

# UFFINGTON PARISH COUNCIL

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Minutes of the meeting of  
**UFFINGTON PARISH COUNCIL** (the “Council”)  
held on Monday 11<sup>th</sup> May 2015 at 19.30  
at the Tom Brown’s School Museum.

**1. Receipt of acceptance of office declarations and election of the Chair of the Council.**

Cllr Banks presided as Chair from the previous term of the Council. Declarations were received from all six of the newly elected Councillors.

Cllr Banks declined to stand again as Chair. The Council expressed its thanks for his long service as Chair and the significant contribution he has made to the Village through this service.

Cllr Jenkins was then unanimously elected as Chair and presided over the rest of the meeting.

Cllr Jenkins then put forward several priorities including making Council meetings more accessible to the public and improving communication in general (e.g. by launching an email distribution list for important information).

The Council also expressed its thanks to Mrs Constance (our outgoing District Councillor) for her work to support the Village.

**2. To record attendance and receive apologies for absence.**

Present: Cllrs Mr S Jenkins (Chair), Mr G Banks, Mr J Helsby, Mrs F Oberman, Mrs K Pilcher, and Mrs S Smith.

In attendance: Mr JP Roche (Clerk).

**3. Councillors to declare any interests.**

None were declared.

**4. To approve and sign the minutes** of the meeting held on Monday 9<sup>th</sup> March and Monday 13<sup>th</sup> April.

These were duly approved, and then signed by the Chair.

**5. Election of Vice-Chair and allocation of responsibilities.**

i. Election of Vice-Chair - Cllrs Banks and Pilcher were both nominated and Cllr Banks was duly elected.

ii. Allocation of areas of responsibility:

- Burial Ground – Cllr Smith
- Thomas Hughes Memorial Hall – Cllr Oberman
- Transport – Cllr Helsby
- Thomas Saunders Trust – Cllr Smith
- Neighbourhood Action Group – Cllr Banks
- Allotments – Cllr Helsby
- Photocopier – Cllr Banks
- CLP & NP – Cllr Jenkins
- Chair of the Museum Management Committee and Jubilee Field Trust – Cllr Pilcher

**6. Any remaining business from the previous meeting**

- i. None.

**7. Ongoing projects:**

- a. Parish Council assets and the land registry (UPC-P2) – Cllr Banks has been contacted by the Council's contractor and is due to meet him shortly.
- b. Housing development off Station Road (UPC-P4) – No developments since the last meeting.
- c. Creation of a Community Led Plan (CLP) and a Neighbourhood Plan (NP) (UPC-P5) – (a) Mr Parsons (from the CLP Group) advised that questionnaire responses have been analysed by the District Council and the Group are now drafting the report. This will be referred to the Parish Council on drafting is complete. (b) A discussion took place regarding the governance structure for the NP. **Action:** Cllr Jenkins to draft the required documents and circulate these to the Cllrs by email.

**8. Planning:**

- i. New applications to be considered:
  - a. None.
- ii. New applications addressed by circulation (as a response was required before this meeting) to be noted:
  - a. None.
- iii. Updates on previous applications:
  - a. Proposal for housing South of the Fawler Road. No archaeological obstacles to development have been found.
  - b. Clockhouse, High Street. This was approved by the District Council.
  - c. Redevelopment of the Post Office site. This was declined by the District Council.

**9. Finance:**

- i. To approve and note cheques previously signed:
  - None
- ii. To approve & sign cheques:
  - Communicorp RE Clerks and Council's Direct magazine subscription (UPC1516-F001) - £12.00
  - Oxfordshire Association of Local Councils RE membership subscription (UPC1516-F002) - £141.49
  - Oxfordshire Rural Communities Council RE membership subscription (UPC1516-F003) – 50.00
  - Canon UK Ltd RE Photocopier maintenance (UPC1516-F010) - £969.04  
*All approved and signed.*
- iii. Update on accounts and audit for 2014-15. Mr Roche is now awaiting a meeting with the internal auditor so they can sign-off the Annual Return document.
- iv. Inter-account transfers RE 2014-15 (UPC1516-F012). These were approved.
- v. Updating the signature mandate with the Council's bank. Mr Roche to visit TSB and obtain the necessary forms. Note: this may be deferred until the Council's staffing arrangements are confirmed.
- vi. It was noted that the Council had been contacted by the Pensions Regulator regarding the automatic enrolment of staff into a workplace pension. **Action:** Mr Roche to respond with the Council's contact details.

**10. Annual / quarterly reviews:**

- i. Review of the Council's insurance provider. The Council agreed to renew the insurance policy, subject to a review of its provisions by Cllr Jenkins. **Action:** Mr Roche to renew the policy

- unless Cllr Jenkins' review shows any problems.
- ii. Discussion of possible projects for this term of office. A discussion was held and this will be a recurring item for the first few meetings of this term.
- iii. Content of Annual Assembly. The main content of this was agreed, with further details to be arranged by correspondence.

**11. Upkeep (inc watercourses):**

- i. Contractors for open spaces (grass, hedges, and other areas) – Mr Roche reminded the Council that it should consider in a timely fashion whether it wished to continue using the same contractors for forthcoming regular work.
- ii. Fallen tree by the Pond. This is a small tree and the Cllrs will organise its removal.

**12. General:**

- i. Parish Council staffing – The staffing arrangements were discussed, including the merits of splitting the Clerk and Responsible Financial Officer Role or keeping them together. **Action:** Cllr Jenkins to investigate this further with the relevant parties and bring forward a proposal on how best to proceed at the next Council meeting.
- ii. Moving the Council noticeboard to the Shop – It was decided that the Council will purchase a new Council noticeboard, and a new noticeboard for general notices (i.e. those currently inside the Shop).

**13. Correspondence/A.O.B.:**

- i. It was noted that some residents were concerned by reports harmful substances having been eaten by dogs on the Jubilee Field. No evidence has been seen of this and no residents have come forward to report any problems with their dogs.
- ii. The Museum is hosting Artweeks exhibitors again.

**14. Date of next meeting of Parish Council:**

Date of the next meeting: Monday 1st June 2015 at 20.30 in the Thomas Hughes Memorial Hall (following the Annual Assembly).