

MILCOMBE PARISH COUNCIL

TUESDAY 8 MAY 2018

Clerk & Responsible Financial Officer
Theresa Goss
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30 April 2018

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Tuesday 8 May 2018 at 8.00 pm** 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.
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
3. **Signing of Declarations of Acceptance of Office** - All members to complete their Declarations of Acceptance of Office.
4. **Appointment of Chairman for 2018/2019** – To appoint a Chairman for 2018/2019.
5. **Appointment of Vice-Chairman for 2018/2019** - To appoint a Vice-Chairman for 2018/2019.
6. **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.

7. **Minutes** - To approve the minutes of the meeting held on 6 March 2018. **(Attached)**
8. **Matters Arising** - To discuss any issues arising from the minutes of 6 March 2018.
9. **Chairman's Announcements**
 - Dovecote wall and lights
10. **Residents Issues** - Residents of the village are invited to raise any items which concern the Parish. **(Maximum of ten minutes in total for this item)**
11. **Reports from County and District Councillors** - To receive reports from the Milcombe County Councillor and District Councillors.

12. Planning

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

13. Finance

- i) General Power of Competence – To pass the following resolution:

Resolved that Milcombe Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

The General Power of Competence gives councils the power to do anything an individual can do, provided it is not prohibited by other legislation. The criteria is that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who has the Certificate in Local Council Administration. (CiLCA).

- ii) Accounts for Payment – To approve the accounts for payment. **(To follow)**
- iii) Bank Reconciliation - To note the bank reconciliation. **(To follow)**
- iv) Members' Allowances 2018/2019 – To agree the Members' Allowance for 2018/2019. **(Report to follow)**
- v) Accounts 2017/2018
 - i) To receive the Receipts & Payments Account as at 31 March 2018. **(To follow)**
 - ii) Annual Return for the year ended 31 March 2018 **(To follow)**
 - a) To approve the Annual Governance Statement - Section 1
 - b) To approve the Accounting Statements - Section 2

14. Parish Council Matters

- i) General Data Protection Regulations (GDPR) Compliance – To agree the following:
 - a) To adopt the Data Map;
 - b) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention (Enclosed);
 - c) To adopt the Privacy Notice (Enclosed);
 - d) To receive completed Security Compliance Checklists from all Councillors;
 - e) To note that the Parish Council is already registered as a Data Controller with the ICO; and
 - f) To defer a decision on the appointment of the Parish Council's Data Protection Officer. **(To follow)**
- ii) Parish Liaison Meeting – To note that the Parish Liaison Meeting is being held on Wednesday 20 June 2018 at Bodicote House.

15. Village Matters

- i) Village Organisations – To receive reports from the Chairmen of village organisations, including Conservation, Village Hall and Milcombe Newsletter.

- ii) Play Area – To receive a report from Councillor Peter Booth on the play area and a report on the proposals for new play equipment.
- iii) CCTV – To discuss the installation of CCTV in the village.
- iv) Annual Parish Meeting – To follow up on any matters highlighted at the Annual Parish Meeting, held on 1 May 2018.
- v) Bus Shelter – To discuss the new bus shelter for New Road.

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

17. **Public and Press** - To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for items numbered 18 & 19 on the grounds that it could involve the likely disclosure of private and confidential information.

18. **Parish Council Web Site** – To consider quotes for a new Parish Council web site. **(Report previously circulated)**

19. **Clerk and Responsible Financial Officer** – To note the national pay award to be applied to the Clerk's salary.

20. **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 July 2018
- 4 September 2018
- 6 November 2018

21. **Items for the Next Agenda**