

# Minutes of the Northmoor Parish Council Extraordinary Meeting Held on Wednesday 26 June 2024 at 8:00pm in the Village Hall

## Attendees

Mrs Juliet Druce                      Chair  
Mrs Lindsey Brangwin  
Mr James Florey  
Miss Stacey Reed  
Mr Henry Spielberg

Mr Chris Isaac                      Clerk

There were no members of the public present.

### 1. **Apologies for absence**

Nil

### 2. **Requests for Dispensations, Declarations of interest, gifts and hospitality.**

Nothing was declared.

### 3. **Public Participation.**

There were no members of the public present.

### 4. **Minutes of the Previous Meeting**

To confirm the Minutes of the Council meeting held on 4 June 2024 previously circulated.

The Council **RESOLVED** that the Minutes from the meeting on 4 June 2024 be accepted as a true record and were signed by the Chair.

### 5. **Reports from Councillors and Clerk**

a. Stacey Reed reported that she would be meeting Lewis Purbrick (OCC Flood Mitigation Officer), and Jack Wheeler (OCC Ecologist) to discuss the Ecology Survey needed prior to any flood prevention work being carried out around Thameside Court.

b. The Clerk reported on the following points:

#### i. **SSEN Resilience Funding Plan 24**

The Clerk had contacted SSEN regarding the scheme which was due to start in May. SSEN said there had been a delay, but it should start in July. This scheme offers a potential route for a grant to purchase a generator for the Village Hall, so there was a warm dry space that could be used during a power cut, which recently has been a regular occurrence.

#### ii. **Waste Bins**

WODC had confirmed that the Parish had 3 chargeable waste bins, however we only needed to pay for 2 due to a previous agreement. They confirmed that although the PC had originally purchased the bins, they were WODC assets and they were responsible for repairing and replacing them. This means that they would not be held on the Parish Council Asset list. They also confirmed that the bins should be emptied weekly, and the

cost was correct at £522.29 every 6 months. The Clerk agreed to look at alternative providers to ensure we were getting good value for money.

iii. **Bablock Hythe Emergency Team**

The Clerk had received a request for him, and potentially a councillor, to join the Bablock Hythe Emergency Team. The Clerk agreed to liaise with the team and ascertain what it entailed and report back.

iv. **ROSPA Inspection**

The RoSPA inspection for the playpark has been confirmed for July, with a note that this could slip to early August if they have a large volume of inspections in July.

v. **Playground Improvements**

The playground working group had confirmed that the grant had been approved and so they would be looking to start work soon.

vi. **Barclays Mandate**

The mandate has been actioned so Juliet and Lindsey should now be able to approve payments. Both agreed to check and let the Clerk know.

6. **Matters Arising**

- a. There were no matters arising.

7. **Finance**

- a. **Invoices for payment.** To consider and approve invoices for payment listed below. The Council **RESOLVED** to agree the following payments which Graham Shelton would authorise as the new Bank signatories were still not able to authorise.

- i. £522.29 to WODC for emptying the dog bins from 1 Apr 24 to 30 Sep 24
- ii. £200.00 to Jane Olds for the FY 23/24 Internal Audit.
- iii. £216.00 to Parish Online for the Parish Council Website Service from 14 Jun 24 to 14 Jun 25.

- b. **Asset Register.** To consider the Asset Register and confirm the assets list for the year 2023/24 [and set an appropriate minimum value of assets for the register]

The Council **RESOLVED** to confirm the Asset Register value of £4,730 which was an increase from £964 the previous year. In previous years assets had been depreciated to zero over 5 years. This was incorrect and so the Asset Register now included both defibrillators and the Parish Noticeboard outside of the church. It was noted that the Bablock Hythe Notice Board was not Parish Council property and the 3 Waste Bins that had been purchased in previous years were property of WODC and so neither were included on the Asset Register.

- c. **Internal Audit.** To receive and review the report from the Internal Auditor  
The Council **RESOLVED** to receive the report. There were many recommendations, all of which would be actioned over the year, of particular note was the fact that the Auditor considered the Precept was not enough to cover the PC's business and that there were insufficient reserves held.

- d. **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.

e. **External Audit.** To consider the 2023/24 AGAR in light of the Internal Auditor Report.

i. **Section 1: Annual Governance Statement.** To consider the questions and respond accordingly.

The Clerk read out all the Governance questions to the meeting which the Council **RESOLVED** to agree. The Chair and Clerk signed the form.

ii. **Section 2: Annual Accounting Statements.** To consider and agree the accounting statement figures.

The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Clerk/RFO and the Chair signed the form.

iii. **Electors' Rights.** To note the dates for the Exercise of Public Rights as Friday 28 June to Thursday 8 August 2024

The Council **RESOLVED** to note the dates which would be published on the noticeboard and website.

8. **Playpark Grant Application.** To confirm the application for the Playpark grant.

The Council **RESOLVED** to confirm the application and noted that three quotes had been obtained.

## 9. **Planning Applications**

There were no applications considered at the meeting.

## 10. **Correspondence and any items to be raised for information.**

a. Henry Spielberg asked if the councillors could have access to the OALC Portal to book courses etc, the Clerk agreed to investigate and report back.

## 11. **Date of Next Meeting**

The Council **RESOLVED** to agree that the next meeting of the Parish Council would be held in the Northmoor Village Hall on Tuesday 6 August 2024 at 7:00pm.

12. There being no further business the meeting closed at 9:40pm.

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