

Shutford Parish Council Meeting
Tuesday 4th May 2021 at 7.30pm by video conference.

The meeting commenced at 7.30pm

Present: Cllrs: Helen Nixseaman (Chair), Ashley Taylor (Vice Chair), Stephen Barnes, Sandy Forrester, Chris Hall, Paul Huewen, George Reynolds, and David Best, Clerk and Responsible Financial Officer. Two members of the public also attended the video conference.

21/023	Apologies for Absence: None
21/024	Election of Chairman, Vice Chairman and Councillor responsibilities: The following elections were made: Chairman: Helen Nixseaman Vice Chairman: Ashley Taylor Allotments: Paul Huewen Dairyground: Ashley Taylor & Helen Nixseaman Defibrillator: Ashley Taylor Highways/signs: Sandy Forrester Planning: Chris Hall Village Hall: Stephen Barnes
21/025	Declarations of Interest: None.
21/026	Minutes of the last meeting: It was RESOLVED that the minutes of the meeting held on 10 th March 2021 were a correct record (unanimous) and signed by the Chairman.
21/027	Matters arising from the minutes: The actions list from the last meeting was reviewed.
21/028 21/028/1	Parish Matters: Allotments – <ol style="list-style-type: none"> Mrs J Lydon has taken over a Plot Road plot from her sister. The new owners of Honeysuckle Cottage have already started clearing the plot on Thistle Hill that they have taken over. The owners of Seaven have asked to take over the plot that runs beside their house. All allotment holders have been sent a communication to seek their opinion on keeping livestock on the allotments. A separate side agreement will be drafted for people wanting to keep livestock. The clearing of Thistle Hill was discussed but nothing will be done until the end of the nesting season in September. Further discussion will take place nearer the time.
21/028/2	Dairyground – <ol style="list-style-type: none"> The Bug Hotel sign is being made. It is proposed to have an opening of the Bug Hotel on Saturday 5th June on the same day as the village spring clean. Plans have been made to clear the area around the bench in the corner of the Dairyground.
21/028/3	Holly Tree Felling Quote – It was agreed to accept the quote from Lighthorne Tree Care for felling the Holly Trees on Thistle Hill and treating the stumps. This will be carried out as soon as possible in September. The Clerk will contact the supplier in August.
21/028/4	Village Litter Pick – This is confirmed to take place on Saturday 5 th June. Cllr Helen Nixseaman will publicise this and the Clerk will order the equipment from Cherwell District Council and check if they can pick up sacks from remote locations around the village.
21/029 21/029/1	Finance: Annual Return Governance Statement – This was circulated prior to the meeting and agreed at the meeting.
21/029/2	Internal Audit Report – This had been carried out by Debbie Pitt and the recommendations reviewed. The recommendations will be implemented immediately.
21/029/3	2020-21 Accounts – These had been circulated prior to the meeting and agreed at the meeting.
21/029/4	Certificate of Exemption – As neither the payments nor receipts were over £25,000, the Parish Council can decide not to have an external audit. This was agreed and the Certificate of Exemption will be sent to the external auditors.

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<p>21/030 21/030/1</p> <p>21/030/2</p> <p>21/030/3</p>	<p>Correspondence:</p> <p>Raw Sewage Discharge – The owner of Wroxton Mill wanted to warn the village that raw sewage is entering the stream. This has been reported to Thames Water and a survey is being completed and sent to the Council for the Protection of Rural England. It is believed that the sewage may be coming from a leak further up towards Shenington or Balscote rather than the Sewage Treatment Plant.</p> <p>Industrial Units in West Street– Some residents have complained about noise and lorries staying over-night. These were passed on to Brown & Co who passed them on to the current tenant. The tenant has advised the Parish Council that he is mindful of the residents, tries to minimise evening noise and weekend work and that the lorry had broken down and couldn't be moved until repaired. The Parish Council urges the residents and tenant of the industrial unit to work together and discuss any issues.</p> <p>Bonfire on Plot Road Allotment – A complaint has been received from a member of the public about a bonfire on one of the Plot Road allotments. Allotment holders are permitted to burn cuttings and weeds on their allotments. This is not a regular event and the situation will be monitored. The clerk will speak to the complainant and the allotment holder.</p>
<p>21/031 21/031/1</p>	<p>Planning:</p> <p>21/00392/F – Holywell House – Permitted by CDC 1/04/2021</p>
<p>21/032 21/032/1</p> <p>21/032/2</p> <p>21/032/3</p> <p>21/032/4</p>	<p>Any Other Business:</p> <p>Homeworking Allowance for Clerk – The Clerk asked to be paid the HMRC recognised Homeworking Allowance. This was discussed but no decision taken.</p> <p>OCC Lost Footpaths – OCC had contacted the Parish Council with a map of odd bits of footpaths asking for them to be reviewed. These have been reviewed and it was agreed not to reinstate lost footpaths.</p> <p>Stones jutting from verge near Monastery Farmhouse – Some stones are jutting from the verge along the High Street and caused a puncture on a passing car. IOt was agreed that the Clerk would report this to OCC Highways.</p> <p>Testing of the Tyte Spring water at the pond – It was suggested that this could be tested to ascertain the quality of the water. It was agreed that the cost of this will be investigated.</p>

The next Parish Council Meeting will be held on Wednesday 14th July 2021 at 7.30pm in the Village Hall

There being no other business, the meeting closed at 9.03pm

Signed by Chairman.....

Date.....