

**Minutes of an Annual Parish Council Meeting
Of Broughton Parish Council
Held on Monday 23rd May 2022 at 7.00pm
At St Marys House, Broughton**

Councillors Present

Cllr Leech (Chairperson), Cllr Howarth, Cllr Byrne and Cllr Mills

Clerk to the Council, Mrs C Coles

22/35. Elections

Election of Chairperson

Cllr Howarth proposed and Cllr Byrne seconded that Cllr Leech be Chairperson.

Signing of Acceptance of Office form

Cllr Leech signed the form which will be kept on file.

Election of Vice-Chairperson

The Chair proposed and Cllr Howarth seconded that Cllr Mills be Vice-Chair.

22/36. To receive apologies for absence

None

22/37. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda

No interests were declared.

22/38. Public participation session

There were no members of the public present.

22/39. To approve and sign the minutes of the meetings held on 25th April 2022

The minutes were both approved and signed as a true record of the meetings.

22/40. To note any matters arising from the minutes not included on this agenda for report only

Defibrillator Training - 12 people attended including 4 from North Newington. The course was well run. A first aid course will be organised for the future.

22/41. To discuss the Queens Platinum Jubilee in June

The Chair and Cllr Mills will go around the village to get raffle and tombola prizes. Invitations have been sent out. There will be a bouncy castle and the cost shared between St Marys House and the Parish Council.

22/42. To discuss the '20mph initiative'

20 people replied to the email and its preferred that drivers try and stick to the 30mph speed. It was agreed to order 2 Speedwatch signs at a cost of £42.47 each.

Action: The Parish Clerk to ask Highways about rumble strips and chicanes and the police about a yellow gatso.

22/43. To agree the purchase of gravel for the car park

The cost to purchase 15 tonnes of Cotswold shingle is £714.00. It will be spread right around the car park. It was agreed to accept the cost.

Action: The Parish Clerk to place the order and ask Banbury Plant Hire to give two weeks notice.

22/44. Financial Report

- a) *Update on bank balances*
The Clerk reported an account balance of £11,349.51.
- b) The following payments were approved under statutory powers:
£16.75 to Parish Clerk (SLCC Membership)
£600.00 to Andrew Bathe (grass cutting)
£70.00 to S Leech (brown bins for St Marys House and Parish Council use)
£369.72 to Zurich Municipal (insurance)
£42.90 to Banbury Print & Design (APM printing)
- c) *AGAR for year ending 31st March 2022*
To approve and sign the Certificate of Exemption, Section 1 and Section 2
The Certificate of Exemption, Section 1 and Section 2 were approved and signed by the Chair and Responsible Financial Officer (RFO).
Action: The RFO to forward the Certificate of Exemption to the external auditor before 30th June and place all documents on the village website.
- d) *To approve a pay increase for the Parish Clerk*
A pay increase in line with the NJC salary Award was approved. It will be backdated to April 2021.

22/45. To receive an update on Planning

22/01236/F, Single storey front extension (revised scheme of 22/00195/F) at Sunbeams, Wykham Lane. Supported by PC.

22/46. To receive Councillors Reports

New Sign for the end of Danvers Close - It was agreed to order an A3 size.

The Chair and Parish Clerk will attend the CDC Parish Liaison meeting on 8th June.

Garden Waste - The Chair paid for two bins at the cost of £70.00. One bin is for St Marys House and the other for the Parish Council.

Action: The Parish Clerk to write to St Marys House.

The owners of Doverhay and The Cottage in Wykham Lane are experiencing flooding in their garages after heavy rain. They have put the details on Fix My Street but heard nothing.

Action: The Parish Clerk to ask for photos and report it again.

The Chair has received information about Swifts.

Action: She will forward on the village Whatsapp group.

Speedwatch – A sample letter has been circulated.

Parking on Wykham Lane - Messages have been put on the village whatsapp group about inconsiderate parking on Wykham Lane. Villagers are to be encouraged to talk to neighbours first. Users of St Marys House will be asked to use the car park.

22/47. To note next meeting date and time

Monday 18th July 2022 at 7pm.

The meeting closed at 7.55pm.

DRAFT