

RADWAY PARISH COUNCIL

Parish Clerk: Kirsty Buttle

74 Beaulieu Close,
Banbury,
Oxfordshire, OX16 4FQ

Email: radwaypcclerk@gmail.com

Telephone: 01295 275372

Minutes of a meeting of the Parish Council held on **Thursday, 19th July 2018** in the Village Hall, Radway at **7.45pm**

Present: Cllr Johnson, Cllr Wilkins, Cllr Feilding, Cllr Stevens.

In attendance: Clerk.

14. **Apologies for absence** – Cllr Jackson, County Cllr Chris Williams.
15. **Declarations of Interest** – None.
16. **Acceptance of the minutes of the previous meeting held on 17th May** – The minutes were proposed, agreed and duly signed.
17. **Questions from the public** – Cllr Johnson has had a request from SDC enforcement team that she provide confirmation of how long she has been working from the office at her property. The parish council agreed that the clerk should write a letter to SDC confirming that Cllr Johnson has been working from that office for at least 20 years.
The first A board that was ordered was not what was required so a replacement was ordered. The seller did not want the original board to be returned so there are now 2 boards stored in the village hall that are available for use by groups in the parish.
18. **Matters arising:**
 - a. Kerbing of parking area along Langdon lane – The documentation has been completed and the clerk is awaiting permission documentation from Highways. Once permission is received the work will be scheduled.
 - b. Cleaning of bus shelter – This has now been completed.
 - c. Overgrown hedges over footpaths – There have been some complaints about hedges overhanging the footpaths in various areas of the village. County Cllr Williams has advised that the hedge owners should be asked to cut the hedges back by the parish council. If they fail to do this then the County Council will organise trimming and will then charge the property owner.
Action: Clerk to write to the owners.
19. **Report from County Councillor** – The report can be found on the parish council website.
20. **Report from District Councillor** – The report can be found on the parish council website.
21. **Planning decisions received**

18/00644/FUL – Land Off, Langdon Lane, Radway. **Refused.**

22. To approve the following policies/documents:

- a. Privacy notice (2 options provided) – It was noted that both documents are based on the Model provided by WALC so it was proposed and agreed to adopt the version that had already been personalised to Radway.
- b. Standing Orders (updated in line with NALC 2018 guidance) – Proposed and agreed.
- c. Financial and Business Risk assessment – Defer to next meeting – It was agreed that GDPR poses a business risk to the council therefore this needs adding to the risk assessment before approval. **Action: Clerk to update the risk assessment to include GDPR and bring to the next meeting for approval.**

23. To consider the content of a grant awarding policy – It was agreed that the policy should include the following requirements:

- Details of any match funding applied for.
- Member numbers and residency
- Accounts for the last period, showing reserves held
- Details of project, its purpose, longevity, persons to benefit
- Sustainability

Action: Cllr Johnson to put together draft policy and bring to next meeting for consideration.

24. Financial

- a. To confirm bank balances of £16,750.65 and £20,049.85 as at 13th July 2018 – The bank balances were checked and confirmed as correct.
- b. To confirm acceptance of the Apr to Jun bank reconciliation as correct – Proposed and agreed.
- c. To review the spend against budget to date – No questions raised.
- d. Proposal to instruct an inspection of the play area at a cost of £60 – Proposed and agreed.
- e. To note and approve the following payments made since the last meeting using delegated powers: Proposed and agreed.

24.05.18	BACS	WALC	Annual membership	£104.00
24.05.18	BACS	Farnborough Parish Council	Off to a flying start training - MJ	£16.50
24.05.18	BACS	Npower	Electricity Jan to Mar 18	£163.51
25.05.18	BACS	Kirsty Buttle	May salary	£175.00
08.06.18	BACS	Zurich	Annual insurance	£352.41
25.06.18	BACS	Kirsty Buttle	June salary	£175.00

- f. To note receipts received since last meeting: Noted.

01.06.18	HSBC	Interest	£3.50
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- g. To approve payment of the following invoices: Proposed and agreed. The payment to WALC should be held until they have rebooked the course as the original date was cancelled.

WALC	Hilary Stevens Training	£35.00
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Radway School Endowment Trust	Rent for rec ground 2017	£250.00
Radway Village Hall	Village hall hire Jan to May	£44.00
Radway Events Group	Over 75s tickets for royal celebration	£32.00
E-on	Electricity 18th May to 30th Jun	£78.33

25. To agree dates for the next two meetings – 13th September and 29th November.

Meeting closed @ 8:50pm.

DRAFT