

Newington Parish Council
Oxfordshire
Draft Minutes of the Parish Council Meeting held on
27th May 2026 at 7:30pm in St Giles Church

Present:

Cllr Nettleton; Cllr Black; Cllr Howlett (DH); Cllr Thomson

In Attendance: Clerk/RFO Lawrence Wootten; Cllr Turner (District Councillor)

Members of the public: None

1.26 ELECTION OF THE CHAIRMAN

The Council resolved to elect a Chairman for the meeting, but not for the whole year. The Clerk explained that this meant that the first order of business on subsequent agendas would be "Election of the Chairman". Cllr Howlett (DH) was duly elected as Chairman of the meeting (proposed by Cllr Nettleton, seconded by Cllr Black).

2.26 APOLOGIES FOR ABSENCE – Cllr Howlett (NH) and County Cllr Edwards

3.26 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – None

4.26 ITEMS RAISED BY MEMBERS OF THE PUBLIC – No members of the public present

5.26 REPORTS FROM DISTRICT & COUNTY COUNCILLORS

The reports from County Cllr Edwards and District Cllr Turner for April and May had been circulated to the Parish Council and are available as Annex A to the minutes of this meeting.

6.26 MINUTES OF THE LAST MEETING

(a) The minutes of the last meeting held on 25th March 2026 were approved, signed by the Chairman and will be added to the website by the Clerk.

ACTION FOR CLERK – post approved minutes on website.

(b) – Update on progress from the last minutes – to report progress on items that do not require further discussion:

The Clerk reported that all information related to the Annual Governance and Accountability Return 2025/26 had been taken to the Parish Council's Internal Auditor. It was expected that the internal audit process would be completed by mid-June.

The Clerk reported that a Direct Debit mandate had now been set up with the Information Commissioner's Office and that the Parish Council was now ICO-registered.

The £1500 cheque transfer to the Unity Trust Account had not cleared into that account until 31/03/2026, so payments due could not be paid until the new Financial Year. The Clerk had explained this to the Internal Auditor.

The Clerk reported that the Direct Debit mandate for the Hugo Fox website and email services was in the process of being moved from the Barclays Account to the Unity Trust Account.

7.26 FINANCE AND ADMINISTRATION

a) The bank reconciliation and financial report were presented by the Clerk/RFO and approved.

On 30 April 2026 the balances of the council's accounts were noted and approved as:

Barclays Community Current Account - £2550.58

Barclays Savings Account - £570.04

Unity Trust T1 Current Account - £2118.51

Unity Trust Instant Access Account - £0.00

- b) The bank reconciliation and financial report for the end of the 2025/26 tax year were presented by the Clerk and approved.

On 31 March 2026 the balances of the council's accounts were noted and approved as:

Barclays Community Current Account - £2574.56

Barclays Savings Account - £570.04

Unity Trust T1 Current Account - £1579.20

Unity Trust Instant Access Account - £0.00

- c) Direct debits paid since last meeting:-

20th March 2026: Direct Debit payment for Hugo Fox website/domain £ 11.99

23rd March 2026: Direct Debit payment for Hugo Fox email £ 11.99

31st March 2026: Unity Trust monthly banking fee £ 7.00

20th April 2026: Direct Debit payment for Hugo Fox website/domain £ 11.99

22nd April 2026: Direct Debit payment for Hugo Fox email £ 11.99

30th April 2026: Unity Trust monthly banking fee £ 7.00

- d) Invoices for payment – the following invoices were approved for payment:-

L J Wootten – Clerk's salary (February 2026) minus PAYE and NI £195.92

L J Wootten – Clerk's salary (March 2026) minus PAYE and NI £195.92

HMRC- PAYE and NI on Clerk's Salary £ 48.09

HMRC - PAYE and NI on Clerk's salary £ 98.00

OALC – annual subscription £228.00

Zurich Municipal Insurance £237.17

L J Wootten – Clerk's salary (April 2026) minus PAYE and NI £205.43

L J Wootten – Clerk's salary (May 2026) minus PAYE and NI £205.43

HMRC- PAYE and NI on Clerk's Salary £ 47.39

HMRC- PAYE and NI on Clerk's Salary £ 51.20

- e) Receipts since last meeting:

SODC First Half of Parish Precept £2,000.00

Barclays Bank – Interest Received £ 1.44

S Eirosiene – Allotment Rent £ 10.00

- f) The following Direct Debit Mandates were approved by Council for the 2026/27 tax year:

Hugo Fox website monthly subscription £11.99

Hugo Fox email monthly subscription £11.99

Information Commissioner's Office Annual Subscription £47.00

- g) The Council's Asset Register was reviewed and agreed and will be added to the website by the Clerk.

ACTION FOR CLERK – add the updated Asset Register to the website.

- h) Council's Standing Orders (with amendment to Standing Orders 14 and 18 as recommended by the latest NALC update) and Financial Regulations were reviewed and approved and will be published on the website by the Clerk.

ACTION FOR CLERK – add the updated Standing Orders and Financial Regulations to the website.

- i) The Council reviewed the adequacy of its insurance policy with Zurich Insurance and considered the renewal document received. Council resolved to renew the policy at an annual premium of £237.17 (see payment approval under item 7.26 (d)).

ACTION FOR CLERK – Ensure Insurance Policy is renewed.

8.26 PLANNING

No planning applications received.

9.26 COUNCILLOR & PARISH REPORTS

a) **Community Liaison/Notice Board** - Nothing to report

b) **Event Co-ordination** – Nothing to report

c) **Website** – Nothing new to report – website being updated regularly by the Clerk.

d) **Highways & Potholes**

Cllr Black informed the meeting that he now has the spray paint to mark-up potholes for repair as a FixMyStreet SuperUser.

Concerns were raised about the condition of the road through Warborough. It was agreed that the Clerk would write to Warborough Parish Council to raise concerns and ask if Newington Parish Council can help encourage Oxfordshire County Council to make the necessary pothole repairs as soon as possible.

ACTION FOR CLERK – write to Warborough Parish Council regarding pothole repairs to the road through Warborough.

e) **Rights of Way** – nothing to report

f) **Allotments**

The Council had received a letter from Mr Jaunet regarding the metering of the water supply to the allotments. Cllr Howlett (DH) agreed to discuss the issue with Mr Jaunet and report back to the Council.

ACTION FOR CLLR HOWLETT – contact Mr Jaunet regarding allotment water supply rents.

g) **Churchyard/burial ground mowing**

It was thought that sheep were going to be grazed in the churchyard to help control grass and weed growth. Using a contactor to strim the whole area was also discussed but, at the moment, no further action was necessary from the Parish Council.

10.26 ITEMS RAISED BY COUNCILLORS

Cllr Black reported that a reply had been received from Freddie van Mierlo's Office regarding the reinstatement of the dropped kerb by Oxfordshire County Council, but as yet, there was no schedule for the work to take place. The reply had been forwarded to the affected residents.

Cllr Howlett raised the issue of traffic speed past the nursery school. It was agreed that the issue should be raised with Cllr Edwards to see if she can make any progress with it.

ACTION FOR CLERK – contact Cllr Edwards requesting help in reducing traffic speed past the nursery school.

11.26 COUNCILLOR AND CLERK TRAINING

a) no training requested

b) no courses taken recently

12.26 CORRESPONDENCE – To note correspondence received where decisions are not required

OALC monthly newsletters

SODC & VoWHDC media releases

Oxfordshire County Council media releases

13.26 ITEMS FOR INFORMATION OR NEXT AGENDA – none raised

14.26 DATE OF NEXT MEETING – Monday 22nd June (to be confirmed)

Meeting closed at 7.46pm

Signed Date

DRAFT