

**MOULSFORD PARISH COUNCIL  
MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY  
19<sup>th</sup> MAY 2022, AT 7:30pm IN THE PAVILION, MOULSFORD**

PRESENT: Cllr Baker (Vice chair)                      Cllr Elvy (Chair)                      Cllr Powell  
Mr. G. Twibell (clerk)

1.	<b><u>Apologies For Absence</u></b> Cllr Eagle, Cllr Partridge, Cllr Simpson (SODC)	
2.	<b><u>Election of Chair and Vice Chair</u></b> Cllr Elvy was proposed as chair by Cllr Baker, seconded by Cllr Powell. Cllr Baker was proposed as Vice Chair by Cllr Powell, seconded by Cllr Elvy. Both duly elected.	
3.	<b><u>Codes of Conduct and Registers of Interest</u></b> All councillors declared that they have read and understood the council's code of conduct, and that their entries on the register of interests are correct and up to date.	
4.	<b><u>Declarations of Interest.</u></b> There were no declarations of interest in matters being covered at the meeting.	
5.	<b><u>Minutes of the Previous Meeting</u></b> Cllr Elvy proposed that the minutes of the meeting held on 21 <sup>st</sup> April 2022, be signed by the Chair as a true record. Seconded by Cllr Powell.	
6.	<b><u>Reports from County and District Councils</u></b> Cllr Simpson had earlier submitted a report from South Oxfordshire District Council (SODC), and this had been circulated to all members. It included: <ul style="list-style-type: none"> <li>• Consultation continues on the new joint local plan which encompasses climate change, sustainable transport, affordable housing, jobs, town centres, infrastructure, green spaces. People can have their say <a href="#">here</a>.</li> <li>• Platinum jubilee events are detailed <a href="#">here</a>.</li> <li>• In a 'No Mow May' trial, areas of grassland will remain uncut. Details <a href="#">here</a>.</li> <li>• Voluntary support organisations have been awarded £667,992 in grant funding.</li> </ul>	
7.	<b><u>River Thames Public Access</u></b> <ul style="list-style-type: none"> <li>• Oxfordshire County Council (OCC) Highways in receipt of a letter before action on 21/10/2021 which is limiting progress. Clerk to seek legal advice on expiry date prior to approaching OCC once again.</li> </ul>	Clerk
8.	<b><u>Traffic and Parking</u></b> <ul style="list-style-type: none"> <li>• Meeting to discuss Ferry Lane progressing. Cllr Elvy advising highway land owner prior to distributing invite to residents and Beetle and Wedge proprietor.</li> </ul>	Cllr Elvy
9.	<b><u>Planning Applications and Enforcement Cases</u></b> <b>P22/S1135/HH Well Barn House, Moulsoford, OX10 9JS</b> Installation of photovoltaic panels on an area of land to the North East of the property to produce electricity for Wellbarn. MPC: No Strong views. SODC: Approved.  <b>P22/S0944/A Field Beside A329 (51'32'39"N 1'8'53"W), Moulsoford, OX10 9JF</b> Non illuminated freestanding sign mounted in field land. MPC: Refer to OCC Highways for road safety assessment. SODC: Considering.  <b>P22/S1080/HH Mead Cottage, Moulsoford, OX10 9JD</b> New first floor addition. MPC: Object. SODC: Application withdrawn prior to determination.  <b>P22/S1029/DIS Cranford House School, Moulsoford, OX10 9HT</b> Discharge of conditions 8 (Travel Plan) & 9 (Car Parking Strategy). While not a public consultation item, Cllr Baker has sent a background note to the planning officer on matters of concern.	

10.	<b><u>Matters From The Floor</u></b> • None.	
11.	<b><u>Actions From Previous Minutes</u></b> Completed: <ul style="list-style-type: none"> <li>• Clerk republished Ukraine resettlement plan on MPC Web site.</li> <li>• Letter to Ferry Lane residents drafted re traffic and parking.</li> <li>• Traffic and parking reports email address publicised.</li> <li>• Cllr Elvy wrote and posted planning application response.</li> <li>• Response to P22/S1029/DIS sent direct to planning officer concerned.</li> <li>• Clerk sought and distributed available information on nearby Thames outfalls.</li> <li>• Moultsford School support for village Web site agreed.</li> <li>• Jubilee events calendar published.</li> <li>• Pavilion booked for Annual Parish Meeting, 26<sup>th</sup> May.</li> <li>• Moultsford News report included APM piece.</li> <li>• APM input sought from village organisations.</li> <li>• London Bridge briefing materials redistributed.</li> <li>• Moultsford News article written and submitted.</li> <li>• Mugs ordered and paid for.</li> <li>• Cllr Partridge investigated allotments tree issue.</li> <li>• Power station objection restated to Planning Inspectorate.</li> <li>• AGAR and accounts prepared for sign off.</li> </ul> Continuing: <ul style="list-style-type: none"> <li>• Cllr Baker arranging a further liaison meeting with Cranford School. Traffic and parking issues to be raised.</li> <li>• Clerk is progressing quotes for pavilion roofing repairs.</li> <li>• Committee heads meeting to be arranged.</li> <li>• Cllrs Eagle and Powell chasing a liaison meeting with Moultsford School.</li> <li>• Clerk to discuss pavilion repainting with PMC chair.</li> </ul>	Cllr Baker Clerk Cllr Elvy Cllrs Eag/Pol Clerk
12.	<b><u>Pavilion Management Committee (PMC) Update.</u></b> No committee meeting since the previous parish council met.	
13.	<b><u>Moultsford Events Committee (MEC) Update</u></b> <ul style="list-style-type: none"> <li>• Cashless payments in progress. Will be phased in gradually.</li> <li>• Questions over meeting venue and constitution answered.</li> <li>• It was agreed the committee had been re-energised following the impacts of Covid and continued to work and delegate well.</li> <li>• Discussion around MEC paying pavilion rent for its meetings. Agreed that as a correctly constituted sub-committee of the parish council, it should not.</li> </ul>	Cllr Powell  Clerk
14.	<b><u>Playground/Recreation Ground Project</u></b> <ul style="list-style-type: none"> <li>• Cricket equipment disposal in hand.</li> <li>• Landscape architect contacted with a view to concluding their involvement.</li> </ul>	Cllr Baker Cllr Baker
15.	<b><u>Reports/Correspondence/Other Matters.</u></b> From Cllr Elvy: <ul style="list-style-type: none"> <li>• APM content to include, in addition to chair, Clerk/RFO reports and SODC report (Cllr Simpson), Allotments/Wildflower Meadow (Cllr Baker), Communications/Web/M.News (Cllr Powell), role and importance of new councillors (Cllr Eagle), Greenlands Farm Conservation (Mr. Atkinson), Goring Health Walks (Mr. Longden).</li> <li>• Post APM details to Facebook.</li> <li>• Chase Janet Knowles for tapestry project update and possible input for APM.</li> <li>• Outlined the London Bridge process and procedures.</li> <li>• Agreed to write the council update for Moultsford News.</li> <li>• Clerk to look into a palace-sanctioned portrait of the Queen for display in the pavilion.</li> </ul> From Cllr Powell: <ul style="list-style-type: none"> <li>• Reported Mrs Reynolds was sourcing 50 jubilee mugs for children in the village. Clerk to buy in order VAT can be reclaimed.</li> <li>• Will take part in the Placemaking Plan Teams meeting, 2pm-4pm on 30<sup>th</sup> May.</li> </ul> From Cllr Baker: <ul style="list-style-type: none"> <li>• A limited bat survey has been commissioned for the recreation ground and the river areas.</li> <li>• There is an SODC 'no mow May' initiative to leave public grass areas unmown.</li> </ul>	Clerk Cllr Powell  Clerk  Clerk Cllr Powell

	Agreed that an unmown strip 2 metres wide be made permanent on the southern boundary of the recreation ground. Clerk to contact Moultsford School to arrange, and also arrange for strimming around residents' garden gate accesses.	Clerk
16.	<b><u>RFO's Report/Budget</u></b> <ul style="list-style-type: none"> <li>• The RFO's report detailing transactions and balances for the period up to 18th May was presented and is attached herewith.</li> <li>• The annual budget for 2022/23 was presented and is attached herewith.</li> <li>• The Annual Governance and Accountability Review Form 2 has now been completed by the council's independent internal auditor and was presented to the meeting for sign-off.</li> <li>• The certificate of exemption was approved and signed by the chair and the RFO at the meeting.</li> <li>• The annual governance statement was signed by the chair and the clerk at the meeting.</li> <li>• The accounting statements were approved and signed by the chair and the RFO at the meeting.</li> <li>• Clerk to return all relevant documentation to the external auditor, to make available on the village's Web site and elsewhere, and publish the notice of the public rights period.</li> </ul>	Clerk
17.	<b><u>Date Of Next Meeting</u></b> <ul style="list-style-type: none"> <li>• Annual parish meeting Thursday 26<sup>th</sup> May 2022, 7:00pm, Moultsford Pavilion.</li> <li>• Next meeting Thursday 16<sup>th</sup> June, 2022, 7:30pm, Moultsford Pavilion.</li> <li>• The meeting closed at 9:42pm.</li> </ul> Signed: ..... Dated: .....	

Payments and receipts for the period to 18th May, 2022, together with updated bank balances are shown below:

Transactions	Bank Transfers	Receipts	Payments (inc. VAT)
Bank Interest		£0.06	
Moulsford News Advertising		£45.00	
Pavilion Mortgage			£1,954.41
Transfer From Deposit To Current	£2,000.00		
Jubilee Mugs			£196.20
Lime Trees			£669.45
<b>Total</b>	<b>£2,000.00</b>	<b>£45.06</b>	<b>£2,820.06</b>

	Current	Projects	Deposit	Total
Cash At Bank on 18 <sup>th</sup> May, 2022	£3,464.10	£12,867.91	£5,460.01	£21,792.02
Cash At Bank on 1 <sup>st</sup> April, 2022	£1,923.41	£12,867.91	£2,334.92	£17,126.24*

#### Earmarked Reserves:

Purpose	£s
Ferry Lane Resurfacing	£4,000.00
Pavilion Maintenance/Repairs	£1,800.00
Playground/Recreation Ground	£4,000.00

#### Notes:

1) A bank reconciliation performed on 18th May confirms that the account balances as shown on the bank statements align with the balances shown in the council's accounting system. *\*NB - Cash At Bank reflects actual balances at the bank on the day of preparation. This may include payments recorded on this or the previous RFO report, but where cheques have not yet been presented.*

2) The internally audited financial records and an external audit exemption for 2021-22 now require agreement by the meeting and signing by the chair and responsible financial officer. This approval and signing to be recorded in the minutes.

3) A transfer of £2,000.00 from the deposit account to the current account was made to accommodate ongoing running expenses, including renewal of the council's insurance policy.

MOULSFORD PARISH COUNCIL BUDGET 2022/23

May 2022

INCOME	Detail	Actual 2020/21	Actual 2021/22	Predicted 2022/23	2022												2023			Total 2022/23	Variance Predicted/ Actual
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar					
Parish Council	Adjustments	0.00	0.00	0.00															0.00	0.00	
	Allocation Rent	0.00	0.00	0.00															0.00	0.00	
	Bank Interest Received	2.06	0.62	2.00	0.03	0.06													0.09	-1.91	
	Events Committee Fundraising	0.00	1,500.00	1,000.00															-1,000.00	0.00	
	Moulsoford News Advertising	0.00	340.00	600.00	22.50	51.75													74.25	-525.75	
	OCC Contribution To Grass verge cutting	383.04	383.04	383.04															-383.04	0.00	
	Pavilion Lease	1.00	1.00	1.00															1.00	0.00	
	Precept	14,250.00	14,250.00	14,250.00	7,125.00														7,125.00	-7,125.00	
	Other contributions, grants etc.																			0.00	
	VAT Refunds	0.00	626.62	400.00															0.00	-400.00	
		Total Income	14,636.10	17,101.28	16,636.04	7,147.53	51.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,199.34	9,436.70	
EXPENDITURE Parish Council	Allocation lease/maintenance/water	0.00	0.00	0.00															0.00	0.00	
	Audit Fee	240.00	0.00	0.00															0.00	0.00	
	Churchyard Maintenance	200.00	200.00	200.00															0.00	-200.00	
	Clerks Salary	2,156.80	2,194.58	2,300.80															0.00	-2,300.80	
	Clerk's Paye	539.20	548.60	600.00															0.00	-600.00	
	Contributions	125.00	150.00	350.00		196.20													196.20	-153.80	
	Election Services	0.00	0.00	0.00															0.00	0.00	
	Domain/Web Site/Email/Zoom (Petty Cash	134.34	247.00	247.00															0.00	-247.00	
	Highways Maintenance	373.50	0.00	600.00															0.00	-600.00	
	Parish Council Insurance	1,392.38	1,432.65	1,777.00															0.00	-1,777.00	
	Memberships	223.00	106.00	200.00	150.00														150.00	-50.00	
	Payroll Services	0.00	76.80	70.00	76.80														76.80	6.80	
	Petty Cash	189.31	0.00	150.00															0.00	-150.00	
	Bank Charges	7.00	0.00	0.00															7.00	7.00	
	PwLB Mortgage	3,908.82	3,908.82	3,908.82		1,954.41													1,954.41	-1,954.41	
	Refunds		400.00	0.00															0.00	0.00	
	Stationery	32.26	0.00	30.00															0.00	-30.00	
	Subscriptions & Licences	225.00	345.60	345.60	345.60														345.60	0.00	
	Training	30.00	0.00	200.00															0.00	-200.00	
	Placemaking Plan Pilot																			0.00	
	Pavilion	Pavilion Maintenance	0.00	137.12	150.00															0.00	0.00
		Driveway Lighting Revisions	0.00	908.29	0.00															0.00	-150.00
Rec Ground	Dog Bins	525.82	1,453.14	1,291.68	322.92														322.92	-968.76	
	Grounds Maintenance (Hedge/Wildflower/Grass/T	930.50	1,093.50	1,750.00															0.00	-1,750.00	
	Playground	81.00	629.11	300.00															0.00	-300.00	
	Ferry Lane resurfacing	0.00	4,000.00	4,000.00															4,000.00		
Projects (accumulated reserves)	Playground/Recreation Ground Refresh	1,425.00	4,000.00	7,000.00		669.45													4,000.00		
	Pavilion Repairs Contingency Fund	1,200.00	1,800.00	2,400.00															2,400.00	0.00	
Small Projects																					
	Total Expenditure	11,313.93	13,831.21	14,470.90	895.32	2,820.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,715.38	10,755.52		