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CULHAM PARISH COUNCIL

Minutes of the Parish Council meeting duly convened and held on Wednesday, 10th April 2024, hosted at St Paul's Church, Culham

Attendees – Councillors:	**Apologies noted:**
Chris Pritchard (CP) CHAIR	Mike Richmond-Cooper (MRC
Caroline Baird (CB)	Siobhan Sargeant (SS)
Sam Casey-Rerhaye (SCR) Councillor and District Councillor	Nacho Gimenez (NG)
	Robin Bennett (RB) County Councillor
Members of the public:	**In Attendance:**
1 in attendance	Denise Corney – Clerk

The meeting opened at 7.40pm

		ACTION
1.	**Welcome, Apologies and Quorate** The Chair welcomed all to the meeting. The meeting was Quorate. Apologies were noted as above.	
2.	**Declarations of personal and prejudicial interest** None	
3.	**Report from SODC Councillor – Sam Casey-Rerhaye** SCR gave a short verbal update from her written report with some additional information. Bin Schedule Collections 2024-25 now available and Clerk will upload to PC website and will also be forwarded to Mouthpiece. Empty Homes Policy – making homes available for those that are most in need. Election Staff needed for Thursday 2nd May 2024. Investment approved for Didcot Wave improvements. Town and PC Climate Survey – closes 18th April 2024. SCR would ask NG to complete on behalf of the PC. Corporate Strategic Priorities consultation opens on 16th April 2024 and closed on 14th May 2024.	
4.	**Report from County Councillor** Robin Bennet had forwarded his report which had been uploaded to the PC website. o Surface dressing of roads to be undertaken by highways . o Motorcycle safety training available. o Fly Tipping to be reported directly to Biffa via email. o Still awaiting a response to the road safety issues/Tollgate Road crossing. o River levels remained high. o Oxford Bus Company – changes to service.	

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5.	**Clerks' Report** The Clerk gave a verbal update from her report which had been uploaded to the PC website. Updates from councillors would, in future, be part of the report Further recommendations were agreed by councillors and councillors resolved to create a small planning sub-committee. Councillors resolved that the clerk would contact John Taylor and follow up the details of solicitors who act on behalf of Morrells in connection with transfer of The Green and Community Orchard. The Clerk would then advise Wellers who were acting on behalf of the Parish Council.	**CLERK**
6.	**Public Participation (15 minutes maximum)** CB drew attention to a message received regarding the need to remind residents to cut hedges back where overgrown and affecting use of the footpath and/or highway. The Clerk would contact the residents of Culham House to explain what is required. The Clerk would also contact Drayton Construction to request hedge cutting where it had overgrown the footpath and/or highway. *Councillors agreed to note salient points from each meeting and to forward to* the Mouthpiece.	
7.	**To Approve Minutes from 13th March 2024** The minutes from 13th March 2024 were accepted as a true and accurate record of the meeting. There was one amendment agreed -date of 29th March 2024 – PC response to 20mph consultation. The minutes were then. **APPROVED.** A signed copy of the minutes would be uploaded to the website.	**APPROVED** **CLERK**
8.	**Annual Parish Meeting – invitation to local groups** CP confirmed that the meeting would commence at 7pm with drinks/nibbles provided. Village groups would be invited to include Ladies of Culham; Parish Church Committee; Nursery school. CP volunteered to design a flyer to advertise the meeting and encourage public participation and to advertise the event. Details would also be circulated via WhatsApp and Mouthpiece.	**CP/ALL**
9.	**Tollgate Road Crossing; Zeba Crossing (CP/NG).** CP would remind NG to provide a case summary of requirements for a zebra crossing. This to be discussed at next meeting. CP had also spoken to a previous clerk (Lucy Dalby) who had provided useful information from previous discussions regarding the improvement to road safety at Tollgate Road.	
10	**To Approve – Personnel Committee – ToRs** The Clerk had circulated the draft ToRs for review and this would be discussed and approved at the forthcoming Annual General Parish Council Meeting in May.	**Clerk add to May AGM agenda.**
11	To review and approve: Financial Regs; Standing Orders; Risk Assessment Councillors agreed to review and approve at the Annual General Parish Council Meeting in May and the clerk would add to the agenda.	**CLERK**

CP

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12	Finance – Interim Audit Report The Clerk had circulated the report and explained the issues which had arisen. Errors of non-compliance could be easily improved for year 2024/25 with the clerk having a greater understanding of requirements.	**CLERK**
13	**To Agree Accounts for Payment:** Clerk's Salary April 2024 - £442.00 OALC Training – Talking Tables – Council Assets (Clerk) £48.00 April Skies Interim Internal Audit £190.00	 **AGREED** **AGREED** **AGREED**
14	**To discuss the following Planning Applications:** **NONE**	
15	**Items for report and inclusion on next Agenda:** Clerks Report would cover The Green, Community Orchard, Defibrillator installation; AGM Agenda to include Policies review and approval; approval of insurance quote.	
16	**Date of Next Meeting:** ~~Wednesday~~ Tuesday *14th May 2024 – 7.30pm for the Annual General Parish Council Meeting followed by 15th May for the Annual Parish Meeting. Location St Paul's Church.* CP	

The meeting closed at 9.40pm.

CP