## Minutes of Annual General Meeting of Wixford Parish Council

## Tuesday 14th May 2019 at 7.30pm

## MINUTE: 327

## Present: Councillors Dean Morris(in the Chair), Jack Fryer, Colin Hales and Andrew Reekes.

## Clerk: Lynne Reekes.

## In attendance: 2 members of the public.

1. **Apologies:** Cllr. Jon Haworth.

**2. To elect a Chairman for 2019/20:** Proposed by Cllr. Fryer and Seconded by

Cllr. Reekes, **it was resolved** that Cllrs Haworth and Morris be re-elected as

joint Chairman. The Acceptance of Office document was signed by Cllr. Morris

and witnessed by the Clerk. **It was resolved** that the Clerk should arrange for

Cllr.Haworth to sign an Acceptance of Office as soon as possible after his return

from abroad.

**3. To elect Vice-Chairman for 2019/20: it was agreed that**, in view of the joint

Chairmanship of Cllrs. Morris and Haworth, there was no need to elect a Vice

Chairman.

**4. Disclosure of Interests.** *Councillors were asked to declare personal interests in any*

*items on the agenda. Councillors were reminded that the Code of Conduct that takes*

*effect from May 2018 provides that should they have a prejudicial interest in any*

*matter under discussion they should withdraw from the room and not seek to influence*

*a decision about the matter.* **None were declared.**

**5. To appoint PC representative to the Village Hall Committee for 2019/20:**

Proposed by Cllr. Fryer and Seconded by Cllr. Hales seconded and resolved that Cllr. Reekes would continue to attend the meetings upon request to discuss a specific issue. Cllr Reekes will be informed when his attendance is needed.

**6.** **To appoint PC representative to Wilcox & Allen Charity 2019/20:**

**It was resolved** that Cllrs Haworth and Hales should continue as representatives.

Cllr Hales agreed to remain as the Trust’s representative along with Cllr Haworth

only on condition that the agreed action to close the Bank Account is taken in the

coming year (Minutes Annual Parish Assembly 2019 para.4 refers).

**7.** **Minutes of the Parish Council Meeting held 12th March 2019**.

Resolved a true and accurate record, Chairman signed the Minutes.

**8.** **Matters arising**:

(i) **WCC Highways works:** no further news has been received as to timing for the

rectification for the substandard resurfacing work. **It was agreed** that the **Clerk** should

contact Cllr Mark Cargill to enlist his help following his successful intervention with the

problems with Severn Trent in 2018.

(ii) **Village speeding/traffic volume/traffic calming**: the information recently received

concerning the Warwickshire Police and Crime Commissioner’s fund for projects

tackling road safety was discussed. **It was agreed** that Cllr Haworth should put

together an application on his return if possible despite the short notice (applications

have to be submitted by 3rd June).

* it was pointed out that the chevrons warning of the sharp bend before the bridge over the A46 approaching Wixford from Alcester are inadequate. **It was agreed that the Clerk should contact Cllr Cargill** to request action to prevent another accident resulting in the necessity to replace the barrier again.
* there was concern that more heavy lorries exceeding the weight limit for Wixford Bridge, are passing through the village from Grafton Lane in the early hours of the morning.

(iii) **Defibrillator:** now installed. A group demonstration will be arranged. The Clerk is

waiting to hear from the Arrythmia Alliance with possible dates. The equipment can be

used immediately anyway, as instructions are automatic. Clerk pointed out that various

photographs of the location are required by the supplier; otherwise the warranty is

invalid (letter from suppliers circulated by Clerk). **Cllr Fryer** agreed to deal with the

photographs and forward to Clerk.

(iv) **Three Horseshoes** (update re signage/excessive lighting)

It is thought that Nic Allen, who is the owner/Lessor, contacted the Three Horseshoes

to request reduction of the lighting. **Cllr Morris** will contact Nic Allen to confirm the

position. It was pointed out that the signage on the Wixford Grange boundary

obscures sight of traffic approaching around the bend for motorists wanting to turn

right up Grafton Road from Bidford.

(v) **Cycleway from Evesham to Alcester: update** by Cllr Fryer.

Discussions were prompted by Salford Priors: a proposed cycleway from Salford

Priors to Alcester was proposed in its Neighbourhood Plan. Following involvement of

other villages, a cycleway and footpath is now proposed from Evesham to Alcester

with branches off to villages such as Bidford.

It has been decided to brief Sustrans to carry out a feasibility study to which the

villages involved in the scheme have been asked to contribute. The total cost will be

£16000;

large villages have been asked to contribute £3000, small villages £1500. Cllr. Fryer,

who is representing Wixford on the group has said that, being 20% of our precept, this

is too much. **It was agreed**  that Cllr Fryer should offer £300.

**9.** **Finance**:

**(i)** PC confirmed granting of funding request from St. Milburga’s PCC towards

maintenance of the Churchyard. Clerk confirmed there is funding of £500 allocated in

the Budget for this purpose. **Resolved** : £500 contribution.

**(ii) PC** considered and reviewed its Internal Audit of Accounts process and procedures,

and **resolved** that procedures are satisfactory and do not require review.

**(iii) (a)** PC checked requirements and certified that the Council is exempt from External

Audit Review for the year ending 31st March 2019. The **Certificate of Exemption,**

duly completed, was signed by Clerk and Chairman.

**(b)** PC considered, and verified the **Annual Governance Statement** 2018/19, which

was then signed as necessary.

**(c)** PC checked and approved the **Bank Reconciliation** as at 31st March 2019,

which had already been circulated.. Signed by Chairman.

**(d)** PC considered and approved the **Accounting Statements 2018/19,** which had

already been circulated beforehand. Signed by Chairman (having already been

signed by Clerk).

**(e)** PC considered the Notice Period for public inspection of the Accounts, and

**resolved to accept** the period suggested by the External Auditors, which for

2018/19 is Monday 17th June to Friday 26th July 2019

**(iv) Resolved:** PC approved the following cheques for payment:-

* Clerk salary March 2019 ( £151.90 ) plus office expenses (£61.09 ) March and April 2019 Total: £212.99
* St. Milburga’s PCC for Churchyard maintenance (see above): £500.00
* Kenneth J Dunn Accountant: Internal Audit fee £65.00

**(v) Confirmed** the following accounts already approved and paid between meetings:

* BHIB Insurance: Insurance premium 2019/20 (cover effected from 06/04/19).
* E.ON : Electricity Account for telephone kiosk: £46.37. **It was agreed** that the electricity supply should not be cut off, now that the defibrillator is disconnected,as it may be needed for other purposes.
* WALC renewal subscription 2019/20 : £88.00
* Pritchard Electrical Ltd. Account for installing defibrillator (paid for by Grant from Throckmorton Trust): £186.00
* Direct debit arrangements in place for renewal of Data Protection Registration and subsequent renewals (£35 per annum currently.)

**(vi) To confirm** approval and authorisation of direct debit of £5 per month plus VAT to

Payroo (PAYE Software provider)

**(vii) To confirm** and note receipt of first instalment of the Precept payment (£3500)

credited to Bank Account on 26th April 2019.

**10.** **Planning:**

**(i) Planning Consultation 29/04/19 re Oversley Castle building and The**

**Greenhouse:** plans for a new Oversley Castle building and a new residence at The

Greenhouse adjoining, were presented by Mr. Piers Daniell and his architect. The

meeting was attended by many Wixford residents, and residents of the Oversley

Castle complex. Those who attended are asked to leave feedback

at: <http://www.oversley.uk/>

**(ii) The Pool House:** Cllr. Fryer reported that, following a recent site meeting, he could

confirm that changes to the original developer’s plans will be beneficial.

**11.** **To deal with any correspondence**:

Clerk reported on a request from Seafarers UK, to support this year’s campaign to raise

awareness of the UK’s ongoing dependence on Merchant Navy seafarers, by flying the

Red Ensign flag on Merchant Navy Day on 3rd September 2019. Also if possible, to

have a flag hoisting ceremony attended by local dignatories. Merchant Navy veterans

etc. **It was agreed**  the Clerk would confirm that Wixford would be happy to fly the

flag if the flag is provided.

**12. Councillors’ Reports**

None had been submitted.

**13. Comments from the public/AOB**

(i) Mr. John Cain for the Village Hall Committee raised the following points:

* 50/50 Club: as many people as possible to enrol please - friends of residents welcome.
* Quiz Nights: should be supported by all, whether or not they like Quiz Nights. Many who attend are from outside the village, which is a concern.
* Offer of building from Mr.Piers Daniell and Mr. Sam Taylor at Oversley Castle as new Village Hall: : it appears that the building will fit the space available. A Project Manager will be needed to deal with moving the building to the Village Hall site, and costing the project. A meeting is proposed with Sam Taylor and the Village Hall Committee. It was agreed that a representative from the Parish Council will attend.

Cllr. Morris expressed his concern that the Village Hall is not left with a compromise using a building which had been used for another purpose ie a family home.

(ii) The telephone kiosk was discussed, **and it was agreed** that it should berefurbished.

Cllr Morris will contact experts in the field to obtain an estimate. Ms. Drinkwater

pointed out that the kiosk is listed.

**The meeting closed at 8.30pm.**