

**Newington Parish Council**  
**Oxfordshire**  
**Minutes of the Annual Parish Council Meeting held on**  
**25<sup>th</sup> June 2025 at 7:00pm in St Giles Church**

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**Present:**

Cllr Nettleton; Cllr Howlett (DH); Cllr Black; Cllr Thomson; Cllr Howlett (NH)  
In Attendance: Clerk/RFO Lawrence Wootten

Members of the public: One

**012.25 APOLOGIES FOR ABSENCE** – None received

**013.25 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS** – None

**014.25 ITEMS RAISED BY MEMBERS OF THE PUBLIC** – None

**015.25 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.

**016.25 MINUTES OF THE LAST MEETING**

- (a) The corrected minutes of the last meeting held on 9<sup>th</sup> April were approved, signed by the Chairman and will be added to the website.
- (b) The minutes of the last meeting held on 14<sup>th</sup> May were approved, signed by the Chairman and will be added to the website.

**ACTION FOR CLERK** – post approved minutes on website.

**017.25 FINANCE AND ADMINISTRATION**

- a) On 30<sup>th</sup> May 2025 the balances of the council's accounts were noted and approved:  
Barclays Community Current Account - £6,003.17  
Barclays Savings Account - £563.20
- b) It was noted that two cheques written to Cllr Thomson, each for £289.58 had been returned unpaid as the cheques had apparently not been completed according to the bank mandate. Council approved to write a single cheque to Cllr Thomson for the two payments - £579.16.  
  
20<sup>th</sup> May 2025: First monthly Direct Debit payment for Hugo Fox website/domain of £11.99.
- c) Receipts received since last meeting:  
14<sup>th</sup> May 2025 Allotment rent £10  
15<sup>th</sup> May 2025 Allotment rent £ 5
- d) The following Invoices for Payment were approved – none other than the re-written cheque for Cllr Thomson (above)
- e) To consider requests for Community Grants – none received
- f) The Annual Internal Audit Report 2024/25 was received and will be added to the website.

**ACTION FOR CLERK** – to publish the Internal Audit Report 2024/25 on the website.

## Newington Parish Council meeting held on Wednesday 25<sup>th</sup> June 2025

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- g) The Annual Governance Statement 2024/25 was completed and will be added to the website.

**ACTION FOR CLERK** – to publish the Annual Governance Statement 2024/25 on the website.

- h) The Accounting Statements for 2024/25 were approved and will be added to the website.

**ACTION FOR CLERK** – to publish the Accounting Statements for 2024/25 on the website.

- i) The Council approved the completion of the Certificate of Exemption for 2024/25 which will be submitted to the External Auditor by the Clerk/RFO.

**ACTION FOR CLERK/RFO** – to submit the Certificate of Exemption to the External Auditor and publish the document on the website.

- k) The dates of the Exercise of Public Rights were approved as from Monday 30<sup>th</sup> June to Friday 8<sup>th</sup> August 2025 and will be submitted to the External Auditor and published on the website.

**ACTION FOR CLERK/RFO** – to submit the dates for the Exercise of Public Rights to the External Auditor and publish the Exercise of Public Rights Notice on the website.

- l) It was agreed to proceed with moving the Council's Barclays two bank accounts to Unity Trust Bank, with all councillors on the online banking mandate as signatories and the clerk/RFO as account administrator.

- m) The Council approved the clerk to request Hugo Fox to set up 5 email accounts linked to the [www.newingtonoxford-pc.gov.uk](http://www.newingtonoxford-pc.gov.uk) domain at a monthly cost of £11.99 (inc. VAT).

- n) 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.

- o) 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.

- p) 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.

- q) 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](http://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 .....