

Minutes of Charlton On Otmoor Parish Council Meeting held on the 24th April in the Percy Collett room at 7.30 pm.

Present: Chairman - Bryn Walker. Councillors: Channon, Walters, Thompson, Pollard and Hudson. Clerk - S Hatwell.

1. **Apologies:** Cllr Dr S Hutchinson.
2. **Declaration of Interests:** None given.
3. **Public Session:** No public present.
4. **Approval of the Parish Council minutes and the Annual Meeting of the Parish minutes from the meeting held on the 20th March 2025.** - It was RESOLVED by the Parish Council to accept the minutes as a true representation of the meetings. The minutes were signed by the chairman.
5. **Matters Arising from the meeting held on 20th March 2025 -**
 - a) **Standing Orders** - It was RESOLVED by the Parish Council to adopt the latest version but noted the lack of inclusive language and inconsistencies of numbering.
6. **Finance:**
 - **Approval of the Accounts 2024/2025 -**
 - **Internal Audit Report** - The report was read; Section A - B - the new Financial Regulations & Standing Orders are adopted at this meeting and will be put on the website. All other recommendations were noted. The IA annual internal audit report was completed, and all internal control objectives were met. This report will be put on the website.
 - **External audit certificate of exemption** - The certificate was completed for the year-end accounts of 31st March 2025 and signed by the chairman and RFO. This will be sent to the External Auditor. Clerk to action.
 - **External Audit - Annual Governance statement** - The statement was read by the clerk/RFO, and all boxes were completed. It was RESOLVED by the Parish Council to accept its responsibility for a sound system of internal control.
 - **Statement of accounts** - the accounts had been prepared by the RFO. It was RESOLVED by the Parish Council to accept the accounts for the year ending 31st March 2025. The accounts were signed by the chairman and RFO
 - **External Audit - Accounting statements** The accounting statement was signed by the RFO before the meeting, and it was RESOLVED by the Parish Council to accept the accounts for the year end 31st March 2025 were signed by the chairman.
 - **Electors' Rights - Date for viewing accounts: 03/06/2025 - 14/07/2025.** The dates for the elector's rights were agreed. This will be displayed on notice boards and the website.
 - b) **Financial Regulations** - It was RESOLVED by the Parish Council to adopt the latest version.
 - c) **New website address** - Due to recommendations by the JPAG it was advised that all parish council addresses should end with .gov.uk. Our new web address is now <https://charltononotmoor-pc.gov.uk>. Our contact details are: clerk@charltononotmoor-pc.gov.uk
 - d. **Payments for approval** - Membership to OPFA - £49.00, T Goss -Internal Auditor - £100.00, Cherwell District Council -dog bin emptying - £267.70, M R & JS Cross - grass cutting £258.00. All payments have been approved and will be actioned.
 - e) **Payments already paid** - S Hatwell - April pay - Paid on 7/4/25.
8. **Burial Grounds - OLD - Verge** - The chippings from the branches of the trees that had been lopped had been spread out on the verge as a temporary measure until it can be fixed by the Highways Agency. It was noted that the household of 2 Walnut Trees did not want the overhanging branches in their garden lopped.

New - Sandbags - We are pleased to report that we now have a supply which are stored in the shed. These are meant for Emergencies in case of flooding or burst pipes. Please let the clerk know if you take any so that we can maintain a sufficient supply.

 18-5-2025

9. Planning - a) Community Emergency Plan. It was RESOLVED by the Parish Council to look into completing an emergency plan. Clerk to action. b) Silver birch - T1 fell to ground level as the tree has high amounts of decay and is close to the property - Woodbine Cottage, High Street, Charlton on Otmoor - No objections were made. C) New bus garage proposal. - Nothing to report.

10. Community speed watch - Work is in progress to set the group up.

11. Allotments - It was noted that the tap had stopped working. Cllr Hudson will purchase a new one.

It was also noted that some tenants are breaching their tenancy agreements by

- *putting up buildings without the prior permission of the Parish Council*
- *and assigning the tenancy or sub-let or part with the possession of any part of the Allotment garden.*

Any changes to plots must be made in writing to the Parish Council for approval.

12. Environment/climate - Cllr Thompson had nothing to report.

13. Items for further discussion -

- a) Proposed road closures in Islip.
- b) Licensing for films

There being no further business, the meeting closed at 9.00 pm. The next meeting will be held on the 15th May 2025, in the Percy Collett room of the Community Hall at 7.30 pm, not the 22nd as advertised.



Date:

15th May 2025

Chairman.