

**ASTON ROWANT PARISH COUNCIL
AGENDA**

The Parish Council Meeting of the above Council will be held on Wednesday, 14th December 2016, at 7.30pm at Kingston Blount Village Hall.

Summoned to be present: Cllrs. G. Crossley, M. Day, L. French, A. Green, P. Hetherington, T. Hill & P. Tinson (In the Chair). Also to be present; D/Cllr. L. Lloyd / I White and C/Cllr. D. Wilmshurst.

1. **APOLOGIES:** D/Cllr. Lloyd
2. **DECLARATION OF INTEREST**
3. **MINUTES of the Parish Council meeting held on 9th November 2016, to be approved and signed.**
4. **MATTERS ARISING – Point 5 (Reports from District and County Councillors)** D/Cllr Lloyds has confirmed that the District Report due in the first week of November was emailed by D/Councillor White on 7th November and then, because there were some issues with the mailbox, it was also sent to all councillors individually but she was unaware of that at the meeting and no one round the table confirmed they had received the report. She wishes this point to be made at this meeting. A copy will be attached to the Minutes of the November Meeting.
5. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – received by email from Lynn, due to absence.**
6. **OPEN FORUM**
7. **PLANNING**
 - a) **Applications** as follows to be confirmed/discussed:
 - P16/S3572/AG** Erection of general agricultural store for hay and machinery at Parkwood Stud, London Road, Lewknor, OX49 5RZ – recommendation, should be approved.
 - P16/S3717/HH** Erection of detached garage in front of existing dwelling house and window in side wall of dwelling house to match existing windows at Icknield Cottage, Butts Way, Aston Rowant, OX49 5SZ. Further discussion needed to address concerns of neighbour.
 - b) **Decisions of S.O.D.C.** as follows to be noted:
 - P16/S3572/AG** Erection of general agricultural store for hay and machinery at Parkwood Stud, London Road, Lewknor, OX49 5RZ – Approved/No Formal Application For Planning permission Required.
8. **FINANCE**
 - a) The following payments to be noted (Costs include VAT):

	£	p
Clerk October Salary (Outgoing Clerk only. Incoming Clerk added to November)		
Royal British Legion – Remembrance Wreath	50.00	
M Parry (Computer Support)	75.00	
S. Johns Mileage (February – October)	54.60	
S. Johns Postage	1.10	
T.Lambourne – purchase wi-fi printer/scanner/copier	74.99	
 - b) Receipts as follows to be noted:

Walks Booklets (10 @ £3, less 10%)	27.00
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 - c) The following payments to be approved (Costs include VAT):

Clerk November Salary (Includes initial October work not yet claimed)	
S Johns – Training time with new clerk during November	
HMRC/P.A.Y.E re: clerk October/November salary	
G Stevens (grass cutting and extra strimming in lanes)	245.00
MH-P (invoice for renewal of domain name astonrowant.org.uk)	19.18
T.Lambourne – Initial stationery expenses	70.03
SLCC (subscription Renewal/application on change of clerk)	103.00
SOAV invoice re: dog bin emptying Jul-Sept '16	87.91
OALC Training Courses – Y/E processes & Internal Audit Req's (£35 + VAT)	84.00
George Stevens (Leaf Blowing, Grip Maintenance & shrub pruning)	140.00
Diane Malley (Payroll Services for H2 2016)	34.00
 - d) The current financial situation as at 29^h November:

Barclays Bank – Community Account	17823.10
Barclays Bank – Business Saver Account	1090.19
National Savings	11224.62
Village Hall Reserve fund	(690)

Play Area Reserve Fund	(5636)
Parish Notes Reserve Fund	(1000)
Trees, Footpaths & Environment Reserve Fund	(7069)

Cash 1.19

- e) Budget 2016/2017 v7
- f) Budget / Precept 2017 / 2018 for review

9. HIGHWAYS

- a) Traffic Calming – Report from Cllr. Day/update on formation of a sub-group / action group as minuted in November meeting.
- b) Need to upload traffic calming plans to web-site.
- c) Emails from concerned residents re: traffic calming humps & health effects

10. HILLWERKE TRUST – No report received.

11. NEIGHBOURHOOD PLAN – Presentation by Jeanette Ewens.

12. PLAYGROUND

- a) Payback Scheme for the Playground surface maintenance. Still no contact re: rotavation of play surface. Clerk to revisit and email for response/action.

13. ASTON ROWANT SCHOOL – No report received.

14. GRASS CUTTING & GENERAL PARISH MAINTENANCE

15. ASTON ROWANT CRICKET CLUB – Update after AGM on 8/Dec

16. FOOTPATHS AND AMENITIES

- a) Report from Cllr. P. Hetherington
- b) New litter picker –Update on school permit & start date.

17. OTHER MATTERS & WRITTEN REPORTS

18. CLERK'S REPORT – ITEMS NOT NEEDING NOTICE OF DECISIONS

19. CORRESPONDENCE

- a) Email received from Mike Henson (Web-Master) re: General Data Protection Regulation which comes into force in May 2018 – 12 steps to take now.
- b) Thank you letter from Rennie Grove Hospice Care re: £50 donation in memory of Brenda Wilson.
- c) Notification from SODC (Policy & Partnerships) formally advising end of moratorium period on The Cherry Tree Pub as at 17/November.
- d) Email and letter from OALC re: Rural Bus Services/Removal of Subsidies.
- e) Email and letter re: removal of public payphones in Aston Rowant (Butts Way) & Kingston Blount (Next to Cherry Tree).

20. WEBSITE

- a) Discussion needed about multiple uploads required – including plans for traffic calming, per point 9a, Neighbourhood Plan (new area on web-site) and new councillor details/register of interests.
- b) Renewal of Web-Domain, per item 8c

21. OTHER URGENT MATTERS at the discretion of the Chairman

22. DATE OF NEXT MEETING – Wednesday 11th January 2017 Kingston Blount Village Hall, at 7.30pm.

Clerk to the Council

ITEM 17 - CLERK'S REPORT

- 1 New Contract – need to sign, but a few points need clarifying first (Salary, holidays, pension etc.)
- 2 Bank Mandate –Peter T & Peter H to sign so I can take to the bank and get address changed for statements
- 3 Litter Picker – Permit received from OCC and sent to Robyn who has signed and returned form to confirm she has collected equipment from Steph and began work on w/e /Dec.
- 4 £1.19 “cash” holding used for purchase of postage stamps (1 x 1st class @ £0.64 & 1 x 2nd class @ £0.55). This will be reflected in next month's budget report.
- 5 Defibrillator – email from Kelly Brownsill, NHS UK.

08/12/2016
V1

Aston Rowant Parish Council

Tracy Lambourne
Clerk to the Council

Aston Rowant Parish Council Budget 2016 / 2017

2015/2016 Actual £	Description	2016/17			Current Available Reserves 2016/2017 (Based on Actual figures to date)
		Original £	Actual to November 16	Revised Forecast	
EXPENDITURE					
6,156	Administration	7,550	4,879	7,550	
393	Election Cost (Payment 1 of 3)	394	393	394	
50	s.137	50	100	100	
249	Maintenance		-	-	
508	Capital	1,632	1,382	1,632	
5,434	Grants	2,000	2,411	2,411	
0	Village Hall	-	2,900	2,900	690
13,969	Play Area	300	95	300	5,636
0	Parish Notes	-	-	-	1,000
303	Agency Services - Litter	500	139	500	
293	Dog bins emptying	647	234	647	
3,310	Village Grass cutting & maintenance	5,000	2,750	5,000	
556	Subscriptions	350	120	350	
0	Neighbourhood Planning	500	-	500	
2,223	Trees, footpaths and Envir.S fund	3,500	471	3,500	7,096
	Traffic Calming	500	620	620	
58	Sundries	100	21	100	
690	Website and publicity	900	750	900	
3,560	VAT		1,664	1,664	
37,753	TOTAL EXPENDITURE	23,923	18,929	29,068	
Less INCOME:					
19,200	Precept	20,500	20,500	20,500	
204	CTRS mitigation Grant	-	-	-	
84	National Savings Interest	82	-	50	
0	Bank Account Interest	2	0	2	
448	Grants - Agency Services	226	226	226	
20	Village Hall Rent	20	-	20	
	Hillwerke Grass Cutting Contribution	750	750	750	
216	Walks Booklet	250	288	250	
19,070	Other Grants / Donations	-	427	427	
395	Playground	-	-	-	
10	Wayleave	10	10	10	
31	Trees & Environment	-	1,850	450	
3,351	VAT Reimbursed	-	-	1,664	
43,028	Total Income	21,840	24,051	24,349	
5,275	Net Income [- Expenditure]	- 2,083	5,122	- 4,719	
19,631	RESERVES B/FWD	24,906	24,906	24,906	
24,906	RESERVES C/FWD	22,823	30,029	20,187	
BANK & CASH POSITION					
12,591	Barclays Current Account	12,591	17,823		
1,090	Barclays Deposit Account	1,090	1,090		
11,225	National Savings	11,225	11,225		
0	Cash	-	-		
24,906			30,138	-	
RESERVES					
6,179	GENERAL		15,607	10,438	
3,590	VILLAGE HALL	3,590	690	690	
5,430	PLAY AREA	5,730	5,636	5,430	
1,000	PARISH NOTES	1,000	1,000	1,000	
1,929	TREES & FOOTPATHS	5,429	7,096	2,629	
18,128				20,187	

Budget for 2016/2017

Aston Rowant Parish Council Budget 2016 / 2017

Based on these figures, the Precept for 2016/2017 is £20,500, an increase of £1300 on the 2015/2016 figure of £19,200 which represents a 6.7% increase overall. This allows for an increase in grass cutting & litter picking which is withdrawn from OCC funding as well as an allocation of £500 towards Neighbourhood planning & an increased allocation for footpaths. Due to the increased housing in Kingston Blount, the Parish Tax base is 5.8 higher than the 2015/2016 figure which means the overall increase per (Band D) household is 5.3% on 2015/2016.

The tax base figure for 2016/2017 is 426.5 (Based on 347 dwellings). This calculates as £48.06 per Band D household. This equates to 9/9s. Other tax bands can be calculated using 5/9s for band A, 11/9s for Band E & 18/9s for band H etc.

Grants are shown below, as well as the amount allocated to the funds known as 'Reserves'.

Grants break down:

Chinnor Village Centre	£555
Aston Rowant Churchyard	£896
Air Ambulance	£110
South & Vale Carers	£58
CAB	£115
M40 Group	£200
Chinnor Community Pool	£50
Kingston Blount Street Fayre (Queens 90th - reimbursed from SODC) in income	£427
Total Grants	£2,411

Reserves

Parish Notes (allocation for 2016 / 2017)	£1000 remains in reserves and is carried forward from £0 2015/2016
Kingston Blount Village Hall (Hillwerke Trust) (allocation for 2016 / 2017)	£1230 was carried forward from 2015/2016 & £2360 added to their reserve from VAT reclaimed from their donation for new playground equipment. This will pay for £0 the new sewage pump.
Trees & Footpaths (allocation for 2016 / 2017)	£1929 was carried forward from 2015/2016 & £3500 was £3,500 added for 2016/2017.
Kingston Blount Play Area (allocation for 2016 / 2017)	£5400 was carried forward from 2015/2016 & £300 was £300 added for 2016/2017
Total Reserves (top up)	£3,800

Notes:

Capital: £250 was allocated in 2016/2017. An additional £1382 was carried forward from 2015/2016 which was for the defibrillator (Now paid but was invoiced after year end).

Dog Bins: £500 was allocated for 2016/2017. An additional £147 was carried forward from 2015/2016 (Now paid but was invoiced after year end)