

WESTON ON THE GREEN PARISH COUNCIL

www.westononthegreen-pc.gov.uk

Oak View, North Lane, Weston on the Green, Oxon, OX25 3RG
Tel: 01869 350282 clerk@westononthegreen-pc.gov.uk

Chairman: Mrs Diane Bohm

Clerk: Mrs Jane Mullane

26th April 2024

To: The Chairman, Diane Bohm and all other members of Weston on the Green Parish Council.

You are summoned to the Annual Parish Council Meeting and Parish Council Meeting of Weston on the Green Parish Council to be held on Wednesday 1st May 2024 commencing at 7.30pm in the Village Hall when the following business will be transacted.

Please contact the Clerk on clerk@westononthegreen-pc.gov.uk if you have any queries or issues.

Yours faithfully

Jane Mullane

Jane Mullane
Clerk to Weston on the Green Parish Council

AGENDA

For Annual Parish Council Meeting to be held on Wednesday, 1st May 2024

- 24.408.1** **To Receive** any apologies for non-attendance
- 24.408.2** **Resolution: To Elect** a Chairman (Chair)
- 24.408.3** **Resolution: To Elect** a Vice Chairman (Chair)
- 24.408.4** **To Receive:** Declaration of Acceptance of Office for Chairman
- 24.408.5** **Resolution: To Elect** a Responsible Financial Officer, RFO (Chair)
- 24.408.6** **To Receive** any declarations of interest
- 24.408.7** **To Receive and Approve:** Minutes of the Parish Council meeting held on 3rd April 2024 (Chair)
- 24.408.8** **Resolution: To Approve** Appointment of Advisory Groups, Leads and their Terms of Reference (Chair)
- 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)
- 24.408.10** **Resolution: To Approve** Parish Council Standing Orders 2024-25 (Chair)
- 24.408.11** **Resolution: To Approve** Parish Council Financial Regulations 2024-25 (Chair)
- 24.408.12** **Resolution: To Approve** Parish Council Donations Policy 2024-25 (Chair)
- 24.408.13** **To Note:** Parish Council approved Press and Media Policy in May 2023, scheduled for review in October 2025 (Chair)
- 24.408.14** **Resolution: To Approve** Parish Council Asset Register (Chair)
- 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)
- 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)
- 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)
- 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)
- 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)
- 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)
- 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)

- 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)
- 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)
- 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)

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

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

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 purchasing the village shop for the community	£100.00	05/04/2023	23.393.14	30/05/2023

- 24.408.26** **To Note:** Councils Annual Subscriptions and discussion over amendments for FY 2024-25 (Chair)

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

AGENDA

For Parish Council Meeting to be held on Wednesday, 1st May 2024

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

24.409.1 To Receive any apologies for non-attendance

24.409.2 To Receive any declarations of interest

24.409.3 For Information: Update on village matters (DB)

24.409.4 For Information: Clerk report (Clerk)

24.409.5 For Information: Update on oak tree footpath (Roger Evans/DB)

24.409.6 For Information: Update on Gigaclear and village survey (James Henderson/DB)

24.409.7 For Information: Playing field & playground update (BL)

24.409.8 Resolution: To Approve Parish Council accounts and reserves statement for Q4 FY 2023-24 (TR)

24.409.9 For Discussion: Discuss and agree recommendations from the Planning Group on planning applications (SD)

24.409.10 Resolution: To Approve the following invoices for payment (DB)

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2024-25 Budget Line
401*	Playdale Playgrounds Ltd	Playground repairs undertaken March 2024 – 50% deposit	£731.05	Village Initiatives/Development of Playing Field, Spinney & Playground	£9,000.00
402*	Playdale Playgrounds Ltd	Playground repairs undertaken March 2024 – final balance	£806.65	Village Initiatives/Development of Playing Field, Spinney & Playground	£8,268.95
403*	Playdale Playgrounds Ltd	Playground new swings undertaken March 2024 - 50% deposit	£5,041.84	Village Initiatives/Development of Playing Field, Spinney & Playground	£7,462.30
404*	Playdale Playgrounds Ltd	Playground new swings undertaken March 2024 - final balance	£4,404.64	Village Initiatives/Development of Playing Field, Spinney & Playground	£2,420.46
405	OALC	Training D Bohm - Talking Tables (16/05/24)	£48.00	Staff Costs/Clerk & Councillors Training	£300.00
406*	Oxford Edens	Grass cutting 04/04/24 (playground, stocks/Ben Jonson)	£286.65	Village Works/Village Contractor Grass Cutting	£4,000.00
407	ONPA	Subscription membership 2024-25	£50.00	Subscriptions/Oxfordshire Neighbourhood Plans Alliance	£50.00
408	Graham Barnett	Fuel for community van (Jet)	£60.04	Village Works/Community Bus Scheme	£2,000.00
409	Clerk (J Mullane)	Dog poo bags for village supply x8000 (Eco Hound)	£123.60	Village Works/General Village Maintenance	£1,200.00
410*	KJ Cleaning Solutions	Jet wash cleaning of playground	£216.00	Village Works/General Village Maintenance	£1,076.40
411	Slade Estate Services Limited	Monthly maintenance of playing field – March	£334.28	Village Works/Playing Field Maintenance	£3,000.00
412	Cherwell District Council	Dog litter bin emptying x5 (summer period)	£308.88	Village Works/Dog Litter Bin Emptying	£1,400.00
413	RoSPA Play Safety	Post installation RoSPA inspection of x2 swing sets	£498.00	Village Initiatives/Development of Playing Field, Spinney & Playground	-£1,984.18

414	Oxford Edens	Grass cutting 22/04/24 (playground, stocks/Ben Jonson)	£286.65	Village Works/Village Contractor Grass Cutting	£3,713.35
415	Clerk (J Mullane)	Community van MOT test (free) and works (Pete Thirtle)	£26.22	Village Works/Community Bus Scheme	£1,939.96

** Invoice paid already as payment due date pre May PC meeting approval*

24.409.11 For Information: Oxfordshire County & Cherwell District Councillor updates (Councillor Simpson/Councillors Coton & Nedelcu)

24.409.12 For Discussion: Community van scheme update (DB/TR)

24.409.13 Next Parish Council Meeting Date: 5th June 2024, 7.30pm (Chair)