

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

28th April 2023

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 3rd May 2023 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, 3rd May 2023

- 23.395.1** **To Receive** any apologies for non-attendance
- 23.395.2** **Resolution: To Elect** a Chairman (Chair)
- 23.395.3** **Resolution: To Elect** a Vice Chairman (Chair)
- 23.395.4** **To Receive:** Declaration of Acceptance of Office for Chairman
- 23.395.5** **Resolution: To Elect** a Responsible Financial Officer, RFO (Chair)
- 23.395.6** **To Receive** any declarations of interest
- 23.395.7** **To Receive and Approve:** Minutes of the Parish Council meeting held on 5th April 2023 (Chair)
- 23.395.8** **To Receive and Approve:** Minutes of the Extraordinary Parish Council meeting held on 21st April 2023 (Chair)
- 23.395.9** **To Note:** Parish Council Advisory Groups to continue with existing membership until induction of new Councillors completed and responsibilities agreed. Terms of Reference to be approved at a future Parish Council meeting (Chair)
- 23.395.10** **Resolution: To Approve** Councillor Code of Conduct and **To Note** that Cherwell District Council have arrangements in place to deal with complaints of Councillor misconduct (Chair)
- 23.395.11** **Resolution: To Approve** Parish Council Standing Orders 2023-24 (Chair)
- 23.395.12** **Resolution: To Approve** Parish Council Financial Regulations 2023-24 (Chair)
- 23.395.13** **Resolution: To Approve** Parish Council Donations Policy 2023-24 (Chair)
- 23.395.14** **Resolution: To Approve** Parish Council Press and Media Policy (Chair)
- 23.395.15** **Resolution: To Approve** Parish Council Asset Register (Chair)
- 23.395.16** **To Note:** Parish Council approved Model Publication Scheme by Information Commissioner's Office and Data Protection Policy in 2021, documents to be reviewed at June 2023 Parish Council meeting (Chair)
- 23.395.17** **To Note:** Parish Council approved policies relating to employment (Dignity at Work and Grievance Policies) in October 2022, to be reviewed in 2024 (Chair)
- 23.395.18** **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)
- 23.395.19** **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)
- 23.395.20** **Discussion and Resolution: To Approve** the acceptance of a Parish Council Insurance Policy for 2023-24 up to an annual premium of £950.00 as detailed in the provided quotes (DB/SD)
- 23.395.21** **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 2023 to May 2024 (DB/SD)
- 23.395.22** **To Note:** Parish Council 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 (DB/SD)

23.395.23 **To Note:** 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 (DB/SD)

23.395.24 **To Note:** Parish Council repayments in FY 2022-23 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 2023 was £28,778.88 - ongoing twice yearly direct debit payments of £922.37 during FY 2023-24 (DB/SD)

Payment Date	Payee	Amount Paid	Purpose
22/04/22	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney
24/10/22	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney

23.395.25 **To Note:** Councils expenditure incurred under s.137 of Local Government Act 1972 during FY 2022-2023 (Chair)

Request Date	Payee	Purpose	Total Paid (incl VAT)	Approved PC Meeting Date	Minute Ref	Date Paid
20/03/2022	WotG Village Hall	Jubilee village celebrations	£500.00	10/05/2022	22.381.12	06/06/2022
20/05/2022	WotG Village Hall	Audio visual equipment upgrade	£250.00	06/07/2022	22.383.10	14/07/2022

23.395.26 **To Note:** Councils Annual Subscriptions and discussion over amendments for FY 2023-24 (Chair)

Subscription	Annual Cost in FY 2022-2023
Oxfordshire Association of Local Councils (OALC)	£150.00
Society of Local Council Clerks (SLCC)	£146.00
Community First Oxfordshire (CFO)	£55.00
Oxfordshire Neighbourhood Plans Alliance (ONPA)	£50.00
Oxfordshire Playing Fields Association (OPFA)	£45.00
Information Commissioner Office (ICO)	£40.00
CPRE, The Countryside Charity	£36.00
Oxford Green Belt Network	£15.00

23.395.27 **For Information:** Parish Council meeting dates for 2023-2024 (Chair)

2023: 7th June, 5th July, 2nd August, 6th September, 4th October, 1st November, 6th December

2024: 9th January (NB. Tuesday), 7th February, 6th March, 3rd April, 1st May

AGENDA

For Parish Council Meeting to be held on Wednesday, 3rd May 2023

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

23.396.1 To Receive any apologies for non-attendance

23.396.2 To Receive any declarations of interest

23.396.3 For Information: Update on village matters (DB)

23.396.4 For Information: Clerk report (Clerk)

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

23.396.6 For Information: Playground report and works update (RSA/JM)

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

23.396.8 Resolution: To Approve Parish Council accounts for Q4 FY 2022-23 (DB/SD)

23.396.9 Resolution: To Approve the following invoices for payment (DB/SD)

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2023-24 Budget Line
335*	Cherwell District Council	Dog bin emptying winter period (once a week)	£291.72	Village Works/dog litter bin emptying	£1,240.00
336	Oxford Edens	Grass cutting 04/04/23 (playground, stocks/Ben Jonson)	£250.80	Village Works/Village Contractor Grass Cutting	£4,000.00
337	Oxfordshire Playing Fields Association	Annual subscription fee 1 April 2023 - 31 March 2024	£45.00	Subscriptions/Oxfordshire Playing Fields Association	£45.00
338	Clerk (J Mullane)	Printing of 250 A5 flyers & 6 A1 posters for King Coronation Picnic event (Instant Print)	£71.74	Contingency	£3,701.01
339	WotG Memorial Village Hall	Village Hall hire for PC meetings (July-Sept 23)	£45.00	Meeting Costs/Hire of Village Hall	£300.00
340	KJ Cleaning Solutions	Jet wash cleaning of playground	£216.00	Village Works/General Village Maintenance	£1,200.00
341	KJ Cleaning Solutions	Cleaning of village road signs	£180.00	Village Works/General Village Maintenance	£984.00
342	Oxfordshire Neighbourhood Plan Alliance	Annual subscription fee 1 April 2022 - 31 March 2024	£50.00	Subscriptions/Oxfordshire Neighbourhood Plans Alliance	£50.00

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

23.396.10 For Information: Verbal report on ONPA Policy writing workshop held on 25th March 2023 (SD/DB)

23.396.11 Next Parish Council Meeting Date: 7th June 2023, 7.30pm (Chair)