

# WESTON ON THE GREEN PARISH COUNCIL

[www.westononthegreen-pc.gov.uk](http://www.westononthegreen-pc.gov.uk)

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*Chairman: Mrs Diane Bohm*

*Clerk: Mrs Ruth Whitfield*

*Please reply to: The Clerk*

Thursday 30<sup>th</sup> August 2018

To: The Chairman, Diane Bohm and all other members of Weston on the Green Parish Council.

You are summoned to a **Meeting of Weston on the Green Parish Council** to be held in the **Village Hall, Weston on the Green on Wednesday, 5<sup>th</sup> September 2018** commencing at **7.30 pm** when the following business will be transacted.

Yours faithfully



Ruth Whitfield  
Clerk to Weston on the Green Parish Council

## AGENDA

**For meeting of Parish Council to be held on Wednesday, 5<sup>th</sup> September 2018**

**Opening: Welcome from the Chair**

**Public Participation session:**

To listen to issues raised by attendees and Councillors and to provide time for discussion

Proposed time guide: 15 minutes

**Council Business:**

**18.329.1** To receive any apologies for non-attendance

**18.329.2** To receive any declarations of interest

**18.329.3** To receive and approve the Minutes of the Parish Council Meeting held on Wednesday 1<sup>st</sup> August, and the extraordinary meeting held on Thursday 9<sup>th</sup> August 2018

**18.329.4** For information: Chair's Report, including handover of Parish Clerk activities and Festival of Food and Drink update

**18.329.5** For review: Update from the Parish Clerk, and review of outstanding actions

**18.329.6** For discussion: Neighbourhood Plan next steps (SD and DB)

**18.329.7** For discussion: Councillor Priority Fund (RSA and DB)

**18.329.8** For discussion: Centenary remembrance (DB and RW)

**Advisory Group reports:**

**18.329.9** For discussion: to discuss and agree recommendations for action from the Planning Group

**18.329.10** For discussion: to receive report on Works Advisory Group, including the Playground Assessment Report

**18.329.10** For discussion: to receive report on the Traffic Advisory Group

**Financial matters:**

**18.329.11** Resolution: To approve the Financial Memo recommendations

**18.329.12** For discussion: Hiring of a book-keeper (SD)

**18.329.13** Resolution: To approve the request to spend £100 plus VAT for a speed survey to support the work of the Traffic Advisory Group (NM).

**18.329.14** Resolution: To approve the request to spend £68.99 on an external hard drive for electronic back up of Parish documents.

**18.329.15** Resolution: To approve the request to spend up to £60 on stationery items for the Parish Clerk to enable archiving and cataloguing, exact amount to be delegated to the Cllr Whitfield.

**18.329.16** Resolution: To approve the request to spend £13.99 per month on printer ink for the Parish Clerk to enable printing of documents including Parish Newsletter, until such time as the newsletter can be sent electronically.

**18.329.17 Resolution: To approve following payments:**

<b>Payee</b>	<b>Purpose</b>	<b>Total payable incl VAT</b>
Village hall	Hall hire	£105.00
OACL	Chair training	£96.00
Arrow Accounting	Internal audit fees	£355.00
Duchy of Cornwall	Yearly charge	£669.24
Moore Stephens	Letter reminder fees	£96.00
OACL	Councillor training	£288.00
Moore Stephens	Late filling reminders	£96.00
Eric Payne	Grass cutting	£120.60
R.Hessian	Website set up charges	£867.60

**Amendments:**

**18.329.18 Resolution: To approve** following; signing in retrospect of the minutes for 11<sup>th</sup> April meeting, and 9<sup>th</sup> May meeting, 13<sup>th</sup> June meeting. Amendment in minutes from 4<sup>th</sup> July Arrow Accounting were noted as External auditors. This should read "Internal" auditors.

**Closing:**

**18.329.19 For note:** Any other business

**18.329.20 Date of next meeting: 3<sup>rd</sup> October 2018**

Further dates: November 7<sup>th</sup>, December 5<sup>th</sup>.