

WESTON ON THE GREEN PARISH COUNCIL

MINUTES

For the Annual Meeting of the Parish Council, held in Village Hall on Wednesday 7th May 2025

Meeting Number 25.422

25.422.1 To Receive: Apologies for non-attendance

Councillors Bohm (DB), Davies (SD), Miller (JM) and Aldridge (MA) were in attendance. Councillor Rowan sent her apologies which were accepted.

Councillor Coton (Cherwell District Council) was in attendance for the whole meeting.

4 members of the public were in attendance.

25.422.2 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 JM. The motion was supported unanimously by the Council.

25.422.3 Resolution: To Elect a Vice Chairman (Chair)

DB proposed waiting to elect a vice chairman for the Parish Council until additional Councillors are obtained. The Council agreed with this approach. It is not a legal requirement to have a vice chairman for the Council.

25.422.4 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.

25.422.5 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 MA. The motion was supported unanimously by the Council.

25.422.6 To Receive any declarations of interest

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

<i>Annual Parish Council Meeting Minutes: 7th May 2025</i>	
Minutes Approved:	Dated.....

25.422.7 To Receive and Approve: Minutes of the Parish Council meeting held on 2nd April 2025 (Chair)

The minutes of the Parish Council meeting held on 2nd April 2025 were discussed with no changes required.

The resolution to approve the minutes for the Parish Council meeting held on 2nd April 2025 was proposed by DB and seconded by SD. The motion was supported unanimously by the Council.

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

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

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

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

Planning - Lead: Susan Davies, Member: Diane Bohm

Governance – Lead: Diane Bohm

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

Works – Lead: John Miller

Traffic & Transport Advisory Group – Lead: Michael Aldridge

Technology – Lead: James Henderson

The resolution to approve the appointment of Advisory Groups, Leads and their Terms of Reference was proposed by DB and seconded by MA. The motion was supported unanimously by the Council.

Action: Clerk to add updated Advisory Groups Terms of Reference to the website.

25.422.9 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.

It was also noted that members of advisory groups are also required to follow the guidelines.

25.422.10 Resolution: To Approve Parish Council Standing Orders 2025-26 (Chair)

DB highlighted that there had only been minor changes to the Standing Orders 2025-26 document for the Parish Council since last year, relating to new procurement legislation and Code of Conduct.

The resolution to approve the Parish Council Standing Orders 2025-26 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 2025-26 to the PC website.

Annual Parish Council Meeting Minutes: 7th May 2025
Minutes Approved: Dated.....

25.422.11 Resolution: To Approve Parish Council Financial Regulations 2025-26 (SD)

SD highlighted that there had been minor changes to the Financial Regulations 2025-26 document for the Parish Council since last year, relating to new procurement legislation.

The resolution to approve the Parish Council Financial Regulations 2025-26 was proposed by SD and seconded by MA. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the Financial Regulations 2025-26 to the PC website.

25.422.12 Resolution: To Approve Parish Council Donations Policy 2025-26 (SD)

SD highlighted that there had only been minor changes to the Donations Policy 2025-26 document for the Parish Council since last year.

The resolution to approve the Parish Council Donations Policy 2025-26 was proposed by SD and seconded by DB. The motion was supported unanimously by the Council.

Action: Clerk to upload new version of the Donations Policy 2025-26 to the PC website.

25.422.13 To Note: Parish Council approved Press and Media Policy in May 2023 (on PC website), 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.

25.422.14 Resolution: To Approve Parish Council Asset Register as at 31st March 2025 (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 2025); this included the addition of the newly purchase defibrillator for the playing field.

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

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

25.422.15 To Note: Parish Council approved Information Commissioner's Office Model Publication Scheme & Data Protection Policy in June 2023 (on PC website), scheduled for review in October 2025 (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 June 2023. The documents are to be reviewed in October 2025.

25.422.16 To Note: Parish Council approved the Dignity at Work Policy and Grievance Policy in July 2024 located on PC website, scheduled for review in July 2026 (Chair)

It was noted that the Parish Council approved the Dignity at Work Policy and Grievance Policy in July 2024, the documents are scheduled to be reviewed in July 2026.

Annual Parish Council Meeting Minutes: 7th May 2025

Minutes Approved: Dated.....

25.422.17 **To Note:** Council has not adopted the General Power of Competence as it does not meet the criteria of the clerk being Cilca 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.

25.422.18 **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.

25.422.19 **To Note:** Parish Council Insurance Policy is currently held with Aviva (via Clear Councils) on a 3 year deal until 31st May 2026. **Resolution: To Approve** renewal of Parish Council insurance to cover 1st June 2025 – 31st May 2026 with Ecclesiastical (alternative provider used by Clear Councils but on same 3 year deal) at a total cost of up to £683.19 following a review of renewal documents provided (Chair)

To Note: Parish Council insurance policy with QBE (via Howdens) to cover the community van for the period 8th February 2025 – 7th February 2026 (Chair)

The Council noted that the Parish Council Insurance Policy is currently held with Aviva (via Clear Councils) on a 3 year deal until 31st May 2026.

Renewal documents for FY 2025-2026 have been received and discussed by the Finance Advisory Group. Clear Councils have chosen Ecclesiastical Insurance Office to underwrite the insurance policy for the forthcoming year and the Parish Council remains on the final year of the 3 year agreed deal. Under Ecclesiastical, legal expenses cover was an additional cost; the Finance Advisory Group have requested this is removed and the total cost for the 2025-26 has been quoted as £522.57. The Council were in agreement with this new quote and noted that the approval value was for the quote including legal cover.

The resolution to approve the renewal of the Parish Council insurance to cover 1st June 2025 – 31st May 2026 with Ecclesiastical (alternative provider used by Clear Councils but on same 3 year deal) at a total cost of up to £683.19 following a review of renewal documents provided was proposed by DB and seconded by JM. The motion was supported unanimously by the Council.

Action: Clerk to inform Clear Councils of the approval of the insurance policy for 2025-26 and to organise payment of the invoice.

The Council also noted that the Parish Council holds a further insurance policy with QBE (via Howdens) to cover the community van for the period 8th February 2025 – 7th February 2026.

25.422.20 **To Note:** Councillors Rowan, Bohm and Davies plus 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/RFO) are required to approve payments and bank transfers (Chair/SD)

It was noted that Councillors Rowan, Bohm and Davies plus the clerk/RFO are currently listed on the Parish Council Barclays Bank mandate. Two Councillors (not the clerk) are required to approve payments.

Annual Parish Council Meeting Minutes: 7th May 2025
Minutes Approved: Dated.....

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 SD and seconded by DB. The motion was supported unanimously by the Council.

25.422.21 **Resolution: To Approve** regular payments (May 2025 to May 2026) from 'Parish of Weston on the Green' Barclays Bank account consisting of: Clerks monthly salary via Standing Order, Nest Pensions, HMRC payments and ICO data protection fee via variable direct debit (SD)

The resolution to approve the regular payments (May 2025 to May 2026) from 'Parish of Weston on the Green' Barclays Bank account consisting of: Clerks monthly salary via Standing Order, Nest Pensions, HMRC payments and ICO data protection fee via variable direct debit was proposed by SD and seconded by MA. The motion was supported unanimously by the Council.

25.422.22 **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 2025-26.

25.422.23 **To Note:** Parish Council repayments in FY 2024-25 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 2025 was £26,258.78 - ongoing twice yearly direct debit payments of £922.37 during FY 2025-26 (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 2025 was £26,258.78. There will be ongoing twice yearly direct debit payments of £922.37 during FY 2025-26.

Payment Date	Payee	Amount Paid	Purpose
22/04/2024	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney
22/10/2024	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney

25.422.24 **To Note:** Councils expenditure incurred under s.137 of Local Government Act 1972 during FY 2024-2025 (Chair)

DB noted the following donation items the Parish Council have made under s.137 of the Local Government Act 1972 during FY 2024-2025.

Request Date	Payee	Purpose	Total Paid (incl VAT)	Approved PC Meeting Date	Minute Ref	Date Paid
17/10/2024	Weston on the Green Village Hall	Village Hall hire for Neighbours Natter village group	£90.00	04/12/2024	24.416.14	13/12/2024
13/11/2024	Weston on the Green Village Hall	VE Day Event donation	£300.00	04/12/2024	24.416.12	13/12/2024

Annual Parish Council Meeting Minutes: 7th May 2025

Minutes Approved: Dated.....

25.422.25 To Note: Councils Annual Subscriptions and discussion over amendments for FY 2025-26 (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)	£216.00
Society of Local Council Clerks (SLCC)	£150.00
Community First Oxfordshire (CFO)	£55.00
Oxfordshire Neighbourhood Plans Alliance (ONPA)	£50.00
Oxfordshire Playing Fields Association (OPFA)	£49.00
Information Commissioner Office (ICO)	£47.00
CPRE, The Countryside Charity	£36.00

25.422.26 For Information: Parish Council meeting dates for 2025-2026 booked with Village Hall (Chair)

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

2025: 4th June, 2nd July, 6th August, 3rd September, 1st October, 5th November, 3rd December

2026: 7th January, 4th February, 4th March, 1st April, 6th May

Meeting Closed: 19.54

<i>Annual Parish Council Meeting Minutes: 7th May 2025</i>	
Minutes Approved:	Dated.....