

Newington Parish Council
Oxfordshire
Minutes of the Annual Parish Council Meeting held on
14 May 2025 at 7:30pm in St Giles Church

Present:

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

In Attendance: District Councillor David Turner and Clerk/RFO Lawrence Wootten

Members of the public: Two

001.25 ELECT CHAIRMAN AND VICE-CHAIRMAN AND SIGN DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllr Nettleton was nominated as Chairman by Cllr Howlett (DH), seconded by Cllr Howlett (NH) and elected unopposed.

Cllr Howlett (DH) was nominated as Vice-Chairman by Cllr Nettleton, seconded by Cllr Thomson and elected unopposed.

Declarations of Acceptance of Office were signed by Chairman and Vice-Chairman and counter-signed by the clerk.

002.25 APOLOGIES FOR ABSENCE – None received

003.25 ITEMS RAISED BY MEMBERS OF THE PUBLIC – Several items were raised by Members of the Public in the preceding Annual Parish Meeting and were discussed by Council under the relevant agenda items below.

004.25 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS – None

005.25 REPORTS FROM DISTRICT & COUNTY COUNCILLORS

The report from District Councillor David Turner had been circulated to the Parish Council ahead of the meeting and available as Annex A to the minutes of this meeting.

No report from County Councillor.

006.25 MINUTES OF THE LAST MEETING

Two errors were pointed out in the draft minutes of the last meeting held on 9th April 2025. Clerk will correct items 11/25 and 12/25 and present the amended minutes to council for approval at the next meeting.

ACTION FOR CLERK – to correct minutes of meeting on 9th April 2025 and present for approval at the next meeting.

007.25 FINANCE AND ADMINISTRATION

a) No new bank statements had been received since the last meeting - no report available.

b) The end-of-year accounts and bank reconciliations for 2024/2025 tax year were presented by Cllr Nettleton and approved.

On 31st March 2025 the balances of the Council's accounts were:

Barclays Community Current Account - £6,292.40

Barclays Savings Account - £564.82

c) The clerk presented an updated Asset Register which was approved and will be added to the website.

ACTION FOR CLERK – to publish updated Asset Register on the website.

d) The following Invoices for Payment were approved:

Cllr Thomson -reimbursement for flood bags – 2 x £289.58 (two cheques written)

Zurich Insurance – annual insurance premium - £237.17

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The following Community Grant (made under LGA 1972 s.137) was approved:
Newington Parochial Church Council - £400

- e) The following Invoices paid since the last meeting were approved:
Oxfordshire Association of Local Councils – annual subscription - £216.00
Proelec Installations Ltd – electrical supply for defibrillator installation - £1,222.08

ACTION FOR CLERK – to ensure cheques are sent to suppliers.

- f) The following receipts were noted:
South Oxfordshire District Council – first half of the Parish Precept - £1750.00
Allotment rent - £5.00

- g) The following Direct Debit mandates for 2025/2026 were approved:
HugoFox – website and domain monthly subscription - £11.99 (inc. VAT)
HugoFox – councillor/clerk email monthly subscription - £11.99 (inc. VAT)

- h) The Council's membership of the Oxfordshire Association of Local Councils for 2025/2026 was approved (see payment approval under 007.25 (e)).

ACTION FOR CLERK – to contact OALC and update Clerk's contact details.

- i) The appointment of RGM Accountancy & Taxation Services Limited as the Council's Internal Auditor for the 2024/2025 Annual Governance & Accountability Return (AGAR) was approved.

ACTION FOR CLERK – to contact RGM Accountancy & Taxation Services Limited and supply them with all necessary information for completion of the Council's Internal Audit.

- j) i. Council's Standing Orders were reviewed and approved and will be published on the website by the Clerk.
ii. New Financial Regulations based on the latest National Association of Local Councils' template were presented to council and approved with the exclusion of Clause 6 (Power of Delegation), which Council resolved to remove from its Financial Regulations. Clerk to amend the Financial Regulations and publish on the website.

ACTION FOR CLERK – to publish new Standing Orders and Financial Regulations on website.

- k) 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 007.25 (d)).

ACTION FOR CLERK – to ensure renewal premium is sent to Zurich Insurance.

008.25 PLANNING – no Planning Applications, Decisions or Notifications received from District Council.

009.25 COUNCILLOR & PARISH REPORTS

- a) Cllr Black reported that the Notice Board was up-to-date, and the clerk had been added to the community social media groups to allow him to post on behalf of the Parish Council when appropriate.
b) Planning Applications are reported under 008.25 above.
c) Nothing to report regarding Parish Council event co-ordination.
d) The Clerk reported that the new website and domain were now live and he would now begin to build the website with help from Cllr Black.

ACTION FOR CLERK – to begin building the www.newingtonoxford-pc.gov.uk website.

- e) Cllr Black reported that there were currently no very serious pothole issues. Some issues with hedgerows from private gardens partially obstructing the pavement had been raised by a Member of the Public under item 003.25 above. Cllr Black agreed to publish a reminder to villagers on village social media channels.

ACTION FOR Cllr BLACK – to issue a reminder about hedge maintenance and pavement obstruction on village social media channel.

- f) Nothing to report on Rights of Way.
g) The possibility of creating a Community Garden with benches and an emphasis on children was raised by a Member of the Public under item 003.25.
Cllr Nettleton and Clerk to look into possible sources of grant funding for such a project.
Cllr Howlett (NH) to investigate likely costings for such a project.

ACTION FOR Cllr NETTLETON and CLERK – to investigate possible sources of grant funding for a Community Garden project.

ACTION FOR Cllr HOWLETT (NH) – to investigate likely costings of a Community Garden project.

010.25 DEFIBRILLATOR PROJECT

Cllr Black reported that the village defibrillator is now fully operational.

A vote of thanks was passed by Council to Cllrs Black and Howlett for their efforts in getting the defibrillator up-and-running.

011.25 SPEED LIMIT OUTSIDE NURSERY SCHOOL

It was agreed that the Clerk would forward recent emails on this matter to the new County Councillor.

Meeting closed at 21.10

Signed Date