

# MILCOMBE PARISH COUNCIL

TUESDAY 2 JULY 2019

**Clerk & Responsible Financial Officer**  
Theresa Goss  
3 Tanners Close  
Middleton Cheney  
Banbury, OX17 2GD

(01295) 710965  
[milcombepc@gmail.com](mailto:milcombepc@gmail.com)  
[www.milcombepc.co.uk](http://www.milcombepc.co.uk)

24 June 2019

Dear Councillor,

A meeting of the Parish Council will be held on **Tuesday 2 July 2019 at 8.00pm** at the Village Hall, Milcombe to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors have been invited to attend and Councillor Kieron Mallon has been invited as County Councillor.

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. **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.**  
**8.00pm**
4. **Minutes** - To approve the minutes of the meeting held on 14 May 2019. (**Attached**)  
**8.00pm – 8.05pm**
5. **Matters Arising** - To discuss any issues arising from the minutes of 14 May 2019.  
**8.05pm – 8.10pm**
6. **Chairman's Announcements**  
**8.10pm – 8.15pm**
7. **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)**  
**8.15pm – 8.25pm**
8. **Reports from County and District Councillors** - To receive reports from the Milcombe County Councillor and District Councillors.  
**8.25pm – 8.35pm**
9. **Village Matters**

- i) Village Organisations – To receive reports from the Chairmen of village organisations.
- ii) Play Area – To:
  - a) receive a report from Councillor Peter Booth on the village play area; and
  - b) receive a progress report on the proposals for new play equipment in the village play area.
- iii) VAS Data – To consider the traffic data from the VAS by the Horse and Groom.
- iv) Village Defibrillator – To discuss the purchase and siting of the village defibrillator.
- v) Community Emergency Plan – To discuss producing a Community Emergency Plan.
- vi) Protocol for Marking the Death of a Senior National Figure or Other Holder of High Office – To approve the Protocol for the village.

**8.35pm – 8.50pm**

## 10. Planning

- i) Planning Applications - To note the planning applications which have been considered by the Parish Council since the last meeting. **(To follow)**
- ii) Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(To follow)**

**8.50pm – 8.55pm**

## 11. Parish Council Matters

- i) 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/>
  - 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
- ii) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Saturday 6 <sup>th</sup> July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 <sup>th</sup>	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday	13. Roles and	Full day	Didcot Civic Hall, Britwell

September 18 <sup>th</sup>	Responsibilities for new councillors and clerks		Road, Didcot OX11 7JN
Wednesday October 2 <sup>nd</sup>	14. Budgeting and financial management for councillors  15. VAT for clerks (and councillors!)	Half/ morning  Half/ afternoon	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

**8.55pm – 9.10pm**

**12. Finance**

- i) Accounts for Payment and Bank Reconciliation – To approve the accounts for payment and note the bank reconciliation. **(To follow)**
- ii) Internal Audit 2018/2019 – To consider and approve the Statement of Internal Control 2018/2019 and the Effectiveness of the Internal Audit 2018/2019. **(To follow)**
- iii) Image on Village Web Site – To discuss the request for payment from PA Images of £109 for the use of an alleged unlicensed image on the old village web site [www.milcombe.com](http://www.milcombe.com)

**9.10pm – 9.20pm**

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

**9.20pm**

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

- 3 September 2019
- 4 November 2019

**9.20pm**

**15. Items for the Next Agenda**

**9.20pm**