

# Aynho Parish Council

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5<sup>th</sup> May 2026

Councillors: You are hereby summoned to attend the Annual Meeting of Aynho Parish Council in the Village Hall Mary Cartwright Room, Croughton Road, Aynho, OX17 3BD on **Monday 11<sup>th</sup> May 2026 at 7:00pm** when the following business will be transacted.

Alan Youel *Clerk to Aynho Parish Council*

## PARISH COUNCIL ANNUAL MEETING

Venue: Aynho Village Hall

11<sup>th</sup> May 2026, 7:00PM

### AGENDA

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

*Chair to sign Declaration of Office.*

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

*Vice Chair to sign Declaration of Office.*

**26/22 Apologies for absence**

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

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**26/24 Public Participation**

The meeting is opened to the public to address Council on matters relevant to its business. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their comments through the Chairman of the meeting. Please state your name and address before making your representation.

**26/25 Minutes of Meeting of the Parish Council of 7<sup>th</sup> April 2026**

To receive and approve minutes of the Meeting of the Parish Council 7<sup>th</sup> April 2026.

**26/26 Responsible Financial Officer**

To confirm the Clerk as Responsible Financial Officer 2026/27.

**26/27 Internal Control Councillors (ICC)**

To confirm ICC appointments and agree a **quarterly Internal Control Checklist review**, including **remote audit and reporting to Council**.

- 26/28 Review and adoption of Standing Orders - attached**  
To confirm and approve the Standing Orders for year 2026/27.
- 26/29 Review and adoption of Financial Regulations – attached**  
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**
- 26/31 Review of Code of Conduct – attached**  
To confirm and approve Councillor Code of Conduct.
- 26/32 Confirmation of arrangements for insurance cover in respect of all insurable risks**
- 26/33 Review of the Council’s and/or staff subscriptions to other bodies**
- 26/34 Complaints Procedure**  
Review of 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 standing orders 11, 20 and 21)**  
To confirm and approve the Data Protection and GDPR Policy.
- 26/36 Review of the Council’s policy for dealing with the press/media**  
To confirm and approve the Press & Media Policy.
- 26/37 Review of the Council’s employment policies and procedures**
- 26/38 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972**
- 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**  
To approve Schedule of Meetings 2026/27.
- 26/40 Financial Statements**  
To receive and note financial statements FY25-26.
- Bank Reconciliation Summary
  - Summary Receipts & Payments
- 26/41 Receipt of the Annual Internal Audit Report, YE 31st March 2026 Section 3**  
To receive the Annual Internal Audit Report provided by Kirsty Buttle. Members to note.
- 26/42 Approval of the Annual Governance and Accountability Return, YE 31st March 2026**  
To consider and approve Section 1 of the Annual Return, Annual Governance Statement.  
*Chair and RFO sign the Annual Governance Statement.*

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

To consider and approve Section 2 of the Annual Return, Accounting Statements.  
*Chair signs 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

**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.

**2026/1367/TCA** - 16 Roundtown Aynho OX17 3BG - Works to a tree within a conservation area

**26/45 Authorisation of Payments**

To approve and provide dual signatory on payments scheduled April to May 2026.

**Recommendation:**

- Resolution to approve schedule of payments.
- Resolution to note income received.

**26/46 Bank Reconciliation**

To receive and note bank reconciliation to 17<sup>th</sup> April 2026.

**26/47 Governance**

- 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**

Agree content and distribution of a village-wide survey.

- Approve final questions or delegate to a working group
- Agree distribution method (online, paper, or hybrid)
- Consider timescale, publicity, data handling, and analysis/reporting

**Recommendation:**

Approve the questions or appoint a working group to finalise and issue the survey, and agree the distribution method.

**26/49 Cricket Club Licence Agreement**

To further consider the Seasonal Sports Field Licence Agreement with Aynho Cricket Club (ACC) – Signing and Next Steps

**Members to:**

Please note, this is a public meeting. Copies of all council papers are available to download at [www.aynho-pc.gov.uk](http://www.aynho-pc.gov.uk)

- Approve the Agreement for signing by the Clerk; or
- Identify any amendments required.

**Key point for clarification:**

- Whether current wording on shared use sufficiently protects prepared playing surfaces (e.g. football pitches), or if an amendment is needed.

**Proposed principle:**

- Any maintenance affecting another club's playing area must be **agreed in advance via the Bookings Secretary**.

**26/50 Community Matters**

a) **Health & Safety:**

No updates.

b) **Grounds Maintenance**

a. **Play Park Update:**

Councillors are asked to **review the options circulated for new play park equipment** and provide feedback on preferred options.

Members may also wish to consider **whether questions relating to the play park improvements should be included in the forthcoming village survey**.

c) **Events**

To consider arrangements for Car Show.

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.

**26/52 Next Meeting**

1<sup>st</sup> June 2026 – Parish Council Meeting

**Signed:** Alan Youel

*Clerk to Aynho Parish Council.*

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence including a general reason (i.e. illness, holiday, work etc.) should be notified to the [clerk@aynho-pc.gov.uk](mailto:clerk@aynho-pc.gov.uk) prior to the start of the meeting.

### **Declarations of Interest**

Members should disclose any interests in the business to be discussed. They are also reminded that the disclosure of a Disclosable Pecuniary Interest (i.e., money) will require that the member withdraws from the meeting room during the transaction of that item of business. They should declare these either before the meeting or at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

If notified by the Clerk or any Councillor to evacuate the building, do this via the nearest available fire exit. Members and visitors should proceed to the assembly area directly in-front of the village hall and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the Clerk, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.