ORLETON PARISH COUNCIL

DRAFT Minutes
of the meeting of Orleton Parish Council
held on Thursday 15th June 2023 at 7:30pm
at the Village Hall

Present: Councillors: D. Lane (in the Chair), V. Bishop, R. Gittings, B. Powell, B. Rogers, M. Simmons
In attendance: O. Barrett (Clerk), Cllr D. Hurcomb (Ward Member for Bircher), 5 members of the public.

1. **To receive apologies of absence.**
   Apologies for absence were **RECEIVED** from Cllr Mitchell (pre-planned holiday).

2. **To consider any declarations of interest and written requests for dispensation on agenda items.**
   Cllr Powell **DECLARED** a personal interest in item 11 of the agenda.

3. **To approve Minutes of the meeting held on 18th May 2023.**
   The Minutes of the meeting held on 18th May 2023 were **APPROVED** as true and accurate record and duly **SIGNED** by the Chairman.

Cllr Simmons joined the meeting.

4. **To receive elected Members' Declarations of Acceptance of Office.**
   Councillors' Declarations of Acceptance of Office were duly **SIGNED** before the Clerk, according to the resolution of the Council from 18th May 2023, M.R. 4.1.

5. **To receive an update form HC Bircher Ward Member, Councillor D. Hurcomb (limited to 5 minutes)**
   Cllr Hurcomb delivered a report, copy attached. – APPENDIX 1

6. **Open session (limited to 10 minutes)**
   Following matters were raised by members of public present:
   - Who is responsible for cutting the hedge on Ashley Walk/Millbrook Way side.

7. **Finance.**
   7.1 To consider and Approve Internal Audit Report for the Financial Year ended on 31st March 2023
   The Internal Auditor's Report was considered and **APPROVED.** The RFO provided a brief summary and explanation of the issues raised therein. A detailed statement of explanation is published on the PC website and available for public inspection on request.

   7.2 To consider and Approve Annual Governance Statement for the Financial Year ended on 31st March 2023
   The Annual Governance Statement was considered, agreed and **APPROVED.** The Statement was duly signed by the Chair and Clerk.

7.3 To consider and Approve the Annual Return Accounting Statements for the Financial Year ended on 31st March 2023

The Accounting Statements, as certified by the RFO on 26.04.2023, were considered and **APPROVED.** The Statements were duly signed by the Chair.

The AGAR 2022/23 documents were **APPROVED** for submission to the External Auditor. The dates of the period for the *Exercise of Public Rights of unaudited Annual Governance & Accountability Return 2022/23* were set for: Monday, 19th June 2023 until Friday, 28th July 2023. The Notice will be duly displayed from Friday, 16th June on the PC noticeboard and website together with all required documents.

7.4 To Approve use of the *Payments and Receipts* accounting method for the financial year 2023/24

It was **RESOLVED** to APPROVE the use of *Payment and Receipts* accounting method for the current financial year.

7.5 To appoint a Member to verify bank reconciliations and budget vs expenditure monitoring, as produced by the RFO, for the financial year 2023/24, pursuant to Financial Regulations s. 2.2

Cllr Mitchell was nominated and it was unanimously **RESOLVED** to appoint him to verify bank reconciliations and carry out budget vs expenditure monitoring.

The Clerk & RFO will produce bank reconciliations quarterly and provide to the appointed Member for verification and budget monitoring purposes, together with all accompanying documentation and original bank statements. Appointed Member will report the verification to the Council, including any potential inaccuracies or errors and a summary of budget vs expenditure levels. Each verification will be reported at a meeting following the end of respective quarter.

7.6 To note the bank balance – 31st May 2023

Bank balance as of 31st May 2023 was **NOTED** - £20,605.40

7.7 To consider and approve the following outstanding invoices for payment:

The following invoices were **APPROVED** for payment by BACS:

7.7.1 Leo Pest Control – May – £69.60
7.7.2 Lengthsman – May – £470.40
7.7.3 Internal Audit, HALC - £264.00
7.7.4 Clerk's travel expenses - £31.68

7.8 To note the receipt of payment for defibrillator cabinet from Aymestrey PC

Payment of £200, as agreed on 16th March 2023 M.R. 6.4, was **NOTED**

7.9 To note the payment of Clerk's salary for May.
NOTED

8. Highways:

8.1 To receive an update from the Road and Safety Liaison Councillor

Cllr Bishop **REPORTED:** road markings at the Kitchen Hill junction have been repainted; meeting with the Locality Steward is being set up for the beginning of July; police speed enforcement at Comberton and Maidenhead has not materialised, Clerk to follow up.

8.2 To consider the state of repair of Kings Road and agree next steps

The poor state of repair of the road has been reported numerous times and it was noted that there are significant issues of damage to property (vehicles) and safety concerns. Issues of road classification for repairs and BB classification for resurfacing were raised. Cllr Hurcomb to assist in obtaining the most recent inspection report from Locality Steward and will press for the criteria to be put in writing.

8.3 To receive an update on SIDs and note the schedule of deployments

SIDs deployed from the beginning of June in Comberton (B4362) and Maidenhead (B4361). Location of the device nearby Maidenhead pub considered not ideal, Clerk and Cllr Bishop to explore the possibility of relocating; permissions from HC need to be obtained (Cllr Hurcomb to assist in seeking response) and funding sourced, possibly through the Police and Crime Commissioner Safer Roads grant. The schedule of SIDs deployments was **NOTED**.

9. Lengthsman

9.1 To approve schedule of Lengthsman's works for August

Schedule of Lengthsman's works for August have been approved as follows:
Cutting behind road signs throughout the Parish, around black and white bollards, benches throughout the Parish and around the red phone box and bench in the village.

10. Footpaths, hedges, vegetation

10.1 To receive an update on hedge cutting in the Parish, including an update on HC response regarding cuts at junctions

Following a request for emergency cut of overgrown hedges at junctions the HC/BB assessed that the hedges are not at an immediate response level and will be cut according to original schedule. Hedge and verge cutting in the wider area will start week commencing 26th June, Orleton may be attended to at a later date. An issue of uncut hedge by the Shropshire Homes development was raised, Clerk to write to the developer.

10.2 To receive an update on herbicide spraying in the village

Herbicide treatment in the village is now planned to be carried out in the week commencing 26th June, weather dependant. A 48h notice will be given.

10.3 To receive an update on overgrown footpaths and consider next steps

It was **REPORTED** that the overgrown footpaths OL3 and OL37 have been strimmed by the Lengthsman.

10.4 Parish Footpaths replacement of St. George's Kissing Gate

It was **REPORTED** that a Kissing Gate was provided by the HC and will be installed by the Parish Footpath Officer, Cllr Lane and volunteers from Ramblers Association on 26th June.

10.5 To receive an update on St. George's grass cuts

A written update on the frequency of grass cuts at St. George's was received from the PCC Cttee together with an additional verbal report from the Churchwarden, Mr. Chris Norman. An environmental approach was trialled at the beginning of the season. Concerns were raised that a 4-weekly cut does not seem sufficient to keep the churchyard in neat condition as per the rationale in the original grant application and this approach would fall short of fulfilling the conditions of grant. Following Mr. Norman's assurance it was **AGREED** that fortnightly cut is the minimum required to comply with the conditions under which the grant was awarded.

11. ORA

11.1 To note ORA election results

Recent ORA election results were **NOTED.**

11.2 To consider and elect a representative to ORA Committee

The Council considered the merits of appointing a representative to ORA Cttee, with Cllr Rogers asserting against. Following the debate Cllr Powell was nominated and it was **RESOLVED** to **APPOINT** him as a Trustee to ORA Committee. At the request of the Chairman, pursuant to Standing Order 3s, the votes were recorded as follows:

Voting for – Councillors: Simmons, Gittings, Bishop and Powell
Voting against – Councillor Rogers
Abstained – Councillor Lane

The new appointee was advised that the role is that of a Trustee of the Charity, with full responsibilities and obligations arising thereof and not that of a representative of the Council. When acting on behalf of the Charity the Trustee must act to the sole benefit of it.

11.3 To receive an update on s. 106 money and agree next steps

It was **REPORTED** that, with issues surrounding the allocation of s. 106 funds to ORA rather than the ODJFC having been resolved and a charge against the land no longer necessary (the FA grant application having been withdrawn by ODJFC), the PC's further involvement ceased to be necessary. It was **RESOLVED** that the Council will not take part in further talks between ORA and HC on this issue.

1 member of the public left the meeting.

12. War Memorial

12.1 To receive an update on War Memorial refurbishment

Cllr Rogers approached the owner of the land immediately adjacent to the War Memorial and secured permission for the appointed contractor to access water & electricity from the property. A possibility of parking, if required, was also offered. The PC thanked the owner for his generous contribution. The Clerk to advise the contractor of the above.

12.2 To consider the issue of retaining wall behind the War Memorial and next steps

Upon inspection it was ascertained that the wall behind War Memorial does not hinder access to the railings and should not pose a problem during the planned renovation works.

13. Noticeboards and communications

13.1 To consider the policy for notices allowed on noticeboards

It was **RESOLVED** that no commercial notices be allowed on the PC's noticeboards. Councillors to monitor and take down inappropriate business adverts.

13.2 To consider the replacement of noticeboard by the Primary School and next steps

It was **RESOLVED** to authorise the Clerk to order an appropriate noticeboard up to the value of £800 when available. Cllr Bishop to liaise with the Headmaster, Mr Adam Breakwell, to see if the school would contribute to a new noticeboard.

13.3 To consider request from the Police and Crime Commissioner's office for publishing their communications on the Council's website

It was **RESOLVED** to publish PCC newsletter on the PC website when requested.

14. Waste bins

14.1 To receive an update and review the contract for dog bins maintenance across the village

It was **REPORTED** that the dog waste bins in the village are often overflowing, particularly the one in the Hallets Well area. The issue of frequency of collections as well as possibility of provision of additional bins were considered. The Clerk advised that the HC/BB will not provide additional bins or undertake collections and informed the Council on the financial implications of every considered option on the PC budget overall, and the allocated funds under this budget heading in particular. It was suggested that lack of general waste bin in the Hallets Well area might be contributing to the problem.

It was **RESOLVED** to provide a general waste bin in the Hallets Well area and add it to the PC collection rota under the existing Leo Pest Control contract; to retain the current 4-weekly collection frequency for the time being, with the Councillors monitoring the bins in the village and reporting to Clerk if additional collections are required. Clerk to order an appropriate bin and arrange for its installation, update the contractors, and commission additional collections when necessary.

14.2 To consider provision of additional waste bin in the Hallets Well / St. George's Crescent vicinity

As above.

15. To receive updates:

15.1 Coronation weekend events

The Coronation events were a great success and very well attended. The accounts are now closed and will be audited by Cllr Mitchell. Cllr Rogers to provide all documentation to the Clerk to keep on file for the required period. The surplus funds have been divided as per pervious PC resolution and the following cheques will be presented to organisations in the village: £387.42 to the Village Hall Cttee, £387.41 to ORA and £100 to the Toddlers Group. The PC expressed thanks to Cllr Rogers for his work in delivering the events. The contribution of the National Lottery Awards for All grant was noted.

15.2 Village Hall Committee meeting

Cllr Gittings reported on recent Village Hall Cttee meeting. The Clerk to write to the Chairman of VH Cttee to clarify the status of the appointed Trustee, as per advice in item M.R. 11.2 above.

15.3 Flood wardens / resilience

Cllr Lane reported that there was no engagement from BB on the issue of setting up Flood Wardens scheme. BB to be approached again. Further de-sludging carried out in the Millbrook.

16. Delegations

16.1 To appoint a Planning Review Councillor to review and report back on planning applications in the Parish.

Cllr Mitchell was nominated and **APPOINTED** as Planning Applications Review Councillor. Cllr Mitchell to review the planning applications and report to the PC to expedite decision making.

17. Training

17.1 To approve training schedule for the Clerk

CiLCA, module 2 – Sat, 8th July 2023 @ HALC

APPROVED

17.2 To consider an in-house training session for Councillors and agree next steps

It was **RESOLVED** to book an in-house training session for the Cllrs. The Clerk to liaise with HALC to organise.

18. Matters for discussion at the next meeting. (No discussion)

None raised.

19. Date of next meeting – 20th July 2023.
CONFIRMED

There being no other business the meeting closed at 21:30

Signed – Chairman of the Council, Cllr David Lane ------- Date