

DRAYTON ST LEONARD PARISH COUNCIL

CHAIRMAN

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CLERK

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Minutes of the Parish Council Meeting held at 8.30pm on Tuesday, 11th May 2004 in the Village Hall

Present: Simon Richards (Chairman), Charles Dickerson (Vice-Chairman), David Watkin, George Farrant and Anne Speirs.

15/04 Apologies

Apologies were received from the District Councillor, John Cotton and County Councillor John Howell.

16/04 Declaration of interests in matters arising in the agenda

Lucy Cook declared (on behalf of Sophie Farrant) that, since the election to office of George Farrant, Sophie could no longer be considered as an independent internal auditor. The position of internal auditor was declared vacant.

17/04 Minutes of the previous meeting for approval

The minutes of the previous meeting held on Tuesday 10th February 2004 were signed as correct.

18/04 Report on actions outstanding from the previous meeting

Minute 4/04 Refurbishment of village signpost

Lucy Cook reported that the signpost was complete and awaiting installation. ForgeAhead Ironworks had generously agreed to waive all fees as an apology for the delay.

Minute 5/04 PAYE and NI requirements for parish employees

Lucy Cook presented a statement of nil return for signature by Simon Richards, to meet the requirements of the external auditors.

19/04 Finance

Accounts for year ended 31 March 2004

The receipts and payments account was presented for inspection. It was agreed by all present and signed by Simon Richards.

Lucy Cook reported that the audit date had been set for 24 July 2004 and that a new internal auditor was required prior to that date.

Action *Lucy Cook to identify new internal auditor.*

Lucy Cook reported that councils were now required to prepare a risk assessment and management schedule to meet external auditor's requirements. After some discussion a number of key risks were identified by those present.

Action *Lucy Cook to compile the risk assessment document according to NALC guidelines and circulate for approval.*

Signed _____ Date _____

Approved Payments:

20/04	<i>To whom paid</i>	<i>Services</i>	<i>Cheque no.</i>	<i>Cost</i>
	British Telecom*	Account Closure	180	£2.86
	SLCC*	Annual Membership	181	£38.00
	CPRE	Annual Membership	182	£25.00
	Allianz Cornhill	Insurance	183	£280.83
	S Cox	Village Website Maintenance	184	£32.88

21/04 *Due to 30 day settlement periods, these payments had already been made.

22/04 **PAGE Campaign Update**

The campaign has been working to increase the reduction in gravel quota for our region beyond the 13% reduction already won. The next big event will be the Examination in Public of the draft Structure Plan in the autumn.

23/04 **Planning:**

Rock Cottage: Following an enquiry to the Planning Department at SODC, the Parish Council could confirm that no planning permission was required for a property of this age to convert parking areas to living accommodation.

Planning Decisions:

Lucy Cook reported that the following planning decisions had been made by SODC since the last meeting:

PO4/W0353 2 Ford Lane APPROVED

PO4/W0042 Waterside House APPROVED

PO4/W0052 12 Ford Lane APPROVED

24/04 **Village Maintenance**

Residents had expressed concern over the erosion of the bank by the War Memorial, close to a manhole cover not designed to carry traffic.

Action *David Watkin had taken photos of the bank and Lucy Cook would contact SODC for advice.*

25/04 **Next Meeting**

The next meeting has been changed to Tuesday 3rd August 2004

Signed _____ Date _____