

MILCOMBE PARISH COUNCIL

TUESDAY 12 MAY 2026

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

(01295) 710965
clerk@milcombeparishcouncil.gov.uk
www.milcombeparishcouncil.gov.uk

6 May 2026

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Tuesday 12 May 2026 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 Zoe McLernon, Eddie Reeves and David Rogers and County Councillor David Hingley 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 – 8:05pm
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
8:00pm – 8:05pm
3. **Signing of Acceptance of Office** – All Councillors to complete and hand to the Clerk, their Acceptance of Office forms, following the uncontested election on 7 May 2026.
8:00pm – 8:05pm
4. **Appointment of Chairman 2026/2027** - To appoint a Chairman of the Parish Council for 2026/2027.
8:05pm – 8:10pm
5. **Appointment of Vice-Chairman 2026/2027** - To appoint a Vice-Chairman of the Parish Council for 2026/2027.
8:05pm – 8:10pm
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.
8:05pm – 8:10pm
7. **Minutes** - To approve the minutes of the meeting held on 3 March 2026 (**Attached**)
8:10pm – 8:15pm

8. **Matters Arising** - To discuss any issues arising from the minutes 3 March 2026.
8:15pm – 8:20pm
9. **Chairman's Announcements**
8:20pm – 8:25pm
10. **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
11. **Reports from County and District Councillors** - To receive reports from the Milcombe County Councillor and District Councillors.
8:35pm – 8:45pm
12. **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 and receive an update on the project for the installation of CCTV.
 - iii) Annual Parish Meeting – To discuss any item which arose at the Annual Parish Meeting on 5 May 2026.
8:45pm – 8:50pm
13. **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 – 9:00pm
14. **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.
[Milcombe Parish Council - Documents](#)
 - Asset Register
 - Risk Management Log and Risk Schedule
 - Financial Regulations
 - Standing Orders
 - Complaints Policy
 - Vexatious Complaints Procedure
 - Freedom of Information Policy
 - Freedom of Information Publication Scheme
 - 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
- Sexual and General Harassment Policy

ii) Insurance – To complete a review of the Parish Council's Insurance Policy for 2026/2027.

9:00pm – 9:10pm

15. **Finance**

i) 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. **(To follow)**

ii) Budget Monitoring – To note the budget monitoring report for 2025/2026. **(To follow)**

iii) Internal Audit Report 2025/2026 – To note the Internal Auditor's report for 2025/2026 and agree the actions and note the Internal Auditor's AGAR Certificate. **(To follow)**

iv) Statement of Accounts 2025/2026 - To receive and approve the Receipts & Payments Statement of Account as at 31 March 2026. **(To follow)**

v) Bank Reconciliation 31 March 2026 – To approve the Bank Reconciliation as at 31 March 2026. **(To follow)**

vi) Breakdown of Reserves as at 31 March 2026 – To approve the reserves as at 31 March 2026. **(To follow)**

vii) Annual Governance and Accountability Return for the year ended 31 March 2026 - To approve Section 1, the Annual Governance Statement 2025/2026. **(To follow)**

viii) Annual Governance and Accountability Return for the year ended 31 March 2026 - To approve Section 2, the Accounting Statements for 2025/2026. **(To follow)**

ix) Explanation of Variances 2025/2026 – To note the explanation of the variances over 15% compared to 2024/2025. **(To follow)**

x) Notice of Public Rights – To note that the public has the right to inspect the Parish Council's accounting records for 2025/2026 for 30 days starting from 3 June 2026 until 14 July 2026. **(To follow)**

xi) Appointment of Internal Auditor for 2026/2027 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2026/2027.

9:10pm – 9:15pm

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

9:15pm – 9:20pm

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

Tuesday 7 July 2026

Tuesday 8 September 2026

Tuesday 3 November 2026

9:30pm