

# MINUTES

For the virtual Annual Parish Council, held on Wednesday, 5<sup>th</sup> May 2021

Meeting Number 21.366

**21.366.1 To Receive** any apologies for non-attendance

Councillors Bohm (DB), Davis (SD), Donne (HD), Stafford Allen (RSA) and Whitfield (RW) were all present via Zoom call. Councillor Mullane sent his apologies prior to the meeting, which were accepted.

There was 1 member of the public present.

**21.366.2 Resolution: To Elect** a Chairman (Chair)

RSA proposed Councillor Diane Bohm as Chairman of the Parish Council; DB accepted the nomination.

The resolution to elect the Chairman as Councillor Diane Bohm was proposed by RSA and seconded by HD. The motion was supported unanimously by the Council.

**21.366.3 To Receive:** Declaration of Acceptance of Office for Chairman

The Declaration of Acceptance of Office for the Chairman will be signed by the chairman, DB.

**Action:** Clerk to file Declaration of Acceptance of Office for Chairman.

**21.366.4 Resolution: To Elect** a Vice Chairman (Chair)

DB proposed Councillor Susan Davis as vice chairman of the Parish Council; SD accepted the nomination.

The resolution to elect the vice-chairman as Councillor Susan Davis was proposed by DB and seconded by RW. The motion was supported unanimously by the Council.

**21.366.5 Resolution: To Elect** a Responsible Financial Officer, RFO (Chair)

DB proposed Councillor Henry Donne as the Responsible Financial Officer of the Parish Council; HD accepted the nomination.

The resolution to elect the Responsible Financial Officer as Councillor Henry Donne was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

**21.366.6 To Receive:** Any changes to Councillors Declarations of Interest

There were no reported changes to Councillors Declarations of Interest. The Clerk also checked that there were no changes with NM prior to the meeting.

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**21.366.7 To Receive and Approve:** Minutes of the Virtual Parish Council meeting held on 7<sup>th</sup> April 2021 (Chair)

The minutes of the virtual Parish Council meeting on 7<sup>th</sup> April 2021 were discussed with no changes required.

The minutes for the virtual Parish Council meeting on 7<sup>th</sup> April 2021 were then moved by DB and seconded by RW. The motion was supported unanimously by the Council.

**Action:** Clerk to present minutes to Chair to sign, then file and upload to the web.

**21.366.8 Resolution: To Approve** Appointment of Advisory Groups, Chairs and their Terms of Reference (Chair)

DB outlined the following advisory groups, Chairs and their Terms of Reference for the Parish Council until May 2022.

Governance – RW

Planning – HD

Staffing – SD

Traffic – NM

Works – RSA

Finance – RW plus HD as Responsible Financial Officer

Technology – James Henderson

All members of these groups agree to be compliant with the Parish Council's Code of Conduct and Standing Orders.

The resolution to approve the appointment of advisory groups, Chairs and their Terms of Reference was proposed by DB and seconded by NM. The motion was supported unanimously by the Council.

**21.366.9 Resolution: To Approve** Parish Council Standing Orders 2021-22 (RW)

RW highlighted that there had only been some minor changes to the Standing Orders 2021-22 document for the Parish Council since last year.

The resolution to approve the Parish Council Standing Orders 2021-22 was proposed by RW and seconded by HD. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Standing Orders 2021-22 to the PC website.

**21.366.10 Resolution: To Approve** Parish Council Financial Regulations 2021-22 (RW)

RW highlighted that there had no change to the Financial Regulations 2021-22 document for the Parish Council since last year.

The resolution to approve the Parish Council Financial Regulations 2021-22 was proposed by RW and seconded by HD. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Financial Regulations 2021-22 to the PC website.

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**21.366.11 Resolution: To Approve** Parish Council Donations Policy 2021-22 (RW)

RW highlighted that there had only been a minor change to the Donations Policy 2021-22 document for the Parish Council since last year.

The resolution to approve the Parish Council Donations Policy 2021-22 was proposed by RW and seconded by RSA. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Donations Policy 2021-22 to the PC website.

**21.366.12 Resolution: To Approve** Parish Council Data Protection Policy (RW)

RW highlighted that the Parish Council Data Protection Policy is a new policy detailing how the Parish Council handle and store data.

The resolution to approve the Parish Council Data Protection Policy was proposed by RW and seconded by DB. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Data Protection Policy to the PC website.

**21.366.13 Resolution: To Approve** Parish Council Social Media & Communications Policy (RW)

RW highlighted that the Parish Council Social Media & Communications Policy is a new policy linking to the Councils new endeavours on social media as well as its other methods of communication.

The resolution to approve the Parish Council Social Media & Communications Policy was proposed by RW and seconded by RSA. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Social Media & Communications Policy to the PC website.

**21.366.14 Resolution: To Approve** Parish Council Asset Register (HD)

HD presented the updated asset register for the Parish Council which included the addition of a new dog bin in the village.

The resolution to approve the Parish Council Asset Register was proposed by HD and seconded by RW. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Asset Register to the PC website.

**21.366.15 To Note:** Insurance Policy is held with Ecclesiastical on a 3-year deal until June 2023, FY 2021-2022, renewal documents expected May 2021 (HD)

For information HD informed the Council that the Parish Council is insured with Ecclesiastical on a 3-year deal, until June 2023. Renewal documents for 2021-22 are expected to be received shortly.

**21.366.16 To Note:** Councils expenditure incurred under s.137 of Local Government Act 1972 during FY 2020-2021 (HD)

HD noted the following donation items the Parish Council have made under s.137 of the Local Government Act 1972 during FY 2020-2021.

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Request Date	Payee	Purpose	Total Paid (incl VAT)	Approved PC Meeting Date	Minute Ref	Date Paid
11/10/2020	WotG Village Hall	Contribution towards a new fire door	£437.50	04/11/2020	20.358.12	09/11/2020
20/11/2020	St Marys Church PCC WotG	Contribution - churchyard maintenance	£563.00	02/12/2020	20.360.12	07/12/2020
23/11/2020	Chesterton PC – Great Wolf Fund	Contribution - Great Wolf Appeal Fund	£500.00	23/11/2020	20.359.4	25/11/2020
03/02/2021	Chesterton PC – Great Wolf Fund	Second Contribution - Great Wolf Appeal Fund	£250.00	03/02/2021	21.362.8	05/02/2021

**21.366.17 To Note:** Councils Annual Subscriptions & Discussion over amendments for FY 2021-22 (HD)

HD ran through the annual list of subscriptions the Parish Council currently undertake. If any Councillors felt a subscription was not acceptable it was highlighted it can be discussed at a later meeting.

Subscription	Amount Paid in FY 2020-2021	Amount Paid in FY 2021-2022
OALC (Oxfordshire Association Local Councils)	-	£146.16
SLCC (The Society of Local Council Clerks)	£144.00	-
Oxfordshire Playing Fields Association	£42.00	-
Information Commissioner Office (ICO)	-	£40.00
Community First Oxfordshire	-	£55.00
CPRE (Campaign to Protect Rural England)	£36.00	-
Oxford Green Belt Network	£15.00	-
WotG Village News	-	£40.00
Oxfordshire Neighbourhood Plans Alliance	-	£25.00

**21.366.18 For Information:** Anticipated Parish Council non-virtual meeting dates for the following year (Chair)

The anticipated dates for non-virtual Parish Council meetings for the forthcoming year were noted by DB. It was also noted that this item is to be discussed further in the May Parish Council meeting section, covering the amendment to legally being able to hold virtual Parish Council meetings.

**2021:** 2nd June, 7th July, 4th August, 1st September, 6th October, 3rd November, 1st December

**2022:** 5th January, 2nd February, 2nd March, 6th April, 4th May

**Meeting closed:** 19.59

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