

Minutes of Charlton On Otmoor Parish Council Meeting held on 20th May in the Community hall at 7.30pm

Present: Bryn Walker - chairman, Councillors: Hudson, Pearson, Thompson and Pollard.
Clerk - S Hatwell.

1. **Voting in of the chairman** - Cllr Pollard nominated Bryn Walker which was second by Cllr Pearson. Bryn Walker accepted the nomination and signed his acceptance of office.
2. **Apologies:** Cllr's: Channon & Roberts.
3. **Requests for dispensations, declarations of interests, gifts and hospitality.** None.
4. **Public session** - None.
5. **Approval of the minutes from the meeting held on 29th April 2021.** The Council **RESOLVED** that the minutes be accepted as a true record of the meeting. They were then signed by the chairman.
6. **Matters arising from the meeting held on the 29th April 2021 -**
 - a) **Fencott & Murcott Parish Council/Otmoor Bridge** - The clerk reported that F&M PC had invited two members of the Council to attend their next meeting with a view to us working together to encourage respectful use of the local rights of way, improving signage, installations of bins etc. It was agreed that two members would attend. There was nothing more to report on Otmoor Bridge.
7. **FINANCE**
 - a) **Approval of Accounts 2020/2021**
 - **Internal Audit** - Clerk stated that the IA had been completed. One question to which there was a 'no' answer was regarding the payments of NI and Tax to the clerk's salary as there was a discrepancy due to late payment of NI & Tax. This was discussed further and it was agreed that the clerk will contact HMRC, OALC and Cherwell District Council for help.
 - **External audit certificate of exemption** - The Council **RESOLVED** to submit a Certificate of Exemption to the external auditor.
 - **External Audit - Annual Governance Statement** - The clerk read out the accounting statements and it was **RESOLVED** to accept that the Council had met all of its responsibilities of a sound system of internal control. *Regulations 6(3)(a) Accounts & Audit Regulations 2015*
 - **Statement of Accounts** - It was **RESOLVED** to accept the accounts for year end 31/03/2021. *Regulation 12(2), Accounts & Audit Regulations 2015*
 - **Asset Register** - The Council **RESOLVED** to accept the updated register.
 - **External Audit - Accounting Statements 2020/2021** - It was **RESOLVED** to accept the Accounting statement to be sent to the external audit.
 - **Electors rights** - The Council agreed to 07/06/21-19/07/21 for the accounts to be viewed between these dates. *Regulation 15(2), Accounts and Audit Regulations 2015.*

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- b) **Payments already paid** - M J & S Cross - grass cutting £444.00, Shaw & Co - new receipts & payments book -£78.00, Glasdon - dog bin £316.84.
- c) **Payments for approval** - S Hatwell - pay for May.
- d) **Risk Assessment** - All risks were discussed and it was agreed that no changes were needed. The assessment was then signed by the chairman.
- 8. **Planning** - No applications had been received.
- 9. **Burial Ground - OLD** - Cllr Pollard had spoken to PJ Harrison instructing him to go ahead with the quote that we had received. He will also ask him to give us a quote on the damage to the wall caused by a vehicle hitting it. Cllr Pearson had been unsuccessful in obtaining the insurance details. It was agreed to send another letter. Clerk to action.
- 10. **Playground/field** - Cllr Pearson had attended a meeting and reported on behalf of the Play group committee as no one was able to attend this meeting, stating that a number of fund-raising activities are planned and a date for a village consultation to show the proposed new play equipment will be agreed soon. It was suggested that we invite them to our next meeting. Clerk to action.
- 11. **Allotments** - Nothing to report.
- 12. **Environmental/climate change** - Cllr Pollard and Thompson will compile a Press release which will be made public when the Burge at Oddington Crossing floods again as no correspondence has been received from the Highways/County Council on what can be done to resolve the problem.
- 13. **Items for further discussion** - None made.

There being no further business the meeting closed at 21.05pm. The next meeting will be on the 22nd July 2021 at the Pavilion on the playing field to commence at 7.00pm.



Date: 22-7-2021

Bryn Walker - Chairman.