

WESTON ON THE GREEN PARISH COUNCIL

MINUTES

For the Annual Meeting of the Parish Council, held in Village Hall on Wednesday 1st May 2024

Meeting Number 24.408

24.408.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Davis (SD), Rowan (TR), Lanham (BL) and Miller (JM) were all present.

Councillor Nigel Simpson (Oxfordshire County Council) was also in attendance.

6 members of the public were in attendance.

24.408.2 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 TR. The motion was supported unanimously by the Council. DB abstained from voting.

24.408.3 Resolution: To Elect a Vice Chairman (Chair)

DB proposed Councillor Ben Lanham (BL) as vice chairman of the Parish Council; BL accepted the nomination.

The resolution to elect the vice chairman as Councillor Ben Lanham was proposed by DB and seconded by SD. The motion was supported unanimously by the Council. BL abstained from voting.

24.408.4 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.

24.408.5 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 TR. The motion was supported unanimously by the Council.

24.408.6 To Receive any declarations of interest

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

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24.408.7 To Receive and Approve: Minutes of the Parish Council meeting held on 3rd April 2024 (Chair)

The minutes of the Parish Council meeting held on 3rd April 2024 were discussed with no changes required.

The minutes for the Parish Council meeting held on 3rd April 2024 were then moved by DB and seconded by BL. The motion was supported unanimously by the Council. SD and JM abstained from voting as they had not been in attendance for the meeting.

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

24.408.8 Resolution: To Approve Appointment of Advisory Groups, Leads and their Terms of Reference (Chair)

The following advisory groups, leads, members and term of reference were agreed:

Finance Advisory Group – Lead: Tracy Rowan, Members: Diane Bohm, Susan Davies

Planning - Lead: Susan Davies, Member: Diane Bohm

It was agreed that where the membership of the Parish Council consists of five or less members two Councillors will be members of the sub-group. With 6-8 Councillors there will be three members in the Planning group. In the Terms of Reference, under ‘The Role: Out of Scope’ it was agreed to add a further bullet point: ‘to consider matters outside of planning law e.g. conflicts between private individuals related to behaviour, nuisance or damage’.

Governance – Lead: Diane Bohm

Staffing – Lead: Susan Davies (support from other Councillors when required)

Works – Leads: John Miller and Ben Lanham

Traffic & Transport Advisory Group – Lead: Graham Barnett

Technology – Lead: James Henderson

The resolution to approve the appointment of Advisory Groups, Leads and their Terms of Reference (subject to minor amendments discussed) was proposed by DB and seconded by TR. The motion was supported unanimously by the Council.

Action: Clerk to make amendments required and add Advisory Groups Terms of Reference to the website.

24.408.9 To Note Councillor Code of Conduct adopted by Parish Council in May 2023 and that Cherwell District Council have arrangements in place to deal with complaints of Councillor misconduct (Chair)

The Council noted that the Councillor Code of Conduct was adopted by the Parish Council in May 2023 and that Cherwell District Council have arrangements in place to deal with complaints of Councillor misconduct.

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24.408.10 Resolution: To Approve Parish Council Standing Orders 2024-25 (Chair)

DB highlighted that there had only been some minor changes to the Standing Orders 2024-25 document for the Parish Council since last year.

The resolution to approve the Parish Council Standing Orders 2024-25 was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the Standing Orders 2024-25 to the PC website.

24.408.11 Resolution: To Approve Parish Council Financial Regulations 2024-25 (Chair)

DB highlighted that there had only been some minor changes to the Financial Regulations 2024-25 document for the Parish Council since last year.

The resolution to approve the Parish Council Financial Regulations 2024-25 was proposed by TR and seconded by BL. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the Financial Regulations 2024-25 to the PC website.

24.408.12 Resolution: To Approve Parish Council Donations Policy 2024-25 (Chair)

DB highlighted that there had only been date changes to the Donations Policy 2024-25 document for the Parish Council since last year.

The resolution to approve the Parish Council Donations Policy 2024-25 was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the Donations Policy 2024-25 to the PC website.

24.408.13 To Note: Parish Council approved Press and Media Policy in May 2023, scheduled for review in October 2025 (Chair)

The Council noted that the Press and Media Policy was approved in May 2023 and is scheduled for review in October 2025.

24.408.14 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 (March 2024).

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

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

24.408.15 To Note: Parish Council approved the Information Commissioner's Office Model Publication Scheme and Data Protection Policy in June 2023, documents scheduled to be reviewed October 2025 (Chair)

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It was noted that the Parish Council approved the Model Publication Scheme by the Information Commissioner's Office and the Data Protection Policy in June 2023. The documents are to be reviewed in October 2025.

24.408.16 **To Note:** Parish Council approved the Dignity at Work Policy and Grievance Policy in October 2022, documents scheduled to be reviewed July 2024 (Chair)

It was noted that the Parish Council approved the Dignity at Work Policy and Grievance Policy in October 2022, the documents are scheduled to be reviewed in July 2024.

24.408.17 **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.

24.408.18 **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.

24.408.19 **To Note:** Parish Council Insurance Policy is held with Aviva (via Clear Councils) on a 3 year deal until 31st May 2026, renewal documents FY 2024-2025 currently being discussed.

To Note: Parish Council insurance policy with QBE (via Endsleigh) to cover the community van for the period 8th February 2024 – 7th February 2025 (Chair)

The Council noted that the Parish Council Insurance Policy is held with Aviva (via Clear Councils) on a 3 year deal until 31st May 2026, renewal documents FY 2024-2025 are currently being discussed.

The Council also noted that the Parish Council holds a further insurance policy with QBE (via Endsleigh) to cover the community van for the period 8th February 2024 – 7th February 2025.

24.408.20 **To Note:** Councillors Bohm, Councillor Davies and the clerk (RFO) are currently listed on the Parish Council Barclays Bank mandate.

Resolution: To Approve the use of BACS to pay invoices and perform bank transfers from the 'Parish of Weston on the Green' Barclays Bank account. Two Councillors (not the clerk) are required to approve payments and bank transfers (Chair)

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

The resolution to approve the use of BACS to pay invoices and perform bank transfers from the 'Parish of Weston on the Green' Barclays Bank account, confirming that two Councillors (not the clerk) are required to approve payments and bank transfers was proposed by DB and seconded by TR. The motion was supported unanimously by the Council.

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Action: DB/SD to investigate adding TR onto the Barclays Bank mandate for the Parish Council.

24.408.21 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 2024 to May 2025 (Chair)

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 2024 to May 2025 was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

24.408.22 To Note: annual direct debit set up to the Information Commissioner's Office to cover data protection fee (£35.00) in April from 'Parish of Weston on the Green' Barclays Bank account (Chair)

The Council noted the annual direct debit set up to the Information Commissioner's Office to cover the data protection fee (£35.00) in April from 'Parish of Weston on the Green' Barclays Bank account.

24.408.23 To Note: Parish Council annual 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 2024-25.

24.408.24 To Note: Parish Council repayments in FY 2023-24 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 2024 was £27,531.99 - ongoing twice yearly direct debit payments of £922.37 during FY 2024-25 (Chair)

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 2024 was £27,531.99.

Payment Date	Payee	Amount Paid	Purpose
24/04/2023	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney
23/10/2023	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney

There will be ongoing twice yearly direct debit payments of £922.37 during FY 2024-25.

24.408.25 To Note: Councils expenditure incurred under s.137 of Local Government Act 1972 during FY 2023-2024 (Chair)

DB noted the following donation items the Parish Council have made under s.137 of the Local Government Act 1972 during FY 2023-2024.

Request Date	Payee	Purpose	Total Paid (incl VAT)	Approved PC Meeting Date	Minute Ref	Date Paid
23/01/2023	Weston on the Green Village Hall	Coronation Afternoon Tea Event Donation	£300.00	01/02/2023	23.390.16	24/04/2023
20/03/2023	Save Our Shop Committee	Working capital for committee to investigate	£100.00	05/04/2023	23.393.14	30/05/2023

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		purchasing the village shop for the community				
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24.408.26 To Note: Councils Annual Subscriptions and discussion over amendments for FY 2024-25 (Chair)

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

Subscription	Latest Cost of Annual Subscription
Oxfordshire Association of Local Councils (OALC)	£168.00
Society of Local Council Clerks (SLCC)	£148.00
Community First Oxfordshire (CFO)	£55.00
Oxfordshire Neighbourhood Plans Alliance (ONPA)	£50.00
Oxfordshire Playing Fields Association (OPFA)	£47.00
Information Commissioner Office (ICO)	£35.00
CPRE, The Countryside Charity	£36.00

24.408.27 For Information: Parish Council meeting dates for 2024-2025 (Chair)

2024: 5th June, 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December

2025: 8th January, 5th February, 5th March, 2nd April, 7th May

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

Meeting Closed: 20.06

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