

# WESTON ON THE GREEN PARISH COUNCIL

## Parish Clerk Update – 2<sup>nd</sup> April 2025 Parish Council Meeting

### 1. Standing Orders and Direct Debits Paid by Parish Council: Transactions up to 19<sup>th</sup> March 2025

Payment Date	Payee	Amount Paid	Purpose
28/02/25	Clerk – J Mullane	-	Clerks pay – February 2025
05/03/25	Nest Pensions	-	Clerks pension contribution – February 2025

### 2. Invoices Paid by Parish Council Transactions 20<sup>th</sup> February – 19<sup>th</sup> March 2025

PC Ref	Payment Date	Payee	Purpose	Invoice Amount
485	13/03/25	WotG Memorial Village Hall	Village Hall hire for PC meetings (April-June 25)	£45.00
486	13/03/25	WotG Memorial Village Hall	Village Hall hire for Annual Parish meeting PC meeting (22 April 2025)	£15.00
487	13/03/25	OALC	Annual membership renewal subscription (2024-25)	£216.00
488	13/03/25	JE Miller Services	Community bus MOT & servicing works and oil for mower (£120.00)	£630.00
489	13/03/25	Bicester Tree Services	Parish treeworks (spinney, oak tree pond & stocks)	£2,136.00

### 3. Confirmation on Payments Received by Parish Council up to 19<sup>th</sup> March 2025

Payment Date	Payer	Amount Received	Purpose
03/03/25	Barclays Bank	£141.93	Bank interest (2 Dec 2024 - 2 Mar 2025)

### 4. Parish Council Bank Account Information

The balance on the Parish Council two bank accounts on 19<sup>th</sup> March 2025 were:

- Community xxx114: £15,941.89
- Business Premium xxx629: £40,267.96 \*

\*Interest rate to be reduced by 0.10% to 1.25% from 13<sup>th</sup> May 2025

### 5. Oxfordshire County Council/Cherwell District Council Highways Update

- Sink hole alongside footpath, OCC investigating. Thames Water confirmed not in their ownership.
- Reported missing sign on Church Close and broken sign on Bletchingdon Road. Church Close sign has been ordered and I was told Bletchingdon Road sign had been fixed already which I have informed them it has not.
- Knowle Lane drain issue highlighted by resident again, followed up with OCC.
- Bletchingdon Road vegetation reported for cutting back, chased again prior to March nesting ban but to no avail.
- Knocked over sign on B430 – fixed.
- Grip works on rural roads carried out around area – I have sent across information on Church Lane/Bletchingdon Road to see if any more measures can be included here.

## 6. Annual Village Litter Pick

Cherwell District Council are supporting the annual village spring clean again this year, to be held on 29<sup>th</sup> March 2025, and will provide equipment and collection of rubbish.

## 7. 2024-2025 Audit Timescales

- Approve Q4 FY 2024-25 financial accounts – 7<sup>th</sup> May Parish Council meeting
- End of year internal audit (remote) – 14<sup>th</sup> May 2025 (papers to be submitted, results to be discussed)
- Approve/note Internal Auditors report – 3<sup>rd</sup> June Parish Council meeting
- Approve Annual Governance & Accountability 2024/25 form (AGAR) – 3<sup>rd</sup> June Parish Council meeting
- Submit audit information e.g. AGAR form, variances report to external auditor (Moore) and upload all required information to Parish Council website – by 30<sup>th</sup> June 2025

## 8. Parish Council Archiving: Oxfordshire History Centre

Parish Council archive documents e.g. meeting minutes, receipt books, village issue correspondence were dropped off to the Oxfordshire History Centre on 27<sup>th</sup> March 2025. These will be reviewed and items not able to be stored by the centre will be returned to the Parish Council (via clerk collection). These documents will then be stored in a cupboard in the Village Hall with existing items.

The Parish Council has full access to the documents and would just need to make an appointment to visit the centre and access them.

## 9. Councillor Vacancy Notice

Cherwell District Council provided a vacancy notice on 10<sup>th</sup> March 2025 following notification of the resignation of Councillor Lanham.

In accordance with the Local Elections Rules an election to fill the vacancy shall be held if, within 14 days after the date of this notice (i.e. no later than 28 March 2025), a request for an election to fill the said vacancy is made in writing to Cherwell District Council by ten electors. In the event that no such request is received by 28 March 2025 the vacancy will be filled by co-option.

## 10. Administration Information

**Parish Council Meeting Dates 2025** - 7<sup>th</sup> May (including Annual PC Meeting), 4<sup>th</sup> June, 2<sup>nd</sup> July, 6<sup>th</sup> August, 3<sup>rd</sup> September, 1<sup>st</sup> October, 5<sup>th</sup> November, 3<sup>rd</sup> December

**Annual Parish Meeting:** 22<sup>nd</sup> April 2025

**Cherwell District Council Parish Liaison Meeting:** 11<sup>th</sup> June 2025

**Next Meeting Papers Distribution Date:** By 2<sup>nd</sup> May 2025. Please let me have any agenda items or papers ahead of this date.

**Next Village News Content Deadline:** 1<sup>st</sup> May 2025, 10pm