

WOOTTON PARISH COUNCIL



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
MONDAY 13 MAY 2024**

Councillors Present: J Harwood (Chair), F Bates, P Briggs, M Brown, D Knight, F Mackinlay, J Salter;
In attendance D/Cllr Tim Sumner, D/Cllr Genny Early. C/Cllr Andy Graham (part meeting)
8 members of the public

01/25 Apologies and Declarations

Apologies: No apologies had been received

Declarations of Interest: Cllr Brown declared a non-pecuniary interest in Item 10/25 as a trustee of the Wootton Conservation Trust

02/25 Election of Chair

Cllr Harwood was nominated by Cllr Mackinlay and seconded by Cllr Bates. There being no further nominations, Cllr Harwood was duly elected and signed the Declaration of Acceptance of Office.

03/25 Appointment of Vice-Chair

Cllr Bates was nominated by Cllr Harwood, seconded by Cllr Briggs. There being no further nominations, Cllr Bates was duly elected and signed the Declaration of Acceptance of Office

04/25 Appointments to Committees and external bodies

(i) Adoption of Terms of Reference; The ToRs for the Finance Committee and the Planning Committee having been reviewed and recommended by the Council on 4 April were put to the meeting and it was **unanimously resolved** to adopt them.

(ii) **Appointments to Committees and other bodies**

It was proposed by the Chair, and seconded by JS that the following appointments should be made

Finance Committee: Cllrs Harwood, Bates, Briggs and Knight

Planning Committee: Cllrs Bates, Brown, Mackinlay

Neighbourhood Plan Steering Group – Cllrs Mackinlay, Bates, Brown, Salter and Knight

Village Transport Network: Cllr Bates

Oxford Airport Consultative Committee – Cllr Knight and Jane Irving (primary members) and Cllrs Bates and Mackinlay (reserves)

and this was **Resolved** accordingly.

05/25 Minutes of previous meeting

The draft minutes of the meeting on 4 April 2024 were received, approved, and signed by the Chair as a correct record.

There were no matters arising.

06/25 Planning

24/00411/HHD Hollybank – Erection of single storey extension and installation of 2 pairs of double doors within the western elevation – **Approved by WODC**

24/00412/LBC Hollybank – Internal and external alterations to include erection of a single storey extension and installation of 2 pairs of double doors within the western elevation – **Approved by WODC**

24/00218/LBC – Manor Farm, Chapel Hill – Discharge of conditions of

21/04047/LBC – **Approved by WODC**

24/00148/LBC - Lower Dornford Farm – **Under consideration**

24/00147/FUL - Lower Dornford Farm - **Under consideration**

24/00149/FUL - Lower Dornford Farm – **Approved by WODC**

07/25 Finance

Payments; The April-May payments schedule was approved and certified by the Chair and Vice-Chair

It was resolved to authorise the Finance Committee to review the following documents: Asset Register, Insurance policies, and the Assessment of Risks, and report back to the council with recommendations for approval and, if appropriate, amendments..

08/25 Standing Orders

It was resolved to authorise the Chair and Vice Chair to review the Standing Orders and recommend any amendments for approval.

09/25 Financial Regulations

It was resolved to authorise the Finance Committee to review the Financial Regulations taking into consideration the new model Financial Regulations received from NALC, and make appropriate recommendations/amendments for approval.

10/25 WCT Jubilee Meadows access

2 letters had been received from members of the public regarding the closure of the footpath across Jubilee Meadows and asking the Parish Council to consider the legality of the closure and whether any action needed to be taken.

Advice had been sought from OCC (the relevant authority for determining rights of way) and OALC as neither Councillors nor the Clerk had either the experience or qualifications to provide advice on this issue. It was hoped that responses would be available for the next meeting and further discussion was adjourned until then.

11/25 Next meetings;

The Council will meet next on 3 June at 7.30 in the Village Hall, followed by meetings on 1/7, 2/09, 07/10, 4/11 and 2/12.

The meeting closed at 7.17pm