-----------|
| • Balance brought forward.                             | £1,958.51 |
| • Record payment of the following.                     |           |
| • Donation to FLAG for Planning Consultant             | £750.00   |
| • J Greaves – Grant to Netherton Notice Board          | £150.00   |
| • J Mellor – Printing LPP2 Representations less rebate | £214.22   |
| • Clerk's Expenses                                     | £50.00    |

- Clerk – Domain Fees £30.70
- Balance for 2017 – 2018, closed at £763.59

A copy of the transactions for the 2017 – 2018 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 2017 – 2018.

- Balance brought forward. £763.59
- First Instalment of Precept £250.00
- Balance carried forward. £1,013.59

A Copy of the Risk Assessment and Management (financial) for the period 1st April 2018 to 31st March 2019 was circulated for review and subsequently **adopted**. A copy is attached to these minutes.

The Clerk reported that the Internal Audit had been completed and there were no issues arising. The Annual Governance statements in the External Audit document 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.

With the change of auditing process this year, these documents need not be forwarded to the external auditor but would be made available to members of the public via the parish website. Several requests for charitable donation had been received during the year. It was the general feeling that expenditure should be directed at issues within the parish rather than to a wider Oxfordshire base. It was **resolved** not to make any charitable donations at this point in time.

#### **OCC Town & Parish Event.**

Details of the OCC Town & Parish Events had been circulated. After considering the dates and venues on offer, it was **resolved** that the Clerk would reserve two places at the event to be held at The Beacon, Wantage on Wednesday 19<sup>th</sup> September at 6pm.

The date for the Vale of White Horse Town and Parish Forum was noted as 5<sup>th</sup> July in The Beacon, Wantage at 6.00pm.

#### **AOB.**

The Clerk had received notification that 15 Main Road Fyfield would be known as ‘Wisteria Cottage’.

There being no other items, the Chairman closed the meeting at 9:35pm.

Next Meeting Wednesday 12<sup>th</sup> September 2018.

# Fyfield & Tubney Parish Council

## Accounts for the Year Ended 31<sup>st</sup> March 2018

|                                                               |                                                |                  |
|---------------------------------------------------------------|------------------------------------------------|------------------|
| <b>Income</b>                                                 |                                                |                  |
| 1 April 2017                                                  | Precept                                        | £250.00          |
| 7 September 2017                                              | Precept                                        | £250.00          |
| <b>Total Income</b>                                           |                                                | <b>£500.00</b>   |
| <b>Expenditure</b>                                            |                                                |                  |
| 17 May 2017                                                   | Domain & Web Hosting Fees                      | £118.90          |
| 27 Sep 2017                                                   | Notice Board Repair                            | £33.19           |
| 27 Oct 2017                                                   | LPP2 Representation Printing Costs for FLAG    | £374.60          |
| 24 Nov 2017                                                   | Norris & Fisher – Insurance Policy             | £228.28          |
| 27 Mar 2018                                                   | Donation to FLAG re Hiring Planning Consultant | £750.00          |
| 27 Mar 2018                                                   | Grant to Netherton Residents for Notice Board  | £150.00          |
| 27 Mar 2018                                                   | LPP2 Representations Printing                  | £214.22          |
| 27 Mar 2018                                                   | Clerk's Expenses                               | £50.00           |
| 27 Mar 2018                                                   | Domain Fees                                    | £30.70           |
| <b>Total Expenditure</b>                                      |                                                | <b>£1,949.89</b> |
| <b>Balance Brought Forward from 1<sup>st</sup> April 2017</b> |                                                | <b>£2,213.48</b> |
| <b>Income</b>                                                 |                                                | <b>£500.00</b>   |
| <b>Expenditure</b>                                            |                                                | <b>£1,949.89</b> |
| <b>Balance at 31<sup>st</sup> March 2018</b>                  |                                                | <b>£763.59</b>   |

Chairman's Signature:

*J. Miller*

Date:

*16/05/18*

## Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

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

| Topic                              | Risk Identified                                                | Risk Level<br>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.                              |
|                                    | Cheque payable is excessive or to wrong party.                 | M                   | Signatory and second signatory initials stub and voucher.                                  | Approval check.                                |
| Grants & support                   | 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 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

| Topic             | Risk Identified                                                       | Risk Level<br>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: 16/05/18

Signed (Chairman): J. Wall