

## MINUTES

For the Annual meeting of Parish Council, held on Wednesday, 10<sup>th</sup> May 2022

Meeting Number 22.380

**22.380.1 To Receive:** Declaration of Acceptance of Office for Councillors

The Declaration of Acceptance of Office forms were duly signed by the Councillors and handed to the clerk for filing.

**Action:** Clerk to file the Councillors Declaration of Acceptance of Office forms.

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

Councillors Bohm (DB), Davis (SD), Stafford Allen (RSA), Rosser (CR), Mullane (NM) and Miller (JM) were all present.

Councillor Nigel Simpson (Oxfordshire County Council) and Councillor Gemma Coton (Cherwell District Council) were also in attendance for the meeting.

One member of the public was in attendance.

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

SD proposed Councillor Diane Bohm (DB) as Chairman of the Parish Council; DB accepted the nomination.

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

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

The Declaration of Acceptance of Office for the Chairman was signed by the chairman, Councillor Diane Bohm (DB).

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

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

RSA proposed Councillor Susan Davis (SD) 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 RSA and seconded by DB. The motion was supported unanimously by the Council.

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

DB proposed the Parish Clerk (Jane Mullane) as the Responsible Financial Officer of the Parish Council; the Parish Clerk accepted the nomination.

The resolution to elect the Responsible Financial Officer as Parish Clerk (Jane Mullane) was proposed by DB and seconded by CR. The motion was supported unanimously by the Council.

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**22.380.7 To Receive:** Councillors Register of Members’ Interest Forms and To Note ‘Candidate spending return and declaration for parish elections in England’ form to be sent back to Cherwell District Council by Monday 6<sup>th</sup> June 2022 (Chair)

The Councillors Register of Members’ Interest Forms were received by the clerk. It was also noted that the ‘Candidate spending return and declaration for parish elections in England’ form is required to be sent back to Cherwell District Council by Monday 6<sup>th</sup> June 2022.

**Action:** Clerk to ensure Councillors Register of Members’ Interest Forms are sent back to Cherwell District Council.

**22.380.8 To Receive and Approve:** Minutes of the Parish Council meeting held on 6<sup>th</sup> April 2022 (Chair)

The minutes of the Parish Council meeting held on 6<sup>th</sup> April 2022 were discussed with no changes required.

The minutes for the Parish Council meeting held on 6<sup>th</sup> April 2022 were then moved by SD and seconded by RSA. The motion was supported unanimously by the Council.

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

**22.380.9 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 to be in place until May 2023.

**Governance** – DB

**Planning** – SD as lead & DB. An additional member will be revisited once the new council has settled.

**Staffing** – SD as lead. Terms of Reference to be amended to one member with support from Council when required.

**Traffic** – NM

**Works** – RSA & JM. Terms of Reference to be amended to reflect two Councillor leads.

**Finance** – DB & SD as joint leads. The additional members of this group will be revisited once the new council has settled.

**Technology** – James Henderson

All members of these groups will be required to 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 SD. The motion was supported unanimously by the Council.

**Action:** Clerk to amend Terms of Reference appropriately and upload to the Council’s website along with updating Councillor information on the website.

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**22.380.10 To Note:** Council has not adopted the General Power of Competence (Chair)

The Clerk explained that the General Power of Competence (GPC) enables the Council to do things:

- an individual may generally do (provided it is not prohibited by other legislation)
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area.

An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification e.g. CiLCA, which the current clerk does not hold and therefore the Council is not able to adopt the GPC.

**22.380.11 Resolution: To Approve** Councillor Code of Conduct and **To Note** that Cherwell District Council have arrangements in place to deal with complaints of Councillor misconduct (Chair)

DB highlighted that all Councillors are required to adhere to the Code of Conduct along with all the members of the advisory groups.

The resolution to approve the Councillor Code of Conduct was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

It was also noted that Cherwell District Council have arrangements in place to deal with complaints of Councillor misconduct.

**Action:** Clerk to upload Councillor Code of Conduct to the PC website.

**22.380.12 Resolution: To Approve** Parish Council Standing Orders 2022-23 (Chair)

DB highlighted that there had only been some minor changes to the Standing Orders 2022-23 document for the Parish Council since last year.

The resolution to approve the Parish Council Standing Orders 2022-23 was proposed by DB and seconded by RSA. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Standing Orders 2022-23 to the PC website.

**22.380.13 Resolution: To Approve** Parish Council Financial Regulations 2022-23 (Chair)

DB highlighted that the Financial Regulations 2022-23 document for the Parish Council had been amended to reflect the new Responsible Financial Officer and clerk roles but all other procedures and expenditure requirements had remained the same since last year.

The resolution to approve the Parish Council Financial Regulations 2022-23 was proposed by DB and seconded by NM. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Financial Regulations 2022-23 to the PC website.

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**22.380.14 Resolution: To Approve Parish Council Donations Policy 2022-23 (Chair)**

DB highlighted that there had only been a minor change to the Donations Policy 2022-23 document for the Parish Council since last year.

The resolution to approve the Parish Council Donations Policy 2022-23 was proposed by DB and seconded by CR. The motion was supported unanimously by the Council.

**Action:** Clerk to upload new version of the Donations Policy 2022-23 to the PC website.

**22.380.15 Resolution: To Approve Parish Council Asset Register (Chair)**

DB presented the updated asset register for the Parish Council which included the addition of a new salt bin, toys at the playing field and North Lane pond, mud kitchen, planter, cycle racks and benches throughout the village.

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

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

**22.380.16 To Note:** Insurance Policy is held with Ecclesiastical on a 3 year deal until June 2023, FY 2022-2023 renewal documents expected to be received May 2022 (Chair)

For information DB informed the Council that the Parish Council is insured with Ecclesiastical on a 3-year deal, until June 2023. Renewal documents for 2022-23 are expected to be received shortly.

**22.380.17 To Note:** Parish Council agreement under Section 101 of the Local Government Act 1972 with Oxfordshire County Council to cut grass verges in parish for a payment of £2,206.82 (Chair)

It was noted that the Parish Council have an agreement under Section 101 of the Local Government Act 1972 with Oxfordshire County Council to cut grass verges in the parish for an annual payment of £2,206.82 in FY 2022-23.

**Action:** Clerk to confirm to the Council when the grass cutting payment has been received from OCC.

**22.380.18 To Note:** Councils expenditure incurred under s.137 of Local Government Act 1972 during FY 2021-2022 (Chair)

DB noted the following donation items the Parish Council have made under s.137 of the Local Government Act 1972 during FY 2021-2022.

Request Date	Payee	Purpose	Total Paid (incl VAT)	Approved PC Meeting Date	Minute Ref	Date Paid
09/08/2021	WotG Village Hall	Contribution towards main hall heating fund	£1000.00	01/09/2021	21.370.13	12/11/2021

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**To Note:** Additional payments made by the Parish Council via grant and donations received during FY 2021-2022:

DB noted the following donation items the Parish Council have made under s.137 of the Local Government Act 1972 during FY 2021-2022.

Payee	Purpose	Total Paid (incl VAT)	Date Paid
WotG Village Hall	COMF grant PC received from CDC for new external fire door	£1000.00	18/05/2021
St Marys Church PCC, WotG	Shine TV donation received for filming inconvenience	£250.00	07/02/2022
WotG Village Hall	Shine TV donation received for filming inconvenience	£250.00	07/02/2022

**22.380.19 To Note:** Councils Annual Subscriptions & discussion over amendments for FY 2022-23 (Chair)

DB ran through the annual list of subscriptions the Parish Council currently undertake.

Subscription	Amount Paid in FY	
	2021-2022	2022-2023
OALC	£146.16	£150.00
SLCC	£144.00	-
Oxfordshire Playing Fields Association	-	£45.00
Information Commissioner Office (ICO)	£40.00	-
Community First Oxfordshire	£55.00	
CPRE, The Countryside Charity	£36.00	-
Oxford Green Belt Network	£15.00	£15.00
WotG Village News	£40.00	-
Oxfordshire Neighbourhood Plans Alliance	£50.00	-

**22.380.20 For Information:** Parish Council meeting dates for 2022-2023 (Chair)  
**2022:** 13<sup>th</sup> June, 6<sup>th</sup> July, 3<sup>rd</sup> August, 7<sup>th</sup> September, 5<sup>th</sup> October, 2<sup>nd</sup> November, 7<sup>th</sup> December  
**2023:** 11<sup>th</sup> January, 1<sup>st</sup> February, 1<sup>st</sup> March, 5<sup>th</sup> April, 3<sup>rd</sup> May

The anticipated dates for Parish Council meetings for the forthcoming year were noted by DB.

The 2023 meeting dates will be confirmed to the Council once the Village Hall has been booked.

**Action:** Clerk to confirm 2023 meeting dates with the Council once confirmed.

**Meeting Closed:** 20.01

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