

**Minutes of the Northmoor Parish Council Meeting
Held on Tuesday 6 May 2025 at 7:00pm in the Village Hall**

Attendees

Cllr Juliet Druce Chair

Cllr Lindsey Brangwin

Cllr James Florey

Cllr Stacey Reed

Cllr Henry Spielberg

Mr Chris Isaac Clerk

OCC Cllr Dan Levy, WODC Cllr Steve Cosier, WODC Cllr Sandra Cosier.

2 members of the public.

1. **Election of the Chair & Vice Chair.** To elect the Chair & Vice Chair for this year.
Cllr Reed proposed, and Cllr Spielberg seconded the proposal, that Cllr Druce be elected as Chair. The Council **RESOLVED** unanimously to elect Cllr Druce as Chair.
Cllr Reed proposed, and Cllr Brangwin seconded the proposal, that Cllr Florey be elected as Vice-Chair. The Council **RESOLVED** unanimously to elect Cllr Florey as Vice-Chair.
Both Cllrs signed the appropriate Declaration of Acceptance of Office.
2. **Apologies for absence.** To receive apologies for absence.
There were no apologies received.
3. **Requests for Dispensations, Declarations of interest, gifts and hospitality.** To receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda.
Nothing was declared.
4. **Public Participation.** To receive questions from members of the public relating to items on the Agenda.
There were no questions from the members of the public, but there was a request from the Village Hall secretary for more volunteers to become trustees of the Village Hall.
5. **Minutes.** To agree the minutes of the meeting held on 4 Mar 25 previously circulated.
It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chair.
6. **Timetable of meetings for the year.** To agree the dates and times of future meetings.
It was **RESOLVED** that future Parish Council meetings would be held on the first Tuesday of every second month at 7:00pm in the Village Hall (6 May 25, 1 Jul 25, 2 Sep 25, 4 Nov 25, 6 Jan 26 & 3 Mar 26).
Cllrs Druce and Brangwin gave their apologies in advance for 1 Jul 25 as they will both be away that week.
7. **Appoint committees and representatives on outside bodies.**
 - a. Village Hall Committee
Stacey Reed agreed to continue as the PC representative
8. **Reports.** To receive reports for information only from Councillors and Clerk.

Northmoor Parish Council Meeting Minutes - Tue 6 May 25

- a. OCC Cllr Levy had nothing to report as the recent elections had resulted in most business being postponed.
- b. WODC Cllr Steve Cosier only had 2 items to report. There will be meeting with Police and Crime Commissioner to discuss speeding and road safety in the region on 12 May 25 at 7:30pm Stanton Hardcourt Village Hall, all are welcome to attend. There will be meeting with the Environment Agency on 13 May 25 to discuss flooding in the district. OCC Cllr Dan Levy and MP Charlie Maynard will also attend.
- c. WODC Cllr Sandra Cosier introduced herself to the meeting but had nothing to report as she was new to the role.
- d. The Chair enquired if the Portrait of King Charles had been received, and if so where would it be hung.
The portrait has been delivered and it was agreed that it would be hung on the wall above the kitchen hatchway.
- e. Cllr Spilberg highlighted the very successful VE Day 80th anniversary tea party held at the village hall on 5 May 25 and expressed thanks to all involved in organising the event and those who attended. £612 was raised for SSAFA, the armed forces charity.
- f. The Clerk reported the following points:
 - i. Northmoor Village Hall no longer has a TV licence so amended Terms of Hire have been issued and were accepted by the Clerk on the Council's behalf.
 - ii. Updated Model Standing Orders and Financial Regulations have been received, and will be circulated for acceptance at the next meeting.
 - iii. The SEN Powering Communities to Net Zero Fund opened for applications on Thu 1 May 25 and closes on Wed 25 Jun, with award notification in late Sep 25. The Clerk will forward the details to the Village Hall Chair and Secretary for their consideration.

9. **Allotment Tenancy Agreement.** To consider and agree the new Allotment Tenancy Agreement previously circulated.

The Council **RESOLVED** to agree the new Allotment Tenancy Agreement, which was then signed by the Chair, Cllr Reed and the Clerk.

10. **Playpark RoSPA Report.** To receive the Playpark RoSPA report and consider and agree the treatment or toleration of the tractor steering wheel risk, which is detailed on Page 10 & 18 of report previously circulated.

The Council **RESOLVED** to tolerate the risk as it had been considered very low in the report.

11. **Bablock Hythe Flood Prevention Grant Application.** To consider and approve the application for a second grant from OCC to enable the protection of a larger stretch of bank at Bablock Hythe.

The Council **RESOLVED** to approve the application.

12. **Finance.** To consider the following items:

a. **Financial Report and Budget Monitoring Report.** To receive the reports for information.

As of 30 April 25 the Accounts stood at:

- i. Barclays Community Account (Current Account) £6,822.58.
- ii. Barclays Business Premium Account (Deposit Account) £88,028.65
This consists of £9,626.67 Regular Reserves, £15,759.48 Playpark Replacement / Maintenance Reserve and £62,642.50 Bablock Hythe Flood Prevention Reserve.

Since the last meeting the following funds have been received and / or transferred.

- i. £2,000.00 transferred from Deposit Account to cover invoices.
- ii. £63,722.00 Flood Prevention Grant received from OCC then transferred to Deposit Account as Ringfenced Reserve for Bablock Hythe flood prevention work.
- iii. £4,417.20 playpark funds initially paid into Deposit Account transferred to Current Account to pay playpark invoice
- iv. £290.00 Allotment Rental received from the tenants.
- v. £17,660.78 VAT Refund for FY 24/25 received from HMRC then transferred to Deposit Account (£15,759.48 as Ringfenced Reserve for Playpark Maintenance the remainder as Regular Reserve).
- vi. £5,597.50 first 6-month Precept payment received from WODC

b. **Internal Financial Control.** To receive a report from the Councillor responsible for Internal Financial Control.

Cllr Spilberg reported that he has begun to conduct the internal checks, verifying a sample of reconciliations against bank statements and no anomalies were found. This will continue each quarter through 2025/26.

c. **Banking.** To consider the bank mandate and confirm signatories.

The Council considered the mandate and confirmed that the current signatories should remain.

d. **Statement of Accounts.** To consider and approve the Statement of Accounts for the year ending 31 March 2025.

The Council **RESOLVED** to confirm the statement of Accounts.

e. **Assets List.** To confirm the assets list for the year 2024/25 and set an appropriate minimum value of assets for the asset register.

The Council **RESOLVED** to confirm the assets list for the year 2024/25 with the inclusion of the 2 park benches outside the church and the playpark equipment.

The Council further **RESOLVED** to agree that other items, which were of value, but which had not been purchased by the Council, generally be included at a value of £1.

f. **Internal Audit.**

- i. To receive and review the report from the Internal Auditor.
The Council **RESOLVED** to agree to accept and receive the report.

- ii. To consider the appointment of the Internal Auditor for 25/26.
The Council **RESOLVED** to agree to ask the current Internal Auditor to continue for a further year, noting that we would need to go out to market in 26/27 as 25/26 would be the third year that we had used the same Internal Auditor.
- iii. AGAR Signature Redaction. To consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns.
The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person.
- g. **External Audit.** To consider the 2024/25 AGAR for submission to the External Auditor.
- i. **Section 1: Annual Governance Statement.** To consider the questions and respond accordingly.
The Clerk had circulated the questions prior to the meeting and the Chairman read them out for consideration. The Council **RESOLVED** to agree to all the Governance questions. The Chair signed the form.
- ii. **Section 2: Accounting Statements.** To consider and agree the accounting statement figures.
The Clerk had provided the meeting with the figures which included the Asset Register. The Council **RESOLVED** to agree the Accounting Statements. The Clerk had signed the form prior to the meeting; the Chair signed the form.
- iii. **Electors' Rights.** To note the dates for the Notice of Public Rights.
The Council **RESOLVED** to approve the dates for the Electors' Rights as Commencing on: Tuesday 3 June 2025 and ending on Monday 14 July 2025. The notice would be posted in accordance with the Regulations.
- iv. **Statement of Variance.** To consider the draft Statement of Variance.
The Council **RESOLVED** to agree the Statement of Variance.
- h. **Insurance Renewal.** To consider and agree the renewal for 2025/26.
The Clerk had received the renewal quote from Clear Councils for £621.65. This was the last year of a three-year long-term agreement, but Clear Councils had recently changed underwriters from Aviva to Ecclesiastical and so the clerk would need to check if this is still extant, and if not seek further quotes from alternative providers.
The Council **RESOLVED** to approve the payment.
- i. **Invoices for Payment.** To consider and approve invoices for payment itemised on the Payment Schedule, and to approve the regular payments due throughout the year, up to a maximum of the 2025/26 budget figures.
The Council **RESOLVED** to agree the payments below, which Cllr Brangwin would authorise.

Reason/Description	Payee	Budget	Amount (inc VAT)
Payments previously approved via email			
Supply of Playpark benches	DCW Polymers Ltd	Playpark Replacement	£1,614.60

Northmoor Parish Council Meeting Minutes - Tue 6 May 25

Allotment water charges for February	Castle Water	Allotment Water Charges	£5.02
Conduct of Parish/Town Council Elections 24/25	West Oxfordshire District Council	Election costs	£200.00
Supply and installation of Tractor & Trailer	Trevor Stewart Play Equipment	Playpark Replacement	£4,417.20
Village Hall Rent for Jan 25 - Mar 25	Northmoor Village Hall	Hall Hire	£24.00
Allotment water charges for March	Castle Water	Allotment Water Charges	£5.56
Increase in Premium due to new playground equipment	Clear Insurance Management Ltd	Insurance	£11.73
Payments requiring approval			
Grass cutting April	Scott Gillam	Grass cutting	£300.00
Internal Audit 24/25	Jane Olds	Audit	£310.00
Yearly Allotment Land Rental (01/04/2025 – 31/03/26)	Emma Hare	Allotment Field Rental	£100.00

Items or activities that requiring approval with current budget figures			
Reason/Description	Payee	Budget	Amount (inc VAT)
PC Domain, Website & email	Local Authority Tech CIC	Domain, Website & Email	£325.00
Village Hall hire	Northmoor Village Hall	Hall Hire	£260.00
Grass cutting	Scott Gillam	Grass cutting	£2,250.00
Weekly emptying of dog bins	WODC	Dog bin emptying	£958.00
Monthly allotment water charges	Castle Water	Allotment Water Charges	£190.00

13. **Planning**

- a. **Planning Applications.** To consider all recent Applications received from West Oxfordshire District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting:
None received.

14. **Correspondence.** To note correspondence received not otherwise on the agenda where decisions are not required.

15. **Items for information or next Agenda only.** All items for the next agenda to be submitted to the Clerk by Mon 23 Jun 25.

Northmoor Parish Council Meeting Minutes - Tue 6 May 25

- 16. **Date of Next Meeting.** To confirm the date of the next meeting.
The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place in the Northmoor Village Hall on Tue 1 Jul 25 commencing at 7:00pm.
- 17. There being no further business the meeting closed at 8:05pm

Signed.....Date.....