

**EYDON PARISH COUNCIL**

*Clerk: Mr A Hartley  
Beech House  
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Gayton  
Northants  
NN7 3HA  
01604 858360*

Minutes of the Annual Meeting of Eydon Parish Council held on Tuesday 8<sup>th</sup> of May 2018 from 7.30pm in the Village Hall, High Street, Eydon.

**1. Councillors present:** Cllrs K Simmons (Chairman), R Collins, C Henson, N Stewart and J Walker. The Clerk was in attendance,

**2. The Parish Council is to elect a Chairman for the period to the Annual Meeting of 2019.**

Cllrs K Simmons was elected as Chairman.

**3. The Chairman is to sign the acceptance of office form.**

The Chairman signed the acceptance of office form.

**4. The Parish Council is to receive and consider for approval apologies for absence.**

Apologies were accepted from Cllrs W Coy and J Maxted.

**5. Declaration of Interest** on agenda items by Parish Councillors.

None declared.

**6. Resolution to sign and approve the Minutes of the Meeting held on the 10<sup>th</sup> April 2018.**

The Parish Council agreed the Minutes to be correct, the Minutes were duly signed accordingly by the Chairman.

**7. Officer elections, appointments and procedural adoptions:** *The Parish Council is to undertake the following:-*

1. *Election of Vice Chairman:* Cllr R Collins elected.

2. *Appointment of Internal Control Officer:* Cllr C Henson appointed.

3. *Appointment of internal auditor:* Northants CALC appointed.
4. *Confirmation of signatories to bank accounts:* Cllrs R Collins, W Coy. K Simmons and the Clerk
5. *Appointment of newsletter correspondent:* Cllr K Simmons appointed.
6. *Appointment of Eydon Educational Trust Nominative Trustee:* Cllr C Henson appointed.
7. *Appointment of Eydon Community Sportsfield Committee representative:* Cllr W Coy appointed.
8. *Appointment of Eydon Village Hall Committee representative:* Cllr J Walker appointed.
9. *Appointment of Highways Warden:* Mr R Forsyth appointed.
10. *Appointment of Eydon Tree Warden:* To be appointed.
11. *Appointment of Eydon Rights of Way Warden.:* Mr J Palmer appointed.
12. *Appointment of Litter Pick coordinator:* Cllr R Collins appointed.
13. *Confirm routine meetings schedule for the period to the Annual Meeting of 2019:*

The Meetings of Eydon Parish Council shall start at 7.30pm on the second Tuesday of each month except August when there shall be no pre-scheduled Eydon Parish Council Meeting. The Meetings shall be held in Eydon Village Hall, the High Street, Eydon unless specified otherwise on the agenda.

14. *Review and adopt the Financial Regulations, Standing Orders, Finance and General Purposes Sub-committee terms of reference, Planning Sub-committee terms of reference, Financial Risk Management document, Complaints Procedure document, Dealing with Media Requests for Information document, Records Retention Policy, Data Breach Policy, Subject Access Request Policy, Data Protection Policy, Eydon Jubilee Fund terms of reference, Code of Conduct document, and Burial Ground regulations. All relevant for the period to the Annual Meeting of 2019.*

The above policies and documents were adopted by Eydon Parish Council however *staff matters of the Standing Orders requires further consideration.*

15. *Review the system of Internal Control.*

The system was reviewed and it was resolved that a quarterly inspection of the accounts and supporting documents would be undertaken during the present financial year.

## **8. General Data Protection Regulations :-**

1. *The Parish Council is to receive a report from Cllr N Stewart following attendance at a Northants CALC workshop and to consider the appointment of Northants CALC as the Data Protection Officer for the year 2018/19.*

Cllr N Stewart presented a verbal report from the workshop and the Parish Council resolved to appoint Northants CALC as the DPO for the year to the Annual Meeting of 2019.

2. The Parish Council agreed to be registered with the Information Commissioner's Office, the annual fee for which is in the order of £35.00.

## **9. Open Meeting**

1 member of public was present.

Points raised from the Floor:-

1. An enquiry as to who is responsible for the required maintenance of the public telephone box: The Clerk advised this to be British Telecom and shall contact BT to request for attention to the unit.
2. An enquiry was received regarding the current status of the *Welcome to Eydon* pack. The Meeting was advised that the revised pack was still being drafted.

## **10. Matters arising (for information only).**

1. The Chairman advised the Meeting that the drafting of the proposed street light specification document is not yet complete.

## **11. Highway and byway issues:**

1. *The Parish Council is to receive and consider a report from the Highways Warden if available.*

The Highways Warden advised that unrepaired potholes remained a problem on the village roads.

2. *The Parish Council is to consider and discuss information received regarding the closure of the damaged road bridge on the Culworth Road and agree a response in order to promote a timely repair.*

Under the circumstances that there had been no further correspondence from NCC Highways or the County Council since the previous EPC Meeting other than out of courtesy, the Clerk was instructed to write to County Cllr Ian Morris and NCC Highways requesting a detailed timeline of the anticipated repair process in order that progress could be monitored and cross-referenced.

**12. Consultations:**

1. None received.

**13. Eydon Village News:** *Under the circumstances that the current editor for EVN is working on a previously agreed interim basis, the Parish Council is to consider the options available for the longer term.*

The Parish Council considered three quotations for the compilation and printing of Eydon Village News and agreed that the one received from Texprep of Brackley was preferred subject to satisfactory discussions between Texprep and Cllrs K Simmons and R Collins to confirm the practicalities and protocol of article submission.

**14. Scheduled works at the sewage treatment plant:** *The Parish Council is to receive and consider information relating to the proposed works to the treatment plant scheduled to commence on June 22<sup>nd</sup> 2018.*

Cllr J Walker advised that he had met with representatives of Thames Water to discuss the implications of the work. Confirmation of the details is awaited however the Parish Council understands the work is likely to commence in July and may take in the order of 4 to 6 weeks to complete. There may be two occasions of power outage in the vicinity to allow delivery of sewage treatment plant. Means of minimising disruption to the village are to be considered in advance by the contractors.

**15. Reports**

*The Parish Council is to receive and consider reports from the following organisations if available:*

1. Eydon Village Hall: No report available.
2. ECSF:- Minutes of the most recent ECSF Committee Meeting had been previously circulated.
3. Eydon Educational Trust: No report available.

**16. Finance:**

1. Receipts: The Parish Council noted the following receipts:

1. SNC half year precept: £10088.50

2. Payments: The Parish Council considered and approved following payments:

1. The Ground Care Company: April Village and Burial Ground grass cutting:

£300.00 + £60.00 VAT = £360.00

Cheque 300354

2. K.Simmons: Refreshments for Annual Parish Assembly: £3.69

Cheque 300355

3. Aylesbury Mains: Street light repair: £53.90 + £10.78 VAT £64.68

Cheque 300356

4. Northants CALC: Clerk attendance at training workshop: £36.00

Cheque 300357

5. Texprep: EVN printing: £73.50

Cheque 300358

6. Northants CALC: Cllr N Stewart attendance at GDPR workshop

£49.00

Cheque 300357

3. Bank balances: The Parish Council noted the statements for the end of April 2018.

Unity Trust Bank Current Account: £3892.68.

Unity Trust Bank Deposit Account: £43091.42

**17. Internal Audit Report:-** *The Parish Council is to receive and consider the report from the Internal Auditor.*

The end of year internal report was received and the content noted by the Parish Council.

**18. External Audit for the year ending 31<sup>st</sup> March 2018**

1. *The Parish Council is to consider and approve the Annual Governance Statement for 2017/18.*

Eydon Parish Council confirmed the Annual Governance Statement.

2. *The Parish Council is to consider and approve the Accounting Statement for 2017/18.*

The Parish Council agreed and confirmed the Accounting Statement.

3. *The Parish Council is to approve the explanation of significant variances on the above referred Accounting Statements.*

The Parish Council approved the explanation of significant variances.

## **19. PLANNING**

1. The Parish Council is to consider and respond to the consultation request for the following planning applications:

1. None received.

2. Applications received for information only:

1. None received.

## **20. Notable Correspondence** not covered above:

Received via email and previously circulated:-

1. Cherwell and SNC: Funding Fair information: Noted by the Parish Council.

## **20. Councillors' Comments** and items for inclusion on the next meeting agenda.

1. Cllr J Walker reported the high number of parked cars on the highway in the vicinity of Canons Ashby House during the recent Bank Holiday Weekend and the possible impact on access to Eydon along the Moreton Road, particularly of emergency services vehicles, repeats over the coming summer weekends should be avoided.

The Clerk shall write to Canons Ashby House, copied to Moreton Pinkney Parish Council, to highlight the problem and concerns.

2. Cllr C Henson had received complaints about a noisy and apparently aggressive dog in the vicinity of the Village Green.

**21. Confirm time, date and venue of next Parish Council Meeting.**

7.30pm, Tuesday 12<sup>th</sup> June 2018, Eydon Village Hall, High Street, Eydon.

**23. Close of meeting:** The Meeting was closed at 9.15pm