

MILCOMBE PARISH COUNCIL

TUESDAY 7 MAY 2024

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

(01295) 710965
milcombepc@gmail.com
www.milcombepc.co.uk

30 April 2024

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Tuesday 7 May 2024 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 Andrew McHugh, 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
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A G E N D A

1. **Welcome** – To welcome the Councillors and the public to the meeting.
8:00pm – 8:05pm
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
8:00pm – 8:05pm
3. **Appointment of Chairman 2024/2025** – To appoint a Chairman of the Parish Council for 2024/2025.
8:05 – 8:10pm
4. **Appointment of Vice-Chairman 2024/2025** – To appoint a Vice-Chairman of the Parish Council for 2024/2025.
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.
8:05pm – 8:10pm
6. **Minutes** - To approve the minutes of the meeting held on 5 March 2024. **(Attached)**
8:10pm – 8:15pm
7. **Matters Arising** - To discuss any issues arising from the minutes 5 March 2024.
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 Hall – To receive an update from Parish Councillor Nigel Davis, the Parish Council's representative on the Village Hall Committee.
 - ii) Play Area – To discuss any matters relating to the play area.
 - iii) Noticeboard – To discuss a new noticeboard outside the village shop.
 - iv) Flood Risk Management - To discuss the opportunity for funding from Oxfordshire County Council. **(information previously circulated)**
 - v) Police & Crime Commissioner for Thames Valley, CCTV Project – To discuss the CCTV project being rolled out by Matthew Barber, Police & Crime Commissioner.
- 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)**
 - iii) Neighbourhood Plan – To receive an update from Parish Councillors Nigel Davis and Chris Hill on a Neighbourhood Plan for Milcombe.
 - iv) Sections 106 Agreements and Community Benefits – To discuss the Section 106 Agreement and community benefits from the proposed development for 90 houses on Bloxham Road, Milcombe.
- 9:00pm – 9:20pm**
13. **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/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

ii) Insurance – To complete a review of the Parish Council's Insurance Policy for 2024/2025. **(Policy to follow)**

iii) Vacancies – To consider any applications for co-option onto the Parish Council.

iv) Bench Policy – To discuss a Parish Council Bench Policy. **(Draft policy previously circulated)**
9:20pm – 9:35pm

14. Finance

i) Internal Auditor's Report 2023/2024:

- To review the Internal Auditor's Report for 2023/2024 and note the recommendations and actions; and **(Reports to follow)**
- To note the Annual Internal Auditor's Report 2023/2024 within the Annual Governance and Accountability Return for the year ended 31 March 2024. **(Report to follow)**

ii) Accounts 2023/2024 - To receive and approve the Receipts & Payments Account for the year ended 31 March 2024. **(To follow)**

iii) Annual Governance and Accountability Return for the year ended 31 March 2024 - To approve Section 1, the Annual Governance Statement 2023/2024. **(To follow)**

iv) Annual Governance and Accountability Return for the year ended 31 March 2024 - To approve Section 2, the Accounting Statements for 2023/2024. **(To follow)**

v) Notice of Public Rights – To note that the public has the right to inspect the Parish Council's accounting records for 2023/2024 for 30 days starting from 10 June 2024 until 19 July 2024. **(To follow)**

vi) Certificate of Exemption 2023/2024 – To agree that the Parish Council's gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024 and the Parish Council wishes to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. **(To follow)**

vii) Appointment of Internal Auditor for 2024/2025 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2024/2025.

viii) Financial Matters

- To approve the accounts for payment; and
- To note the income received since the last meeting, the uncashed receipts & uncashed payments and the bank reconciliation. **(Reports to follow)**

ix) Budget Monitoring – To note the budget monitoring report for 2024/2025. **(Report to follow)**
9:35pm – 9:45pm

15. **Correspondence** - Items of correspondence will be circulated to members.
9:45pm – 9:50pm
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 2 July 2024
 - Tuesday 3 September 2024
 - Tuesday 5 November 2024
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17. **Items for the Next Agenda**
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