

MINUTES

For the Annual Meeting of the Parish Council, held in Village Hall on Wednesday 3rd May 2023

Meeting Number 23.395

23.395.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Davis (SD), Stafford Allen (RSA), Maxton (JMa), Rowan (TR), Lanham (BL) and Miller (JMi) were all present.

Councillor Rosser's long term absence was approved at 1st February 2023 Parish Council meeting.

Councillor Nigel Simpson (Oxfordshire County Council) and Councillor Coton (Cherwell District Council) sent their apologies.

1 member of the public was in attendance.

23.395.2 Resolution: To Elect a Chairman (Chair)

RSA 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 RSA and seconded by SD. The motion was supported unanimously by the Council. DB abstained from voting.

23.395.3 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 JMi. The motion was supported unanimously by the Council. SD abstained from voting.

23.395.4 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.

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

23.395.5 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 the Parish Clerk (Jane Mullane) was proposed by DB and seconded by RSA. The motion was supported unanimously by the Council.

23.395.6 To Receive any declarations of interest

There were no declarations of interest declared relevant to this meeting.

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23.395.7 To Receive and Approve: Minutes of the Parish Council meeting held on 5th April 2023 (Chair)

The minutes of the Parish Council meeting held on 5th April 2023 were discussed with no changes required.

The minutes for the Parish Council meeting held on 5th April 2023 were then moved by SD and seconded by JMa. The motion was supported unanimously by the Council.

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

23.395.8 To Receive and Approve: Minutes of the Extraordinary Parish Council meeting held on 21st April 2023 (Chair)

The minutes of the Extraordinary Parish Council meeting held on 21st April 2023 were discussed with no changes required.

The minutes for the Extraordinary Parish Council meeting held on 21st April 2023 were then moved by DB 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.

23.395.9 To Note: Parish Council Advisory Groups to continue with existing membership until induction of new Councillors completed and responsibilities agreed. Terms of Reference to be approved at a future Parish Council meeting (Chair)

It was noted that the existing Parish Council Advisory Groups are to continue with the existing membership until the induction of the new Councillors has been completed and responsibilities agreed. Terms of Reference are to be approved at a future Parish Council meeting.

Action: Clerk to add review of Advisory Groups Terms of Reference to a future PC meeting.

23.395.10 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 members of the advisory groups. This is a new version of the Code of Conduct and is an approved Oxfordshire wide version.

The resolution to approve the Councillor Code of Conduct was proposed by DB and seconded by TR. 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.

23.395.11 Resolution: To Approve Parish Council Standing Orders 2023-24 (Chair)

DB highlighted that there had only been some minor changes to the Standing Orders 2023-24 document for the Parish Council since last year.

The resolution to approve the Parish Council Standing Orders 2023-24 was proposed by DB and seconded by JMi. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the Standing Orders 2023-24 to the PC website.

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23.395.12 Resolution: To Approve Parish Council Financial Regulations 2023-24 (Chair)

DB highlighted that there had only been some minor changes to the Financial Regulations 2023-24 document for the Parish Council since last year.

The resolution to approve the Parish Council Financial Regulations 2023-24 was proposed by DB and seconded by RSA. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the Financial Regulations 2023-24 to the PC website.

23.395.13 Resolution: To Approve Parish Council Donations Policy 2023-24 (Chair)

DB highlighted that there had only been date changes to the Donations Policy 2023-24 document for the Parish Council since last year.

The resolution to approve the Parish Council Donations Policy 2023-24 was proposed by RSA and seconded by BL. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the Donations Policy 2023-24 to the PC website.

23.395.14 Resolution: To Approve Parish Council Press and Media Policy (Chair)

DB presented the Parish Council Press and Media Policy.

The resolution to approve the Parish Council Press and Media Policy was proposed by JMa and seconded by RSA. The motion was supported unanimously by the Council.

Action: Clerk to upload Parish Council Press and Media Policy to the PC website.

23.395.15 Resolution: To Approve Parish Council Asset Register (Chair)

DB presented the asset register for the Parish Council to confirm assets held by the Parish Council at the end of the financial year.

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

Action: Clerk to upload newly approved version of the Asset Register to the PC website.

23.395.16 To Note: Parish Council approved Model Publication Scheme by Information Commissioner's Office and Data Protection Policy in 2021, documents to be reviewed at June 2023 Parish Council meeting (Chair)

It was noted that the Parish Council approved the Model Publication Scheme by the Information Commissioner's Office and the Data Protection Policy in 2021. The documents are to be reviewed at the June 2023 Parish Council meeting.

23.395.17 To Note: Parish Council approved policies relating to employment (Dignity at Work and Grievance Policies) in October 2022, to be reviewed in 2024 (Chair)

It was noted that the Parish Council approved policies relating to employment (Dignity at Work and Grievance Policies) in October 2022 and these are due to be reviewed in 2024.

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23.395.18 **To Note:** Council has not adopted the General Power of Competence as it does not meet the criteria of the clerk being qualified. The General Power of Competence is a ‘power of first resort’ introduced in the Localism Act 2011. The power allows a local authority ‘to do anything that individuals of full age can legally do’ provided they act within the law (Chair)

It was noted that the Parish Council has not adopted the General Power of Competence as it does not meet the criteria of the clerk being qualified. The General Power of Competence is a ‘power of first resort’ introduced in the Localism Act 2011. The power allows a local authority ‘to do anything that individuals of full age can legally do’ provided they act within the law.

23.395.19 **To Note:** Councillor Bohm sits on the Executive Committee of the Oxfordshire Neighbourhood Plans Alliance (ONPA) and reports back to Parish Council meetings as required (Chair)

It was noted that Councillor Bohm sits on the Executive Committee of the Oxfordshire Neighbourhood Plans Alliance (ONPA) and reports back to Parish Council meetings as required.

23.395.20 **Discussion and Resolution: To Approve** the acceptance of a Parish Council Insurance Policy for 2023-24 up to an annual premium of £950.00 as detailed in the provided quotes (DB/SD)

DB presented the insurance quotes received for FY 2023-24. The Council discussed the quotes and decided to propose the insurance quote by Aviva Insurance (from broker BHIB) on a 3-year deal at a premium of £573.55.

Opting for a 3-year deal gives the benefit of ensuring that the policy will renew based on the same underlying rates as those used for the first year’s quotation. It should be noted that premiums are adjusted:

- according to any revised sums insured
- according to fluctuations in the value of annual index linking applied at each renewal (which takes account of the effect of inflation
- if any claims are made
- changes to the rate of Insurance Premium Tax, in accordance with HMRC instructions.

The resolution to approve the acceptance of the insurance quote by Aviva Insurance (from broker BHIB) on a 3-year deal at a premium of £573.55 was proposed by DB and seconded by BL. The motion was supported unanimously by the Council.

Action: Clerk to accept the insurance quote from BHIB and arrange payment with the Councillors to ensure that the insurance is in place by 1st June 2023.

23.395.21 **Resolution: To Approve** payment of clerks monthly salary via Standing Order and associated Direct Debit monthly payment to Nest Pensions from ‘Parish of Weston on the Green’ Barclays Bank account from May 2023 to May 2024 (DB/SD)

The resolution to approve the payment of the clerks monthly salary via Standing Order and associated Direct Debit monthly payment to Nest Pensions from ‘Parish of Weston on the Green’ Barclays Bank account from May 2023 to May 2024 was proposed by RSA and seconded by JMi. The motion was supported unanimously by the Council.

23.395.22 **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 (DB/SD)

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 2023-24.

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23.395.23 **To Note:** Councillors Bohm, Councillor Davis and the clerk are currently listed on the Parish Council Barclays bank mandate. Two Councillors (not the clerk) are required to approve payments (DB/SD)

It was noted that Councillors Bohm, Councillor Davis and the clerk are currently listed on the Parish Council Barclays bank mandate. Two Councillors (not the clerk) are required to approve payments.

23.395.24 **To Note:** Parish Council repayments in FY 2022-23 regarding 2021 loan from Public Works Loan Board obtained in order to purchase the playing field and spinney. Loan information: Fixed annuity rate loan of £30,000, 20 years at 2.10% interest rate. Maturity date of 22nd October 2041. Balance outstanding at 31st March 2023 was £28,778.88 - ongoing twice yearly direct debit payments of £922.37 during FY 2023-24 (DB/SD)

The Parish Council repayments to the Public Works Loan Board for the loan obtained in order to purchase the playing field and spinney were noted. The balance outstanding on the loan at 31st March 2023 was £28,778.88. There will be ongoing twice yearly direct debit payments of £922.37 during FY 2023-24.

Payment Date	Payee	Amount Paid	Purpose
22/04/22	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney
24/10/22	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney

23.395.25 **To Note:** Councils expenditure incurred under s.137 of Local Government Act 1972 during FY 2022-2023 (Chair)

DB noted the following donation items the Parish Council have made under s.137 of the Local Government Act 1972 during FY 2022-2023.

Request Date	Payee	Purpose	Total Paid (incl VAT)	Approved PC Meeting Date	Minute Ref	Date Paid
20/03/2022	WotG Village Hall	Jubilee village celebrations	£500.00	10/05/2022	22.381.12	06/06/2022
20/05/2022	WotG Village Hall	Audio visual equipment upgrade	£250.00	06/07/2022	22.383.10	14/07/2022

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23.395.26 To Note: Councils Annual Subscriptions and discussion over amendments for FY 2023-24 (Chair)

DB detailed the annual subscriptions the Parish Council currently undertake. No amendments were identified.

Subscription	Annual Cost in FY 2022-2023
Oxfordshire Association of Local Councils (OALC)	£150.00
Society of Local Council Clerks (SLCC)	£146.00
Community First Oxfordshire (CFO)	£55.00
Oxfordshire Neighbourhood Plans Alliance (ONPA)	£50.00
Oxfordshire Playing Fields Association (OPFA)	£45.00
Information Commissioner Office (ICO)	£40.00
CPRE, The Countryside Charity	£36.00
Oxford Green Belt Network	£15.00

23.395.27 For Information: Parish Council meeting dates for 2023-2024 (Chair)

2023: 7th June, 5th July, 2nd August, 6th September, 4th October, 1st November, 6th December

2024: 9th January (NB. Tuesday), 7th February, 6th March, 3rd April, 1st May

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

Meeting Closed: 20.14

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