

**Minutes of the Meeting of Uffington Parish Council**  
**Monday 14<sup>th</sup> October 2024 at 6.30 pm.**  
**Held at the Thomas Hughes Memorial Hall.**

Present: Cllr Oldnall (MO), Cllr Garwood (DG), Cllr Oberman (FO), Cllr Puddicombe (NP), Cllr Foxhall (KF), Cllr Charles (RC)

In Attendance: David Hatton – Clerk/RFO (DH)

District Councillor:

County Councillor:

Members of the Public: 5

Minute	ITEM 1 – APOLOGIES FOR ABSENCE	Action
183/24	No apologies were received	
	ITEM 2 – ELECTION OF CHAIR	
184/24	Cllr Oldnall was nominated. Proposed FO. Seconded NP. Approved. Cllr Oldnall signed Declaration of Office and appointed Chair. <b>Resolved.</b>	
	ITEM 3 – ELECTION OF VICE CHAIR	
185/24	Cllr Garwood was nominated. Proposed KF. Seconded RC. Approved. Cllr Garwood signed Declaration of Office and appointed Vice-Chair. <b>Resolved.</b>	
	ITEM 4 – DECLARATIONS OF INTEREST	
186/24	The were no interests to declare.	
	ITEM 5 – APPROVE AND SIGN THE MINUTES OF THE UFFINGTON PARISH COUNCIL MEETING HELD ON MONDAY 9 <sup>TH</sup> SEPTEMBER 2024.	
187/24	Proposed RC. Seconded NP. Approved. <b>Resolved.</b>	
	ITEM 6 – COUNTY COUNCILLORS REPORT	
188/24	None.	
	ITEM 7 – DISTRICT COUNCILLORS REPORT	
189/24	None.	
	ITEM 8 – OPEN FORUM	
190/24	It was raised that the Council has been approached on a number of occasions to assist in residents’ concerns that are not within the scope of its authority. Clerk to include in November agenda as Resident Enquiries.	DH
	ITEM 9 – NEW COUNCILLOR	
191/24.a	a) Confirmation had been received from VOWH Democratic Services that the Council is able to fill the current vacancy by co-option. Advertisements can now be made for volunteers to be co-opted. b) Clerk to finalise an application form and process document for Council approval. Once approved, forms to be forwarded to	DH

191/24.b	volunteers for return to the Clerk for consideration no later than 31 <sup>st</sup> October 2024.	DH
191/24.c	c) Subject to number of applicants, councillors agreed to meet immediately before the November Council meeting to carry out interviews (subject to there being a suitable applicant). The discussion and voting process will be finalised and agreed with the Application Form to be circulated by the Clerk.	DH
<b>ITEM 10 – PLANNING MATTERS</b>		
192/24.a	a) New applications to be considered – None.	
192/24.b	b) To consider new applications received since the publication of this agenda – None.	
192/24.c	c) Update on existing planning applications: a. <b>P22/V2630/NM</b> , Moor Mill Farm, Uffington. Amended plans. Awaiting Determination. No Change.	
192/24.d	It was noted that MO and DG had recently attended a meeting of the Oxfordshire Neighbourhood Plans Association which had included useful guidance on the emergent revised NPPF.	
<b>ITEM 11 – FINANCIAL MATTERS</b>		
193/24.a	a) To approve September payments – Proposed RC. Seconded DG. Approved. <b>Resolved</b> . Clerk to transfer £299 from Rialtas EMR into General Fund for Scribe initial payment.	DH
193/24.b	b) To approve DD payment for Scribe subscription – Proposed KF. Seconded DG. Approved. <b>Resolved</b> .	
193/24.c	c) To approve half year virements – Proposed RC. Seconded DG. Approved. <b>Resolved</b> . Clerk to amend budgets within Scribe.	DH
193/24.d	d) To approve Bank Mandate and signatories – Mandate/Signatories for TSB and Nationwide to comprise of Chair (Mike Oldnall), Vice-Chair (Dave Garwood), Councillor for Finance (Richard Charles) and Clerk/RFO (David Hatton). Proposed RC. Seconded DG. Any other names on the current mandate to be removed. Approved. <b>Resolved</b> . Clerk to arrange mandate amendments.	DH
193/24.e	e) To approve Debit Card to be issued to Clerk/RFO – Proposed RC. Seconded NP. Approved. <b>Resolved</b> . Clerk to arrange.	DH
193/24.f	f) To note the External Auditors Report 2023/4 – noted pending a letter of correction. Proposed MO. Seconded NP. Approved. <b>Resolved</b> .	
193/24.g	g) Asset Inspection Report – asset register to be amended for items identified as disposed/new items. Clerk to amend asset register. It was noted that the Register had been transferred from Rialtas to Scribe.	DH
193/24.h	h) Digital Café, approve hire of THMH – Proposed KF. Seconded FO. Approved. <b>Resolved</b> . Clerk to book THMH.	DH
193/24.i	i) Grant Application – Uffington Christmas Tree £320. Proposed FO. Seconded KF. Approved. <b>Resolved</b> . Clerk to notify applicant and arrange payment to supplier.	DH
193/24.j	j) RBL – to purchase Remembrance Flag and £100 Wreath donation. Proposed FO. Seconded NP. Approved. <b>Resolved</b> . Clerk to order flag and arrange donation once wreath has been received.	DH

193/24.k	It was noted that as part of the budget procedure for 2025/6 an exercise would be conducted to review the budget/reserve headings of the accounting software to simplify identification.	MO/RC /DH
193/24.l	Clerk will be issuing 'read-only' access details to all Councillors for the Scribe accounting system. Full access to be held by Clerk/RFO and Councillor for Finance.	DH
193/24.m	It was noted within the External Auditors Report that individual items should have minute references and not grouped under section references. Clerk to expand going forward.	DH
<b>ITEM 12 – POLICIES/PROCEDURES</b>		
194/24.a	a) Health and Safety Policy – approve document review with revised contact details. Proposed FO. Seconded NP. Approved. <b>Resolved.</b> Clerk to update policy schedule and publish to website.	DH
194/24.b	b) Lone Working Policy – approve new policy subject to a minor amendment to section 6.1. Proposed FO. Seconded NP. Approved. <b>Resolved.</b> Clerk to update policy schedule and publish to website.	DH
194/24.c	c) Risk Assessment – approve amended policy. Risk assessment/waiver required to cover home working. Revise and resubmit for approval. Chair/Clerk to review.	MO/DH
<b>ITEM 13 – JUBILEE FIELD</b>		
195/24.a	a) Play area Inspection report – Play areas are now being inspected on a weekly basis. Awaiting inspection by Kompan regarding the movement of the Spacenet. FO to follow up.	FO
195/24.b	b) Applications to use the Jubilee Field – none.	
195/24.c	A quotation of £780 had been received for the South Bench base which is within the agreed total budget for the project. Clerk to instruct Dan Bridgeman to proceed. Installation will be subject to suitable weather/ground conditions.	DH
195/24.d	It was noted that a field tidy has been arranged for 26 <sup>th</sup> /27 <sup>th</sup> October subject to weather conditions. FO to request notice to be included in the weekly newsletter.	FO
195/24.e	It was noted that an inspection of various trees had been conducted and that actions were needed were mainly due to Ash dieback. To be included in November agenda to discuss what actions are required and when.	DH
195/24.f	It was agreed that the Council would replace the vandalised Stefan Plant memorial oak tree. FO to confirm cost and submit for approval. Proposed FO. Seconded MO. Approved.	FO
<b>ITEM 14 – OSR</b>		
196/24	a) 5-year Survey Update – RC advised that he had just received the survey and would present the findings at the November Council Meeting. RC advised that the cost of the survey was £665 + VAT.	RC

	ITEM 15 – ALLOTMENTS	
197/24.a 197/24.b	a) Parking Provisions – awaiting final quotations. b) Fence – the fence to the east of the allotments had been confirmed as not requiring any maintenance so no further action is required.	NP
197/24.c	It was noted that the majority of the annual rentals for 2024/5 had been received.	
	ITEM 16 – VILLAGE MAINTENANCE	
198/24	a) Kissing Gate – to supply and install a Kissing Gate replacing the existing stile located at the allotments and then gifted to property owner for future maintenance. Quotes had been received for the gate and it was agreed that the work would be carried out under the Village maintenance contract at a maximum total cost £700. S Jenkins had agreed to manage and oversee the work. Proposed NP. Seconded RC. Approved. <b>Resolved.</b> Clerk to arrange purchase/delivery of kissing gate.	DH
	ITEM 17 – GENERAL	
199/24.a	a) Village Shop – no written communication has been received relating to the sale. The latest target date is for the sale to be completed in mid-January 2025.	DH
199/24.b	b) The Courier – Autumn 2024 Edition has been produced and delivery underway. Higher cost due to increased number of pages.	
199/24.c	c) Clerk’s Report – noted with no further additions since publication.	
199/24.d	Clerk to prepare posters for the notice board and THMH for the future Defibrillator and Digital Café training sessions.	
	ITEM 18 – MATTERS FOR THE NOVEMBER AGENDA	
200/24	Matters for the November Agenda should be received by the clerk for consideration no later than 1 <sup>st</sup> November 2024.	
	ITEM 19 – DATE OF NEXT MEETING	
201/24	Monday 11 <sup>th</sup> November 2024. Commencing at 6.30pm. To be held at the Thomas Hughes Memorial Hall.	
	ITEM 20 – CLERKS PROBATION	
202/24	It was confirmed that a unanimous agreement had been made that the Clerk had successfully completed the period of probation as of 30 <sup>th</sup> September 2024. Changes as stated within the Contract of Employment would commence from 1 <sup>st</sup> October 2024.	

The meeting closed at 8.45pm

Appendix A: Clerk’s Report

Appendix B: Payments approved

## **Appendix A**

### **Clerks Report for the Uffington Parish Council Monthly Meeting 14<sup>th</sup> October 2024**

I am pleased to be able to report the following;

A response to the OCC notification of Public Transport Services contract renewals March 2025 was provided (172/24).

Correspondence to the parties involved in the discussion regarding the Woolstone Road development thanking them for their replies to the Council's enquiries were produced and delivered (173/24).

A Letter of Engagement securing the services of Jane Olds as Internal Auditor for 2024/5 was completed. Further documentation required will be completed by the clerk (174/24).

A response was provided to OALC confirming the Council's agreement to the proposed membership fees for 2025/6 (174/24).

The transfer of 2024 financial data to the Scribe Accounting system has now been completed and the system is now fully operational (174/24).

Both new seating tables for the south and east locations on the Jubilee Field have been delivered. The eastern table will be installed on receipt of the fixing kit and awaiting installation of the southern area concrete base for the final installation (176/24).

The repairs to the roundabout surround have been completed(176/24).

All allotment renewal documents have been produced and delivered (178/24).

A quotation has been received from the Sports Club for the maintenance of the Jubilee Field of £3,800 which is the same as the current year (179/24).

A Defibrillator Awareness training session has been arranged for 31<sup>st</sup> October 2024 at the Thomas Hughes Memorial Hall (180/24).

The Digital Café session was held with great success and a number of requests to hold further sessions, provisionally booked for December 2024.

## Local Government Transparency Code 2015

### Appendix B – Payments Made

Salaries		£838.10
External Audit Fee	Moore	£378.00
General Admin Expenses	D Hatton	£183.18
Initial Software setup	Scribe	£358.80
Fixing for new benches	Atex Ltd	£137.95
2 x Benches	Earth Anchors	£1,663.20
Playground repairs	Vitaplay	£954.00
Training	OALC	£42.00
Courier production	Solopress	£449.82
Village maintenance	BGG Garden and Tree Care	£120.00
Hall Hire	THMH	£74.56
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Total		£5,199.61