

CHINNOR PARISH COUNCIL

PRESENT: Cllr's Ashdown, Ball, Boyle, Cooke, Dixon, Edwards, Gray, **Mackenzie**, Sarai, Webb and Wright

Minutes of the **Statutory Annual Meeting** held **Monday 20th May 2023** at The Community Pavilion, Station Road.

Chair: Cllr Mackenzie welcomed everyone to the Annual Meeting.

Public Question – 4 members of public present. No questions raised

1. ELECTION OF PARISH COUNCIL CHAIR for 2024-25 & acceptance of office

IT WAS RESOLVED that Cllr Mackenzie be elected as Chair

Cllr. Mackenzie signed the Declaration of Acceptance of Office of Chair of Council for the ensuing year

2. ELECTION OF PARISH COUNCIL VICE-CHAIR for 2024-25 & acceptance of office

IT WAS RESOLVED that Cllr. Edwards be elected as Vice Chair

Cllr. Edwards signed the Declaration of Acceptance of Office of Vice Chair of Council for the ensuing year

3. Apologies for Absence: Received from Cllr Dixon

District Councillors Ed Sadler & Ali Gordon-Creed

County Councillor Kate Gregory

4. Declarations of Interest – There were no declaration of interest.

5. District and County Councillors' Reports

County Councillors: Nigel Champken-Woods informed members that they had some priority funding available and encouraged the community to make an application.

District Councillors: Written report received, circulated and noted.

6. Minutes of the last meeting:

The Minutes of the Full Council Meeting held on 22nd April 2024 were received.

IT WAS RESOLVED that the minutes are confirmed as a correct record, and signed by the Chair.

7. Minutes of Committees: The Minutes and reports of the following meetings were received and noted

a) Planning Committee: 13.05.24

b) HR Committee 29.04.24

Motions from the Planning Committee

7.1 Council to approve the services of Cornerstone Barrister for the preparation of the appeal submission for **81 LOWER ICKNIELD WAY, APP/Q3115/W/24/3339044**

IT WAS RESOLVED to engage the services of the Barrister for the submission of the appeal objection 81 LOWER ICKNIELD WAY, APP/Q3115/W/24/3339044

7.2 To approve the document prepared by Cornerstone for submission to the inspector.

IT WAS RESOLVED to accept and submit the objection document (81 LOWER ICKNIELD WAY, APP/Q3115/W/24/3339044) prepared by Cornerstone Barristers.

Motions from the HR Committee

7.3 To approve a new committee structure with an additional committee named Finance & Policy

IT WAS RESOLVED that a Finance & Policy committee is formed

7.4 To approve the Schedule of meeting for 2024/25

IT WAS RESOLVED to accept the schedule of meetings 2024/2025

7.5 To approve Standing Committee & Working Group Terms of Reference and agree that the Finance & Policy committee review them within the next 6 months.

IT WAS RESOLVED to accept the Terms of reference and task the new committee – ‘Finance & Policy’ to review within the next 6 months.

8. District and County Councillors’ Reports (max 10 mins total)

County Councillors: Kate Gregory & Nigel Champken-Woods

District Councillors: Ali Gordon-Creed & Ed Sadler

9. **Election of members to serve the council standing committees:** The committees will consist of all those members who wish to serve the committee plus the Council Chair and Vice Chair with the exception of the HR Committee which will have 3 members plus the Chair (Vice Chair to be held in reserve to chair a hearing panel if necessary.)

IT WAS RESOLVED that:

Cllrs Ashdown, Boyle, Edwards, Mackenzie, Sarai and Webb be elected to the AMENITES COMMITTEE:

Cllr Ashdown, Boyle, Cooke, Dixon, Edwards, Mackenzie, Sarai, Webb and Wright be elected to the PLANNING COMMITTEE:

Cllrs Ball, Edwards, Gray, Mackenzie, Webb and Wright be elected to the FINANCE & POLICY Committee:

Cllrs. Ashdown, Boyle, Mackenzie, Webb and Wright be elected to the HR COMMITTEE:

10. Election of Chair and Vice Chair for standing committees

IT WAS RESOLVED that the following were elected

AMENITES COMMITTEE: Chair: Cllr. Webb Vice Chair: Cllr Boyle

PLANNING COMMITTEE: Chair: Cllr Cooke Vice Chair: Cllr Wright

FINANCE & POLICY: Chair: Cllr Ball Vice Chair: Cllr Webb

HR COMMITTEE: Chair: Cllr Mackenzie Vice Chair: Cllr Boyle

- 11. Policies: IT WAS RESOLVED that** the following policies remain until the Finance and Policy committee review and make their recommendations to full council

- Code of Conduct
- Standing Orders
- Health & Safety Policy Statement
- Environmental Policy
- Financial Regulations 2024
- Social Media Civility & Respect
- Scheme of Delegation

IT WAS RESOLVED to accept the amended and updated grants policy in order that it can be implemented with immediate affect

12. Parish Representatives to be agreed/noted:

IT WAS RESOLVED that the following councillors are elected as representatives with the listed organisations:

Allotments:	Cllrs. Ashdown & Webb
Community Pavilion:	Cllrs Boyle, Mackenzie & Webb
Footpath Warden:	Alan Brawn
Greening Chinnor:	Cllr Ashdown
Community Garden:	Cllr. Ashdown
OALC:	Cllr Cooke
OCC Transport:	Cllr Dixon
Reading Room:	Cllr Webb
Windmill:	Cllrs Dixon, Cooke and Sarai

13. Review subscriptions and memberships to external bodies

IT WAS RESOLVED that the current subscription and memberships are renewed for the year 2024/25 and then reviewed at the Finance & Policy Committee

14. Review of Allotment Rents: IT WAS RESOLVED that the rent is increased to £700 per annum as set in the 2024/25 budget

15. Review Hire Charges for Whites Field Community Hall (£15 per hour) IT WAS RESOLVED that the hire fee remains at £15 per hour

16. Finance Matters and Reports

- a. To consider quotes for H&S requirements as recommended by the HR committee. **IT WAS RESOLVED** that the quote from Worknest is accepted
- b. To consider recommendation from Cllr Cooke for IT equipment and microsoft 365 software **IT WAS RESOLVED** that due to the time constraints and the need to be prepared for the new member of staff that Cllr Cooke would submit a full report and breakdown of costs via email, as long as the cost does not exceed the budgeted amount.
- c. To scrutinise and approve the bills for payment

IT WAS RESOLVED that the Invoices for Approval are accepted and paid

1641.60	Churchill Support Services	Security for ABH
35.09	Clarity....	Photocopies
85.00	Community First	Annual Membership
308.17	Community Pavilion	Utility cost Share
5000.00	Cornerstone Barristers	Prepare, advise in conference & assist with appeal submission
150.00	JK Drainage & Plumbing	Clearance of blocked drains at Whites'Field
139.13	Microshade	IT Services
977.96	Nick Whitney Engineering	Repair to Ferris Push Mower
84.00	OALC....	Training Course
77.91	OCC Pension	Admin Fee
917.92	Playspace Solutions Ltd	Remove & Replace panel on slide at Conigre Play Area
1041.60	RBS Solutions	OMEGA Year End Account closedown
114.40	Shield Maintenance	Dog Bin Emptying
100.44	Turney Ground Care	Mower Blade

Salary Payments - May

1761.40	HMRC...	Tax & NI contributions
150.00	Legal & General	AVC Contributions
2240.72	OCC Pension	Monthly Contributions - May
6781.14	Staff.....	Salaries – May

Lloyds Charge Card May - £124.35

22.00	GiffGaff	Mobile Phone SIMS
18.76	Mailchimp	Newsletter
83.59	PB Packaging	Black Compactor Sacks

- d. Confirmation of regular Standing Orders and Direct Debits. **IT WAS RESOLVED** that the current payments continue and contracts will be reviewed by the Finance & Policy committee
- e. To note that the year-end reports (2023/24) are prepared and will be audited by Mr RJ Lewis week ending 31st May 2024
- f. To consider the insurance quote from Zurich **IT WAS RESOLVED** to accept the Zurich insurance quote for the year 2024/25
- g. Grants Closing date for applications is 30th June and will be considered at the Finance & Policy meeting 22nd July 2024. Noted

17. Communications – There was nothing further to report

Chairman.....Date.....