

# 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 Jane Mullane

8<sup>th</sup> June 2022

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 at the Village Hall on Monday 13<sup>th</sup> June 2022 commencing at 7.30pm when the following business will be transacted.

**Public Information:**

Members of the public are welcome to join the meeting.

If you have a query or comment but do not wish to join the public meeting you are very welcome to email your comments through to the clerk who will ensure they are included in the public participation section.

Please contact the Clerk on [clerk@westononthegreen-pc.gov.uk](mailto:clerk@westononthegreen-pc.gov.uk) if you have any queries.

Yours faithfully

*Jane Mullane*

Jane Mullane  
Clerk to Weston on the Green Parish Council

# AGENDA

## For Parish Council Meeting to be held on Monday, 13<sup>th</sup> June 2022

**Opening:** Welcome from the Chair

**Public Participation session:** Proposed time guide - 15 minutes

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

- 22.382.1**      **To Receive** any apologies for non-attendance
- 22.382.2**      **To Receive** any declarations of interest
- 22.382.3**      **To Receive & Approve:** Minutes of the Annual Parish Council meeting held on 10<sup>th</sup> May 2022 (DB)
- 22.382.4**      **To Receive & Approve:** Minutes of the Parish Council meeting held on 10<sup>th</sup> May 2022 (DB)
- 22.382.5**      **For Information:** Chairs comment (DB)
- 22.382.6**      **For Information:** Clerk report (Clerk)
- 22.382.7**      **For Information:** Oak Tree footpath update (DB)
- 22.382.8**      **For Information:** County and District Councillor updates (Councillor Simpson /Councillor Coton)
- 22.382.9**      **For Information:** Technology Advisory Group update (James Henderson)
- 22.382.10**     **For Information:** Works update (RSA)
- 22.382.11**     **For Information:** Review of Internal Audit Report 2021-2022 & Parish Council response to auditors observations (DB/SD)
- 22.382.12**     **For Information:** Annual Governance and Accountability Return 2021-2022 (DB/SD)  
**Resolution: To Approve** Section 1 – Annual Governance Statement 2021-2022  
**Resolution: To Approve** Section 2 – Accounting Statements 2021-2022
- 22.382.13**     **Resolution: To Approve** Bank signatories for Parish Council bank accounts (DB/SD)
- 22.382.14**     **Resolution: To Approve** Councillor Allen to undertake quarterly independent financial checks of Parish Council accounting systems from Q1 2022 until advised otherwise (DB/SD)

**22.382.15 Resolution To Approve** the following invoices for payment (DB)

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2022-23 Budget
262*	Arthur J Gallagher Insurance	Annual insurance renewal (2022-23)	£724.91	Insurance & Auditing/Insurance	£700.00
263	IAC Audit & Consultancy	Internal audit services for 2021-2022 annual return	£210.00	Insurance & Auditing/Audit Fees	£450.00
264*	123Connect Limited	PC website hosting fee	£118.80	IT/Website/domain hosting	£235.00
265	Clerk (J Mullane)	Playing field naming Jubilee items (Amazon)	£28.97	Contingency	£2,908.97
266	Clerk (J Mullane)	Printer ink (Amazon)	£22.62	Sundries/Office administration costs	£250.00
267	Robin Stafford Allen	Playing field mower maintenance parts (Hydramex & Oxford Bearings)	£53.74	Village Works/Playing field mower maintenance	£120.00
268	John Miller	Playing field mower maintenance parts (Powerline)	£156.00	Village Works/Playing field mower maintenance	£66.26
269	Clerk (J Mullane)	Stationery (Amazon)	£6.50	Sundries/Office administration costs	£227.38
270	Oxford Edens	Grass cutting (playground, Stocks & Ben Jonson incl. collection)	£228.00	Village Works/village contractor grass cutting	£3,744.00
271	Clerk (J Mullane)	New Asus K513 laptop, McAfee virus protection & Microsoft Office (for parish clerk use)	£763.00	IT/Laptop, printer replacement	£1,000.00
272	Clerk (J Mullane)	Postage for election forms to Cherwell District Council & stamps	£14.69	Sundries/Office administration costs	£220.88

*\*Paid in advance of meeting to avoid late payment fees and continuation of service*

**22.382.16 For Discussion:** Discuss and agree recommendations from the Planning Group (SD)

**22.382.17 For Information:** Update on consultations & meetings including Oxford Transport, Rail Freight Terminal, Siemens, Parish Liaison Meeting (DB/SD)

**22.382.18 For Discussion:** Village Hall donation request for contribution towards upgrade to audio visual equipment in village hall (DB/SD)

**22.382.19 For Information:** Update on village Welcome Pack (DB)

**22.382.20 Next Parish Council Meeting Date:** Wednesday 6<sup>th</sup> July 2022, 7.30pm (DB)