

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE VILLAGE HALL ON WEDNESDAY 13th MAY 2026**

Present: Mr D Roberts (Chair)

Mrs M Castle (Vice-Chair)

Mrs K Adamson

Mrs T Burge

Mr M Redmond

Mr T Brown (Clerk)

Mr N Adamson (Finance Officer – for item 7)

Two members of the public were in attendance.

26/33 Election of Chair and Vice Chair

Mr Roberts was elected as Chair for the year (Mrs Adamson proposed: Mrs Castle seconded).

Mrs Castle was elected as Vice Chair for the year (Mr Roberts proposed: Mrs Adamson seconded).

26/34 Apologies for absence and declarations of interest

There were no Apologies and no Declarations of Interest. The Clerk reminded Councillors of the need to update their Declaration of Interests statement if their personal circumstances change.

26/35 Approval of the minutes of the meetings of 11th March 2026

The draft minutes (circulated) were agreed as a correct record to be signed by the Chair.

26/36 Matters Arising from the previous meeting Minutes

26/25: Community-Led Plan. There had been one response to the invitation to comment. This supported the refreshment of the Plan now it was half-way through its 20-year period, but also recognised that a fuller review could take place based on new survey information. It was suggested that those who had originally been involved in the Plan be approached to re-form a Working Group.

26/37 Dates for Future Meetings

The suggested dates (as circulated) for the coming year were agreed.

26/38 Responsibilities and Appointments

The draft list (circulated) was approved with the following adjustments:

- Mr S Champion is Lead for the MVAS Operations Team.
- Mr B Jezzard to be added as a member of the MVAS Operations Team.
- The Pothole Superhero post to remain and a further attempt made at recruitment.
- A double check on responsibility for maintenance of the Lyford Road entry display.
- The Buckland Road entry display to be removed (degree of damage is beyond repair).

26/39 Clerk's Financial Report

Mr Adamson ran through transactions from 1st – 31st March. The balance currently stands at £15,699. He also ran through significant items of income and spend for the previous financial year,

explaining that OCC's generous decision to pay for (as well as installing) the White Entrance Gates on Buckland Road was the main reason why expenditure had been less than was previously budgeted for. He also explained the process for the end of year audit. Councillors agreed as follows:

- (1) To note the recent transactions in the Council's accounts (grey areas – Tables 1 and 2;
- (2) To confirm the removal of the Specific Reserve for the Road Safety Group.
- (3) To confirm that the Council should exempt itself from the process of External Audit (page 3 of AGAR – circulated);
- (4) To note the content of the Internal Auditor's Report (page 4 of AGAR – circulated);
- (5) To endorse the Annual Governance Statement (page 5 of AGAR – circulated) and authorise its signing by the Chairman and Clerk;
- (6) To approve the Statement of Accounts (page 6 of AGAR – circulated) for signature by the Chairman;
- (7) To agree that the 30 (working) day period during which the public can exercise their right to inspect the accounts and accounting records (as summarised in the completed AGAR forms) should commence on 3rd June 2026.
- (8) To agree the Risk Assessment and note the Asset Register – as circulated.
- (9) To approve the Insurance renewal with Zurich.
- (10) To approve the grass cutting contract with BGG for 2026-27.

26/40 Planning Matters

Mrs Adamson reported as follows:

- P23/V0798/FUL (Commercial buildings/parking etc, Lyford Business Park): The promised additional response to the Chairman's letter had yet to be received from the Planning Officer.
- P25/V1803/HH and P25/V1804/LB (Extension to Bridle Cottage): Amended plans noted.
- P26/V0008/FUL (Extensions etc at Chequers PH): Amended Plans noted;
- P25/V0111/FUL (Dog Walking Facility, Charney Manor): awaiting decision.

26/41 Update on the move to .gov.uk

Amanda Graham referred to the report that had been circulated, explaining the position that had been reached on the new website, the PC's email set up and the way in which it was envisaged the project would be completed. The aim is to continue to present the website as a village site and not one that is simply a repository for the Parish Council. Any Meeting and Financial records posted on the new site should be limited to the last five years with earlier records 'archived' to the old site – which will also continue to host the Village History pages.

The entries for most of the village organisations have already been updated and added to the new site. Options for CHAFT had been discussed at the recent Joint Liaison Group. CHAFT members of the group favoured using the existing (.org.uk) website as the main home for CHAFT business, leaving just a single page on the new site to provide a summary of the charity's activities and a link to the .org.uk website. One advantage is that this will more easily allow CHAFT opportunity to edit its own page content in future. Another is that time can be saved in not having to transfer the various CHAFT folders and page content to the new site. The Village Hall and Playing field are nevertheless agreed to be important village facilities and these will still have their place on the new site in the 'Village Services' tab.

If there is a downside to the CHAFT suggestion it is that it doesn't quite fit the theme of the new website being a comprehensive village site, but Councillors agreed that it was important that the wishes of CHAFT members be accommodated. There is still much to do in transferring Parish Council content from the old to the new site (this is likely to take a number of weeks at least) so the priority for the period between now and the next CHAFT meeting will be to work on the transfer of Parish Council content to the new site.

Councillors supported the way in which the transition to the new website was being approached and agreed to the aim of having Councillors working from a .gov.uk email account by the next Parish Council meeting. There was a concern that some emails sent from the Clerk's new address were going into 'Junk'. This may be a 'settling down' issue and Councillors should monitor this and advise the Clerk if this continues to be a problem.

26/42 CHAFT Matters

The draft minutes of the CHAFT meeting on 15th April were noted.

The draft minutes of the Joint Liaison Group meeting of 5th May had been circulated. It was noted that CHAFT could be without a Treasurer if a replacement is not soon found.

Regarding the Parish Council filing cabinet, it is understood that options other than its removal are being explored in order to create space in the Hall cupboard for the storage of more chairs.

26/43 Clerk's Correspondence

26/44 The next meeting is on **Wednesday 8th July** in the Village Hall at 7.30 pm

The Chairman closed the meeting at 09.30 pm.

Signed Chairman.....Date.....