

BALDONS PARISH COUNCIL

Minutes of the AGM of the Parish Council

Meeting held on Monday 15 May 2023 at 7.30pm in the Village Hall

Present:	Dawn McGiveron (DMcG), Lauren Collett (LC), Phil Price (PP), Andy Speight (AS), Adam White (AW), Tom James (TJ; Clerk), Sam Casey-Rerhaye (SODC)
Members of the public	There were three members of the public in attendance

Ref	Item	Notes	Action
001/23	Election of Officers	Dawn McGiveron was duly elected to the position of Chairman for 2023/24 Proposed: Adam White Seconded: Lauren Collett Andy Speight was duly elected to the position of Vice-Chairman Proposed: Dawn McGiveron Seconded: Adam White	Officers elected
002/23	Declaration of Officers	The Declarations of Acceptance of Office was duly signed in the presence of the Clerk	
003/23	Introduction by the Chairman	The Chairman welcomed the newly elected council and thanked the members of the public for attending the meeting	
004/23	Apologies for absence:	Apologies were accepted from Robin Bennett (OCC)	
005/23	Declarations of Interests	There were no new declarations of interest made.	
006/23	Minutes of the Previous Meetings	(i) The minutes of the meeting held on 13 March 2023 were approved as an accurate record	Approved
007/23		(ii) The minutes from annual meeting of Toot and Marsh Baldon Parishes, held on 4 April 2023 were approved, in principle, as an accurate record.	Approved, in principle
007/23	Matters Arising	(i) The Chairman thanked BEC and all the volunteers for their planning and hard work with the Coronation Celebration. A very successful event. (ii) There is a problem with flooding by the Mole Inn. The Clerk had been in contact with Highways and they are looking into the problem. (iii) AW enquired about the planning application for an extension at Rojac. The Clerk explained that the planning department was waiting for a drawing corroborated by sound and trace to show the route of the culverted watercourse.	

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008/23	Open Forum	Concerns were raised by a member of the public concerning the drainage of farm run-off water in Toot Baldon. The Chairman and Vice-chairman agreed to carry-out a site visit.	DMcG and AS to visit site.
009/23	Village Matters	<p>(i) Tinny Lane Tinny Lane is widely used by residents and horse riders. However, it becomes very muddy during the wet weather and is unsuitable, for example, for families trying to walk from Toot Baldon to the school. The water seems to be running well down the ditch and the culvert is clear at the bottom of the lane. It was suggested that the piles of dead vegetation could be removed to ease the problem. It was agreed that a long-lasting solution needed to be found. The project might be funded by CIL funds. Clerk will contact SODC CIL department.</p> <p>(ii) Peninsular by Seven Stars pub Concern was raised that the peninsular by the entrance to the southern track was now being used for car parking. This will erode the peninsular as well as increasing wear and tear on the track. It was agreed that topsoil should be used to raise the height of the peninsular as well as increase the depth of the area to make vehicles to reduce their speed when turning into the track. The council agreed that a semi-circulate bench placed on the peninsular would deter parking. AS agreed to oversee increasing the size of the peninsular LC to source a suitable bench.</p> <p>(iii) Live-streaming council meetings The council had discussed the possibility of live-streaming meetings but, on balance, felt that it would not invest in the infrastructure required. The minutes are on the village website and the agendas circulated by BaldonsInfo. Hopefully, these will encourage people to attend the meetings in person.</p> <p>(iv) Broadband Many households do not have access to high-speed broadband. With 23 registered companies in the villages, the council agreed to contact OCC about providing high speed as part of the rural business connectivity programme. DMcG and AW agreed to contact OCC</p>	<p>DMcG to contact Countryside Officer</p> <p>Clerk to contact SODC</p> <p>AS to organise peninsular work LC to source bench</p> <p>DMcG and AW to contact OCC</p>
010/23	Report from OCC	A report detailing the councillor grant scheme was circulated. The possibility of applying for a grant to make water available was discussed.	
011/23	Report from SODC	SC-R reported that the LibDems now had overall control of the council. The Green Party had increased the number of councillors and had agreed to work with the LibDems.	

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012/23	Treasurer's report	<p>12(i) The Clerk/RFO presented the current status of the accounts. The following payments were approved:</p> <table border="1" data-bbox="512 286 1257 600"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Payee</th> <th>£</th> <th>VAT (£)</th> </tr> </thead> <tbody> <tr> <td>11.4.23</td> <td>Google Cloud</td> <td>Google</td> <td>32.20</td> <td></td> </tr> <tr> <td>15.4.23</td> <td>OALC subscription</td> <td>OALC</td> <td>156.00</td> <td>26.00</td> </tr> <tr> <td>15.4.23</td> <td>Dog bin emptying</td> <td>Tactical Facilities</td> <td>77.33</td> <td>12.89</td> </tr> <tr> <td>2.5.23</td> <td>Contribution to track repairs on west side</td> <td>John Barne</td> <td>100.00</td> <td></td> </tr> <tr> <td>2.5.23</td> <td>Dog bin emptying</td> <td>Tactical Facilities</td> <td>77.33</td> <td>12.89</td> </tr> <tr> <td>4.5.23</td> <td>Insurance</td> <td>BHIB</td> <td>358.85</td> <td></td> </tr> <tr> <td>4.5.23</td> <td>Grass cutting on the green</td> <td>Ady Podbery</td> <td>189.60</td> <td>31.6</td> </tr> <tr> <td>5.5.23</td> <td>Clearing willow tree on the green</td> <td>Martin Drew</td> <td>120.00</td> <td>20.00</td> </tr> </tbody> </table> <p>The Clerk explained that he had contacted Tactical Facilities concerning the missed dog waste bin on the green. This should be emptied this week. The Chairman asked if a dog waste bin could be placed by St Lawrence Church. The Clerk agreed to provide costing for an extra bin. Payments were approved: Proposed: LC Seconded: PP</p> <p>The account reconciliation for May was approved and duly signed by the Chairman Proposed: AW Seconded: DMcG</p>	Date	Description	Payee	£	VAT (£)	11.4.23	Google Cloud	Google	32.20		15.4.23	OALC subscription	OALC	156.00	26.00	15.4.23	Dog bin emptying	Tactical Facilities	77.33	12.89	2.5.23	Contribution to track repairs on west side	John Barne	100.00		2.5.23	Dog bin emptying	Tactical Facilities	77.33	12.89	4.5.23	Insurance	BHIB	358.85		4.5.23	Grass cutting on the green	Ady Podbery	189.60	31.6	5.5.23	Clearing willow tree on the green	Martin Drew	120.00	20.00	<p>Invoices approved</p> <p>Clerk to cost extra dog bin</p> <p>Reconciliation approved</p>
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013/23		<p>12(ii) The Annual Accounts, presented and approved at the Annual Villages Meeting in April, were adopted as an accurate record of the year expenditure. Proposed: AS Seconded: AW</p>	Annual accounts for 2022/23 approved																																													
014/23		<p>12(iii) The Clerk explained that due to income exceeding £25,000, the council would be externally audited and this would involve extra costs.</p>																																														
015/23		<p>12(iv) The Annual Governance Statement, part of the AGAR 2021, was reviewed and approved by the council. Proposed: DMcG Seconded: AW</p>	Annual Governance Statement Approved																																													
016/23		<p>12(v) The end of year figures from the Annual Accounts were accurately transferred to Section 2 (Accounting Statements) of the AGAR Proposed: PP Seconded: AW</p>	Accounting Statements approved																																													
017/23		<p>(12vi) The Explanation of Variances 2023 was reviewed by the Council. The form was approved and duly signed by the Chairman: Proposed: AW Seconded: AS</p>	Explanation of Variances approved																																													
018/23		<p>12(vii) The revised Standing Orders, circulated before the meeting were unanimously approved. Proposed: AS Seconded: AW</p>	Approved																																													

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		12(viii) The revised Code of Conduct , circulated before the meeting was unanimously approved. Proposed: DMcG Seconded: LC	Approved
019/23		12(ix) The revised Statement of Internal Control , circulated before the meeting was unanimously approved. Proposed: DMcG Seconded: AS	Approved
020/23		12(x) The revised Risk Register, circulated before the meeting was unanimously approved. The risks were now shared between the Clerk and named councillors. AS requested, that to minimise the risk from outside contractors, they should submit the Risk and management statements before starting any work. The Clerk will enquire about insurance for the defibrillator, at present, it is maintained by Community Heartbeat.	Clerk to contact Community Heartbeat
021/23		12(xi) The Fixed Asset Register had been updated with the replacement costs of the council's assets. This was approved unanimously. Proposed: DMcG Seconded: LC	Approved
022/23		12(xii) The Financial Regulations 2023/24 circulated before the meeting was unanimously approved.	Approved
023/23		12(xiii) The Freedom of Information Policy 2023/24 circulated before the meeting was unanimously approved. Proposed: LC Seconded: AW	Approved
024/23		12(xiv) The Privacy Policy , circulated before the meeting was unanimously approved. Proposed: PP Seconded: LC	Approved
025/23		12(xv) The list of Councillors' Responsibilities was unanimously approved. These will be posted on the council website.	Approved
026/23		12(xvi) As agreed last year, the Clerk's pay would be fixed at £12 per hour for 2023/24. This will be reviewed for 2024/25 Proposed: DMcG Seconded: LC	
027/23		12(xvii) The renewal of the insurance policy was approved. The Clerk reminded that the Council had approved a three-year plan to enable to fix costs.	Insurance renewed
028/23		12(xviii) A revised budget was circulated. Special payments for the Coronation Celebrations and west track repairs had already reduced the project surplus for 23/24 to £750. However, working reserves were in the region of £14,000 to cover any unforeseen costs.	
029/23		12(xix) The council had £16,423 CIL funds which would need to be spent on infrastructure projects in the next 5 years. Potential projects had been circulated in the Parish Newsletter and villager views requested.	
030/23	Local Planning	There were no current applications for discussion. Planning had been refused at Penstemon House	

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031/23	Item for the next Agenda	Internal Audit report	
032/23	Date of Next Meeting	Monday 10 July 2023 at 7.30pm	
033/23	Future dates	11 September 2023 13 November 2023 8 January 2024 11 March 2024 22 April 2024 – Annual Villages Meeting (to be confirmed) 13 May 2024 – BPC AGM 8 July 2024 9 September 2024 11 November 2024.	Budget revised and approved

Signed as a true record:

Date:

Agreed actions:

Action	Responsibility
Visit site in Toot Baldon prone to flooding from farm run-off water	DMcG, AS
Contact CIL department at SODC concerning fund maintenance of Tinny Lane	Clerk
Increasing height and size of peninsular outside Seven Stars pub	AS
Cost of semi-circular bench	LC
Contact rural connectivity at OCC concerning broadband in villages	DMcG, AW
Cost of installing an extra dog waste bin by St Lawrence	Clerk
Insurance and liability of defibrillator	Clerk