

Aynho Parish Council

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PARISH COUNCIL ANNUAL MEETING

Venue: Aynho Village Hall

11th May 2026, 7:00PM

MINUTES

Present:

Cllr Dawn Willis (Chair)

Cllr Poppy Hoole

Cllr Les Horley

Cllr David Leigh

2 members of public

Cllr Ray Willis

Cllr Helen Mackenzie

Cllr Jerry Stephenson

Meeting commenced: 19:00

26/20 Election of Chair for the Year 2026/27

On the proposition of Cllr Horley, seconded by Cllr Mackenzie, it was **RESOLVED**: to elect Cllr Dawn Willis as Chair for the Year 2026/27. *Cllr D Willis signed declaration of office.*

26/21 Election of Vice Chair for the Year 2026/27

On the proposition of Cllr R Willis, seconded by Cllr Leigh, it was **RESOLVED**: to elect Cllr Horley as Vice Chair for the Year 2026/27. *Cllr Horley signed Declaration of Office.*

26/22 Apologies for absence

None.

26/23 Members' declaration of interest in items on the agenda

None.

26/24 Public Participation

None.

26/25 Minutes of Meeting of the Parish Council of 7th April 2026

Cllrs Hoole and Leigh queried the wording of minute 26/16 relating to the Cricket Club Licence Agreement, suggesting that the resolution at the April meeting had been to approve the licence document as presented, whereas the draft minute indicated that further amendments could be required. A difference of opinion was expressed by councillors as to whether Cllr Horley had been tasked only with coordinating the signing of the agreement or also agreeing final wording amendments, as recorded in the minute.

It was noted that the intention of the draft minute was to clarify that the agreement itself had been approved, with Cllr Horley to coordinate the final wording and signing process with the Cricket Club.

Following further discussion, the Clerk proposed that the recording of the relevant agenda item be reviewed and that the draft minute for that item from the 7th April 2026 meeting be reconsidered, with the full draft minutes to be presented again for approval at the next Parish Council meeting.

26/26 Responsible Financial Officer

On the proposition of Chair, seconded by Cllr Hoole, it was **RESOLVED**: To confirm the Clerk as Responsible Financial Officer 2026/27.

26/27 Internal Control Councillors (ICC)

On the proposition of the Chair, seconded by Cllr R Willis, it was **RESOLVED**: To confirm Cllrs Stephenson & Horley as Internal Control Councillors.

26/28 Review and adoption of Standing Orders - attached

On the proposition of the Chair, seconded by Cllr Mackenzie, it was **RESOLVED**: To confirm and approve the Standing Orders for year 2026/27.

26/29 Review and adoption of Financial Regulations – attached

On the proposition of the Chair, seconded by Cllr Stephenson, it was **RESOLVED**: To confirm and approve the Financial Regulations for year 2026/27.

26/30 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

On the proposition of the Chair, seconded by Cllr Hoole, it was **RESOLVED**: to approve arrangements.

26/31 Review of Code of Conduct

On the proposition of the Chair, seconded by Cllr Mackenzie, it was **RESOLVED**: To confirm and approve Councillor Code of Conduct.

26/32 Confirmation of arrangements for insurance cover in respect of all insurable risks

On the proposition of the Chair, seconded by Cllr Horley, it was **RESOLVED**: to approve insurance cover.

26/33 Review of the Council's and/or staff subscriptions to other bodies

On the proposition of the Chair, seconded by Cllr R Willis, it was **RESOLVED**: to approve and continue current subscriptions.

26/34 Complaints Procedure

On the proposition of the Chair, seconded by Cllr Leigh, it was **RESOLVED**: to confirm and approve the Council's complaints procedure.

26/35 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection 13 legislation (see also

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standing orders 11, 20 and 21)

On the proposition of the Chair, seconded by Cllr Mackenzie, it was **RESOLVED**: To confirm and approve the Data Protection and GDPR Policy.

26/36 Review of the Council's policy for dealing with the press/media

On the proposition of the Chair, seconded by Cllr Stephenson, it was **RESOLVED**: To confirm and approve the Press & Media Policy.

26/37 Review of the Council's employment policies and procedures

On the proposition of the Chair, seconded by Cllr Mackenzie, it was **RESOLVED**: To confirm and approve employment policies and procedures.

26/38 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

No expenditure under s137.

26/39 Determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council – attached

On the proposition of the Chair, seconded by Cllr Leigh, it was **RESOLVED**: To approve Schedule of Meetings 2026/27.

26/40 Financial Statements FY25-26

On the proposition of the Chair, seconded by Cllr Stephenson, it was **RESOLVED**: To approve and note:

- Bank Reconciliation Summary
- Summary Receipts & Payments

26/41 Receipt of the Annual Internal Audit Report, YE 31st March 2026 Section 3

On the proposition of the Chair, seconded by Cllr Horley, it was **RESOLVED**: To receive and note the Annual Internal Audit Report provided by Kirsty Buttle.

26/42 Approval of the Annual Governance and Accountability Return, YE 31st March 2026

On the proposition of the Chair, seconded by Cllr Horley, it was **RESOLVED**: To approve Section 1 of the Annual Return, Annual Governance Statement. *Chair and RFO signed Annual Governance Statement.*

26/43 Approval of the Annual Governance and Accountability Return, YE 31st March 2026 Section 2

On the proposition of the Chair, seconded by Cllr Horley, it was **RESOLVED**: To approve Section 2 of the Annual Return, Accounting Statements. *Chair signed Accounting Statements.*

26/44 Planning

To discuss and approve a response as a consultee on:

2026/1317/FULL - The Summerhouse 13 Roundtown Aynho OX17 3BG - Replace the gate at the end of the driveway by the main road – *No comment: Agree with heritage requirements.*

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2026/1307/TCA - 27 Blacksmiths Hill Aynho OX17 3AH - Prunus and Holly tree need removal (TG2 on sketch plan) - 5.4 Metres to house. Ivy needs removal (C2 on sketch plan) 1 Metre to house. – *No comment.*

2026/1367/TCA - 16 Roundtown Aynho OX17 3BG - Works to a tree within a conservation area - *Objection: no requirement for works to healthy tree.*

26/45 Authorisation of Payments

On the proposition of Cllr Horley, seconded by Cllr Stephenson, it was **RESOLVED**: To approve payments scheduled April to May 2026, and note income received May 2026.

Voucher	Code	Description	Net	VAT	Total
14	Donations - Sports Field	Fixings for Playground	353.10	70.62	423.72
13	Streetlights (Elec & Maint)	Streetlight Electricity	330.94	16.55	347.49
12	Admin (Inc Tel, Stationary & Printing)	Virtual Line for Clerk	5.42	1.08	6.50
15	Memberships/Subscriptions	SurveyMonkey 12Mth	190.00	38.00	228.00
17	Clerk & RFO Salary	Income Tax	66.20		66.20
18	Memberships/Subscriptions	Data Protection Registration	47.00		47.00
19	Pavilion - Utilities	Pavilion Wi-Fi	29.17	5.83	35.00
21	Grass Cutting & Hedges	Village Grass Cut	1,040.00	208.00	1,248.00
21	Grass Cutting & Hedges	Village Grass Cut	35.00	7.00	42.00
23	Playground	Grass Seed & Play Sand	14.49		14.49
23	Playground	Grass Seed & Play Sand	9.98		9.98
21	Sports Field - Grass Cutting	Village Grass Cut	330.00	66.00	396.00
16	Sports Field - Gen Exp	Pavilion Cleaning	30.00		30.00
22	Clerk & RFO Salary	Clerk Salary - May	685.76		685.76
				415.28	3,593.34

26/46 Bank Reconciliation

On the proposition of Cllr Horley, seconded by Cllr Stephenson, it was **RESOLVED**: To receive and note bank reconciliation to 17th April 2026.

26/47 Governance

On the proposition of the Chair, seconded by Cllr R Willis, it was **RESOLVED**:

- To confirm and approve **Freedom of Information Publication Scheme.**
- To confirm and approve **Financial Risk Assessment.**
- To confirm and approve **Risk Assessment and Risk Management.**
- To confirm and approve **Gifts & Hospitality Code of Conduct.**

26/48 Village Survey

Cllr Leigh provided an update on the Village Survey.

The Chair thanked all those involved in preparing the survey, with particular thanks to Cllr Leigh for their work on the project.

The Chair suggested that the survey include a question asking residents whether they wished to continue receiving hard copies of the village newsletter.

Councillors discussed distribution arrangements, including the provision of a paper copy to each household, the printing of 300 copies, and options for the return of completed surveys.

On the proposition of the Chair, it was **RESOLVED**: to approve the survey questions, distribution of paper copies with the June newsletter, designated drop-off points for completed surveys, and printing costs for 300 hard copies up to a maximum cost of £150.00, from the remaining available budget of £272.00.

26/49 Cricket Club Licence Agreement

The Chair provided an update and confirmed that the Cricket Club had now signed the Licence Agreement. The Parish Council was asked to proceed with signing the agreement, and thanks were expressed to Cllr Horley for his work in progressing the matter. It was noted that the Cricket Club had also put forward some ideas for future consideration.

Cllr Horley explained that his intention had been to develop a generic sports club agreement to minimise potential areas of conflict where one club's activities may affect another. He noted that a future agreement would also be required with Brackley Town Football Club.

Cllr Horley reported that good relations had been maintained with Cricket Club members but raised concerns regarding the requirement for DBS confirmation certificates, which the Cricket Club had found difficult to comply with due to data protection considerations. It was noted that, should potential liability issues arise in the future, it may be necessary to amend the agreement to strengthen the transfer of liability from the owner to the User.

It was noted that some minor amendments had already been made in order to address operational concerns. It was noted; the Cricket Club had agreed that any maintenance affecting another club's playing area must be agreed in advance through the Bookings Secretary.

Councillors discussed making further amendments to the agreement for future years, including for use with other sports clubs. Cllr Horley suggested that the current agreement remain unchanged now that it had been signed by the Cricket Club, with further revisions to be considered for the following year.

On the proposition of the Chair, it was **RESOLVED**: to approve the Agreement for signing by the Clerk.

26/50 Community Matters

- a) **Health & Safety:**
No updates.

- b) **Grounds Maintenance**

- a. **Play Park Update:**
Toddler swings installed, other items showing signs of disrepair.
 - b. Councillors are asked to **review the options circulated for new play park equipment** and provide feedback on preferred options.

c) **Events**

The Car Show on 6th September 2026 was confirmed. It was noted that the event would include an auto jumble and was expected to attract up to 100 vehicles, an increase on the previous year. Councillors discussed event arrangements, including the likelihood of requiring fewer marshals than previously.

The Clerk was asked to confirm arrangements with the Council's insurer and to advertise the event in the village newsletter.

d) **Consultations**

- a. West Northamptonshire Council, in partnership with the University of Northampton, is currently running a short public survey to gather residents' views on the future of Major Events across West Northants. The survey is open now and closes on Friday 15 May.

26/51 Newsletter

To discuss items for next newsletter edition – Cllr Mackenzie to edit on behalf of council.

- PC Election of Chair, Vice-Chair
- Village Survey
- Car Show
- Cricket Club Agreement
- Playpark ideas
- Speed Watch

26/52 Next Meeting

1st June 2026 – Parish Council Meeting

Meeting closed: 20:55

Signed:



01/06/2026