

# MILCOMBE PARISH COUNCIL

TUESDAY 4 MAY 2021

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

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26 April 2021

Dear Councillor,

The Annual Meeting of the Parish Council will be held on Zoom on **Tuesday 4 May 2021 at 8.00pm** to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors Hugo Brown, Mike Kerford-Byrnes and Bryn Williams and County Councillor Kieron Mallon are also invited to attend.

The Zoom joining details are as follows:

<https://us02web.zoom.us/j/81187397390?pwd=ZGdlZmljUjA4YkRGRDcxQWpvUlczUT09>

Meeting ID: 811 8739 7390  
Passcode: 290048

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 2021/2022** – To appoint a Chairman of the Parish Council for 2021/2022.  
**8.00pm – 8.05pm**
4. **Appointment of Vice-Chairman for 2021/2022** – To appoint a Vice-Chairman of the Parish Council for 2021/2022.  
**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 meetings held on 2 March and 20 April 2021. **(Attached)**  
**8.10pm – 8.15pm**
7. **Matters Arising** - To discuss any issues arising from the minutes 2 March and 20 April 2021  
**8.15pm – 8.20pm**
8. **Chairman's Announcements**  
**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**
  - i) Village Organisations – To receive reports from the Chairmen of village organisations.
  - ii) Play Area – To discuss:
    - the proposals for new play equipment in the village play area and consider quotes; and
    - note the monthly play area inspections.
  - iii) Milcombe Annual Parish Meeting (APM) – To note that the APM will be held on Tuesday 11 May 2021.
  - iv) Village Litter Pick – To agree a date for the village litter pick.  
**8.45pm – 9.00pm**
12. **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)**  
**9.00pm – 9.10pm**
13. **Parish Council Matters**
  - i) Vacancies – To consider any applications for co-option onto the Parish Council.
  - ii) Councillor to Monitor Financial Matters – To appoint a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.
  - iii) 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
    - Code of Conduct
    - 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 – 9.20pm**

**14. Finance**

- i) Accounts for Payment and Bank Reconciliation – To approve the accounts for payment and note the bank reconciliation. **(To follow)**
- ii) Governing 'Levelling up' Funds – To discuss how the Parish Council could access the Community Renewal Fund, the Levelling Up Fund and the Community Ownership Fund for the benefit of the village or make the village aware this funding is available. **(Information previously circulated)**

**9.20pm – 9.30pm**

**15. Correspondence** - Items of correspondence will be circulated to members.  
**9.30pm**

**16. Meeting Dates** - Future meeting dates for Milcombe Parish Council are stated below. They will commence at 8.00pm on Zoom unless otherwise stated:

- Tuesday 11 May 2021 (Annual Parish Meeting)
- Tuesday 6 July 2021
- Tuesday 7 September 2021
- Tuesday 2 November 2021

**9.30pm**

**17. Items for the Next Agenda**  
**9.30pm**