

# ANNUAL MEETING OF SYRESHAM PARISH COUNCIL

held on **Wednesday 17<sup>th</sup> May 2023**, at 7.30pm  
in the Village Hall Meeting Room, Main Road, Syresham, NN13 5HE

**Present:** Cllr D Dunkley (Chairman)      Cllr I Draper (Vice Chairman)      Cllr D Cranwell  
Cllr D Green      Cllr J Haycock      Cllr C Munsey  
Mrs S Hosking (Clerk to the Council)

1 member of the public present

## **PUBLIC PARTICIPATION SESSION:**

No public comments.

## **DRAFT MINUTES**

1. Election of Chairman and Vice Chairman.  
**RESOLVED:** That Cllr D Dunkley serve as Chairman for the next year.  
The Chairman's acceptance of office form was signed.  
  
**RESOLVED:** That Cllr I Draper serve as Vice Chairman for the next year.
2. Receive and approve apologies for absence and review Councillor attendance record 2022-23.  
Apologies received from Cllr MacIver.  
  
**RESOLVED:** That the above absence be approved.  
  
As Councillor Krupa has not attended this meeting, she then has not attended a Parish Council meeting for 6 months and has not given her apologies, therefore Cllr Krupa automatically ceases to be a member of Syresham Parish Council and the Clerk will report this to WNC Electoral Services. A casual vacancy will then occur.  
  
**RESOLVED:** The Clerk will inform WNC Electoral services of Cllr Krupa's absence.
3. Receive and consider recommendations from the Staffing Committee for the appointment of Parish Clerk.  
A confidential Staffing Committee interview report was circulated to Councillors prior to the meeting.  
**RESOLVED:** The Parish Council accepts the recommendations of the Staffing Committee and agrees to appoint Emma Lavers as Syresham Parish Clerk and Responsible Financial Officer as of this evening.  
**RESOLVED:** The Parish Council agreed the new Clerk's remuneration as recommended by the Staffing Committee.  
**RESOLVED:** The Parish Council will pay both the outgoing and incoming Clerks during handover.  
  
Councillors would like to extend their thanks to the outgoing Clerk.
4. Receive and approve for signature the minutes of the previous Parish Council meetings held on 26<sup>th</sup> April 2023 and 15<sup>th</sup> May 2023.  
**RESOLVED:** That the minutes for the Parish Council meeting held on 26<sup>th</sup> April 2023 be signed by the Chairman as a true record of the meeting.  
  
**RESOLVED:** That after amending Cllr MacIver was in attendance instead of Cllr Munsey, the minutes for the Parish Council meeting held on 15<sup>th</sup> May 2023 be signed by the Chairman as a true record of the meeting.
5. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.  
Item 7, Item 22 – Cllr Dunkley, Cllr Draper and Cllr Munsey as members of the Syresham Times Committee.
6. Receive update report from Cllr Dermot Bambridge, Ward Councillor Silverstone Ward, WNC.  
Full report circulated to Councillors prior to the meeting and will be uploaded to the Parish website along with the Minutes. The report includes information on the Truck Stop application process, an update on Shacks Barn and other local employment site applications. Also, details of the Towcester Sponne Arcade car park opening date.

Andrew Hornby, Syresham Parish Footpath Warden, would like Cllr Bambridge to look into his concerns about blocked rights of Way not being dealt with by WNC due to lack of funding.

## 7. Review of Committees and Responsible Duties.

Syresham Times Committee – The Clerk made a mistake last year in adding Syresham Times to the list of Parish Council Committees. It is actually a village committee but historically the Parish Council offered the Clerk’s admin services to assist the Committee. This is being reviewed now, as the Parish looks to appoint a new Clerk and the outgoing Clerk feels there is no longer time for the Clerk to offer these services to the Committee.

Committees and Terms of Reference - The Clerk advises that all Committee terms of references are reviewed and their function is specified in more detail to provide clarity for what they can and cannot do. This applies to Responsibilities as well. Also, NCALC advises Parish Councils to consider committee meetings as they would full Parish Council meetings, publish agendas and minutes and allow the public to attend.

**RESOLVED:** The Parish Council accepts the above advice and will ensure Committee Terms of References will be reviewed and that Committee meetings will be open to the public and Agendas and Minutes will be published where they do not contravene GDP Regulations. The Clerk will no longer be required to provide administrative assistance to the Syresham Times Committee.

**RESOLVED:** The following Committees and Responsible Duties were approved.

**Committees** – Parish Council Chair and Vice Chair shall be ex-officio members of the Committees.

Emergency Planning	C Munsey (Coordinator), J Haycock (Co-Coordinator), A Jeskins, H MacIver (Flood Warden)
Communications	H MacIver (Chair), D Cranwell plus one member of the public with expertise in IT/social media*
Staffing	D Green (Chair) plus one other Councillor to be confirmed after co-option
Complaints	A Jeskins (Chair), J Haycock
Pocket Park	D Dunkley (Chair), D Green, C Munsey, J Haycock, H MacIver

At the January 2023 Parish Council Meeting (Item 19) it was resolved to review the efficacy of the CCEC at this meeting, after disappointment was expressed over the lack of firm actions carried out by the Committee since it was established.

It was felt that the CCEC is in its infancy and needs more time to continue the work that it has started on Climate and Environment actions. The current members would like to stay in place but agree that a resident with environmental expertise should be considered to join the committee, and that working parties made up of residents will be invited to assist with specific actions.

**RESOLVED:** That the existing members will remain on the Committee and will invite members of the public to become involved.

Climate Change & Environment Committee	C Munsey (Chair), J Haycock plus one member of the public with expertise in Environmental matters*
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**RESOLVED:** \*The Parish Council will ask the Community for expressions of interest in joining the Communications and CCE Committees.

### Responsible Duties

Syresham Times Parish Reports	C Munsey
Swingfield Management	D Green and C Munsey
Flood Warden	H MacIver
Roads, Pavements & Traffic Management	D Cranwell and A Jeskins
Internal Financial Control	D Green
Data Protection	A Jeskins
Village Enhancement	C Munsey, J Haycock and D Dunkley
Silverstone Liaison	I Draper
Turweston Airfield Liaison	I Draper

Flytipping and Litter	C Munsey and J Haycock
Police Liaison Officer/Neighbourhood Watch	D Cranwell, A Jeskins
HS2 Liaison	J Haycock
Streetlighting	D Cranwell
Footpath Wardens	Andrew Hornby

8. Review of Code of Conduct (May 2021).

**RESOLVED:** That the existing Code of Conduct is still valid and is re-adopted.

9. Review of Standing Orders (May 2018) and Financial Regulations (rev. May 2021).

**RESOLVED:** That the existing Standing Orders and Financial Regulations are still valid and are re-adopted.

It is noted that these NALC Financial Regulations are due to be updated later this year and Parish Councils will be consulted.

10. Review of existing Parish Council Policies and Procedures.

**RESOLVED:** That the Parish Council Policies and Procedures have been reviewed and all existing Policies and Procedures listed below remain unchanged:

Code of Practice Complaints	Disciplinary Procedure	Equality and Diversity Policy
Freedom of Information Policy	GDPR policies	Grant Awarding Policy/Procedure
Grievance Procedure	Health & Safety Policy	Procedure for dealing with the Press
Publication Scheme	Safeguarding Policy	Sickness and Absence Policy Snow
Snow risk assessment Policy	Volunteer Workforce Policy	

11. Consider new Councillor Travel Allowance policy.

**RESOLVED:** That the Councillor Travel Allowance policy is adopted.

12. Consider NALC's recommendation for update to Complaints Procedure.

Deferred to the June meeting.

13. Review of memberships to NCALC, ACRE, CPRE and SNAST (Neighbourhood Watch).

**RESOLVED:** That all membership subscriptions be renewed for another year.

14. Review of bank mandates and Direct Debit mandates.

Current signatories for the bank accounts are Clerk, D Dunkley, I Draper and C Munsey.

**RESOLVED:** That the signatories will remain the same.

**RESOLVED:** That the use of direct debit payments for Npower electricity supply, Nest pension payments, PWLB loan repayments, BT telephone\* and ICO annual registration renewal will continue.

*\*BT to be reviewed after Clerk handover.*

15. Receive end of year Financial Statement – RFO

**RESOLVED:** That the RFO's report is noted and will be displayed at the Annual Parish Meeting.

16. Receive Internal Auditor's end of year report.

The internal auditor raised no issues.

**RESOLVED:** That the internal auditor's report is received and noted.

17. Approve Annual Governance and Accountability Return for year ended 31 March 2023

- a) Approve Section 1 Annual Governance Statement for year ended 31 March 2023.

**RESOLVED:** That the Annual Governance Statement is approved and signed.

- b) Approve Section 2 Accounting Statements for year ended 31 March 2023.

**RESOLVED:** That the Accounting Statements are approved and signed.

18. Matters arising – update only.

Tanks A Lot have not responded to several communications asking them to reconsider the location of the tractor training along Main Road.

**RESOLVED:** There is nothing further the Parish Council can do to resolve this issue. The matter is now closed.

Regarding Malt Lane HGV's. The landowner has not responded to the Parish Council's request to install signage to warn HGV drivers that there is no access to College Park from Malt Lane.

**RESOLVED:** As neither Highways or the landowner are prepared to install signage and the HGV issue has not recently been causing concern to residents. The matter will be closed, unless there are any further reports of HGV's attempting to use Malt Lane for access to College Park.

The outgoing Clerk has not had time to obtain quotes for streetlight maintenance, this will need to be taken up by the incoming Clerk. Cllr Cranwell has sent the Clerk details of a maintenance contractor to consider.

19. a) Approval of accounts for payment:

Payee	Amount	VAT	Cheque No	Power
DCK Payroll fee April 2023	£12.00	£2.00	101775	LGA 1972 s111 (1)
DCK Payroll fee May 2023	£12.00	£2.00	101776	LGA 1972 s111 (1)
Syresham St James PCC – Yew tree work	£100.00	£0	101777	Open Spaces Act 1906 s10
Reimb. Cllr Munsey Coronation bunting	£81.12	£0	101779*	LGA 1972 s145
Eon Highway Lighting – LED streetlight repair	£28.16	£4.69	101778*	Parish Councils Act 1957 s3
CPRE Annual Membership	£36.00	£0	101780	LGA 1972 s111(1)
Salaries (Month 2) incl. WFH allowance	£964.40	£0	101781	LGA 1972 s112 (2)
NEST pension Apr salary contributions	£31.85	£0	Direct Debit	LGA 1972 s112 (2)
HMRC gov PAYE payment month 1	£47.18*	£0	Debit Card	LGA 1972 s112 (2)
BT Quarterly bill	£183.46	£30.58	Direct Debit	LGA 1972 s111 (1)
Heart website domain syreshamvillage.co.uk	£23.98	£19.98	Debit Card	LGA 1972 s111 (1)
PWLB loan repayment	£2,206.65	£0	Direct Debit	LGA 2003 s1
Eurooffice Printer inks	£73.33	£12.22	Debit Card	LGA 1972 s111 (1)
ICO Data protection renewal fee	£35.00	£0	Direct Debit	LGA1972 s111 (1)

Total Spend: £3,835.10

\* Amendments to payment schedule as published on the agenda.

SNAST subs cancelled – subs suspended for the year due to cost-of-living crisis. Cheque 101772 cancelled

The first Parish Precept payment of £19,300 has been received.

b) b) Bank Balances for approval Community: £ 4,588.76  
 Business: £ 38,904.96  
 Total: £ 43,493.72

**RESOLVED:** That the above accounts are accepted as a true record.

20. Correspondence.

a) Owner of the Memorial Hall, Crowfield has informed the Parish Council that the defibrillator will need to be removed from the hall wall by July 2023.

**RESOLVED:** The Clerk will contact a representative of Crowfield to ask for suggestions for alternative locations and ensure that Do It For Defib and ambulance service are made aware.

b) Complaint from resident concerning decisions made by the Climate Change & Environment Committee.

**RESOLVED:** The Clerk will respond to the resident as follows. In the meeting on the 28<sup>th</sup> January 2021 it was resolved that the CCEC could ask for non-voting members of the public to join the CCEC, not that it must and therefore in not yet appointing a member of the public to the committee it had not overruled a decision made by full Council. The CCEC published an update report on Facebook with the permission of a majority of Parish Council members in response to criticisms of the Committee posted on that platform. To improve transparency the CCEC also published its meeting Minutes on the website.

21. Receive and approve 2023/2024 Parish Council Insurance renewal quote.

**RESOLVED:** The current insurance provider's quote of £914.46 is approved and the Clerk instructed to pay the premium.

22. Confirm approval of £100 payment contribution to The Syresham Times and £100 Donation to the Banbury Citizens Advice Bureau as recommended by the F&GP committee.

**RESOLVED:** The above payments are approved. (N.B. the payment to CAB to be paid by Debit Card and not by cheque).

23. Receive and approve costs for printing CCEC community information leaflet.

Sarum Graphics provided the lowest quote of £103 and had the best environmental credentials.

**RESOLVED:** The above quote from Sarum Graphics is approved, the Clerk will order the leaflets as soon as possible.

24. Parish Council postbox update.

Deferred to the June meeting.

25. Approve NALC fee for online meeting: Fighting climate change with local council action 24 May 2023.

**RESOLVED:** That one place at a cost of £40 will be booked for a Councillor to attend (to be confirmed).

26. Update on No Mow May and Swingfield wildflower trial area.

It is confirmed that the current mowing contractor will be paid for May and double for mowing the verges (only) in June. He may need to consider further charges due to the pressure of the more extensive mowing in June if this impacts on his costs or other contracts. Due to this breach of contract, he may not consider a future contract with the Parish Council.

The seeding of the wildflower meadow was carried out by the local Primary school children.

27. Update on older children facilities consultation leaflets – Cllr Cranwell

Cllr Cranwell has looked into this and proposes a recreation and leisure survey instead of a leaflet.

**RESOLVED:** Cllr Cranwell will prepare a survey for consideration by the full Council.

28. Further consider potential locations for public noticeboard and provision of noticeboard.

A meeting was held between Cllrs Draper, Munsey and Dunkley and Helen Howard (WNC Highways liaison) to determine the best location for a noticeboard. Two options were considered viable: the school wall/railings or the widest part of the High Street verge (near the bus stop). The Head of the school has been asked if they would consider a board being located on the wall, they have referred the matter to the board of Governors for their next meeting.

**RESOLVED:** The Parish Council will await a reply from the school before deciding.

Suspend standing order 3 x.

29. Receive Swingfield inspection report for May – Cllr Draper

No problems with the equipment.

Mud on the pavement outside the Swingfield is still an issue\*\*

The size of the Sycamore tree is a concern as mentioned in the previous report. The health of the tree will need to be monitored.

*\*\* The Clerk confirmed that Pathfinder are now ready to meet the Council, an invite will be circulated soon. One of the items for discussion is the mud on the pavement issue.*

30. Annual Parish Meeting plans update – Clerk

A good number of items suggested by residents are on the agenda.

Only a handful of annual reports have been received so far.

31. Parish Police Liaison report – Cllr Cranwell

Cllr Cranwell feels he is still getting to grips with the role. However, a number of village groups have been invited to arrange for the Police fraud officer to attend meetings: Coffee Shop, Gems and Friendship.

It's very difficult to find evidence of a functioning Neighbourhood Watch scheme in Syresham. The Pimlico Neighbourhood Watch Coordinator is also looking to stand down from the role.

Councillors confirmed that Ruth Grovell is Syresham Neighbourhood Watch Coordinator, but that she might welcome some assistance. The Brackley Coordinator visited the Council some time ago to offer assistance, so it might be useful to approach her again.

32. CCEC Climate Emergency Declaration Parish Council policies update. Meeting Minutes circulated.

**RESOLVED:** The meeting minutes were received - the creation of policies is currently in progress.

33. Set a budget for painting materials to be used by the Scouts in repainting the village gates.  
**RESOLVED:** That a maximum budget of £200 is set for the purchase of painting materials.
34. Approve extra costs to DCK for payroll changes due to change of employee.  
**RESOLVED:** That the extra payroll cost of £10 is approved.
35. Investigate options for Parish Office telephone and relocation to incoming Clerk's address.  
**RESOLVED:** The Parish Council will consult the new Clerk but agree that providing the Clerk with a mobile phone rather than a landline may be beneficial. Suggestions and costings to be brought to the next meeting.
36. Reminder of Councillors' whole council training on Wednesday 14<sup>th</sup> June at 7pm.
37. Items for inclusion in next meeting's Agenda.  
Footpath Warden report.  
Check the condition of dog waste bins and consider if any require maintenance/replacement.
38. Confirm date of next Parish Council meeting - Wednesday 28<sup>th</sup> June.

Meeting closed at 9.15pm



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**Copies of all council papers are available to download at [www.syreshamvillage.com](http://www.syreshamvillage.com)**