

# MILCOMBE PARISH COUNCIL

TUESDAY 2 MAY 2023

**Clerk & Responsible Financial Officer**  
Theresa Goss  
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25 April 2023

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Tuesday 2 May 2023 at 8.00pm** at the Village Hall, Main Road, Milcombe to transact the business set out in the Agenda below and you are summoned to attend.

District Councillors Hugo Brown, Eddie Reeves and Bryn Williams and County Councillor Kieron Mallon are also invited to attend.

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss  
Clerk to the Parish Council

## A G E N D A

1. **Welcome** – To welcome the Councillors and the public to the meeting.  
**8:00pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting.  
**8:00pm**
3. **Appointment of Chairman for 2023/2024** – To appoint a Chairman of the Parish Council for 2023/2024.  
**8:00pm – 8:05pm**
4. **Appointment of Vice-Chairman for 2023/2024** – To appoint a Vice-Chairman of the Parish Council for 2023/2024. **8:05pm – 8:10pm**
5. **Declarations of Interest** - 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.  
  
**Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.**  
**8:10pm**
6. **Minutes** - To approve the minutes of the meeting held on 7 March 2023. **(Attached)**  
**8:10pm – 8:15pm**
7. **Matters Arising** - To discuss any issues arising from the minutes 7 March 2023.  
**8:15pm – 8:20pm**

8. **Chairman's Announcements**

- Bollards on Main Road – A meeting between the Parish Council, County Council and residents is being held on Thursday 11 May 2023.  
**8:20pm – 8:25pm**

9. **Open Forum** – Members of the public are invited to raise any items which concern the Parish.  
**(Maximum of ten minutes in total for this item) 8:25pm – 8:35pm**

10. **Reports from County and District Councillors** - To receive reports from the Milcombe County Councillor and District Councillors.

**8:35pm – 8:45pm**

11. **Village Matters**

- Village Hall – To receive an update from Parish Councillor Nigel Davis, the Parish Council's representative on the Village Hall Committee.
- Play Area – To discuss any matters relating to the play area and the proposed installation of CTTV.
- HGV's in Milcombe – To note that a consultation is taking place with regard to an HGV weight limit on New Road, Milcombe.
- Asset of Community Value – To discuss and agree to submit an application to Cherwell District Council to register the Horse and Groom PH as an Asset of Community Value.

**8:45pm – 8:55pm**

12. **Planning**

- Planning Applications - To note the planning applications which have been considered by the Parish Council since the last meeting. **(To follow)**
- Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(To follow)**
- Neighbourhood Plan – To receive an update from Parish Councillors Nigel Davis and Chris Hill on a Neighbourhood Plan for Milcombe.

**8:55pm – 9:10pm**

13. **Parish Council Matters**

- Vacancies – To consider any applications for co-option onto the Parish Council.
- Parish Council Documents – To review the following Parish Council documents, which are available to view on the Parish Council web site

<https://www.milcombepc.co.uk/documents.php?catid=4>

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure

- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy

**9:10pm – 9:15pm**

**14. Finance**

- Accounts for Payment, Income, Bank Reconciliation and Uncashed Payments – To approve the accounts for payment and note the income, bank reconciliation and uncashed payments. **(To follow)**
- Budget Monitoring – To note the budget monitoring report for 2023-2024. **(To follow)**
- Accounts 2022/2023
  - Annual Governance and Accountability Return for the year ended 31 March 2023 **(To follow)**
    - a) To approve the Annual Governance Statement 2022/2023 - Section 1
    - b) To approve the Accounting Statements for 2022/2023 - Section 2
  - To receive and approve the Receipts & Payments Account as at 31 March 2023.
- Internal Auditor's Report 2022/2023– To note the recommendations of the Internal Auditor's Report for 2022/2023. **(Report to follow)**

**9:15pm – 9:30pm**

**15. Correspondence** - Items of correspondence will be circulated to members.

**9:30pm – 9:35pm**

**16. Meeting Dates** - Future meeting dates for Milcombe Parish Council are stated below. They will commence at 8.00pm at the Village Hall, Milcombe:

- Tuesday 4 July 2023
- Tuesday 5 September 2023
- Tuesday 7 November 2023

**9:35pm**

**17. Items for the Next Agenda**

**9:35pm**