

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

1st May 2025

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 7th May 2025 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, 7th May 2025

- 25.422.1 **To Receive** any apologies for non-attendance
- 25.422.2 **Resolution: To Elect** a Chairman (Chair)
- 25.422.3 **Resolution: To Elect** a Vice Chairman (Chair)
- 25.422.4 **To Receive:** Declaration of Acceptance of Office for Chairman
- 25.422.5 **Resolution: To Elect** a Responsible Financial Officer, RFO (Chair)
- 25.422.6 **To Receive** any declarations of interest
- 25.422.7 **To Receive and Approve:** Minutes of the Parish Council meeting held on 2nd April 2025 (Chair)
- 25.422.8 **Resolution: To Approve** Appointment of Advisory Groups, Leads and their Terms of Reference (Chair)
- 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)
- 25.422.10 **Resolution: To Approve** Parish Council Standing Orders 2025-26 (Chair)
- 25.422.11 **Resolution: To Approve** Parish Council Financial Regulations 2025-26 (Chair/SD)
- 25.422.12 **Resolution: To Approve** Parish Council Donations Policy 2025-26 (Chair/SD)
- 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)
- 25.422.14 **Resolution: To Approve** Parish Council Asset Register as at 31st March 2025 (Chair)
- 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)
- 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)
- 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)
- 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)
- 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 1 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)
- 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)

- 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 (Chair/SD)
- 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)
- 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)

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)

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

- 25.422.25** **To Note:** Councils Annual Subscriptions and discussion over amendments for FY 2025-26 (Chair)

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)

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

AGENDA

For Parish Council Meeting to be held on Wednesday, 7th May 2025

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

25.423.1 **To Receive** any apologies for non-attendance

25.423.2 **To Receive** any declarations of interest

25.423.3 **For Information:** Update on village matters (DB)

25.423.4 **For Information:** Clerk report (Clerk)

25.423.5 **To Note:** Playing field and playground inspection report (Clerk)

25.423.6 **For Discussion:** Discuss recommendations from the Planning Group on planning applications (SD)

25.423.7 **For Discussion:** Update on village works (JM)

25.423.8 **For Information:** Update from Traffic Calming Action Group (MA)

25.423.9 **Resolution: To Approve** Parish Council accounts and reserves statement for Q4 FY 2024-25 (TR)

25.423.10 **Resolution: To Approve** the following invoices for payment (TR)

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2025-26 Budget Line
493*	Cherwell District Council	Dog litter bin emptying x5 (winter period)	£308.88	Village Works/Dog Bin Emptying	£1,050.00
494*	Slade Estate Services Limited	Monthly maintenance of playing field - March	£432.85	Village Works/Playing Field Maintenance	£3,400.00
495*	Oxford Edens	Grass cutting 03/04/25 (playground, stocks/Ben Jonson, Church Close)	£357.69	Village Works/Grass Cutting	£4,300.00
496	Oxfordshire Neighbourhood Plans Alliance	Subscription membership 2025-26	£50.00	Subscriptions/ONPA - Oxfordshire Neighbourhood Plans Alliance	£50.00
497	Clerk (J Mullane)	Planter noticeboard posters A1 x3 Annual Parish Meeting (Instant Print)	£37.43	Sundries/Administration & Printing	£248.74
498*	Oxford Edens	Grass cutting 17/04/25 (playground, stocks/Ben Jonson)	£300.99	Village Works/Grass Cutting	£3,942.31
499*	Oxford Edens	Grass cutting 17/04/25 (Church Close)	£56.70	Village Works/Grass Cutting	£3,641.32
500	Slade Estate Services Limited	Monthly maintenance of playing field - April	£432.85	Village Works/Playing Field Maintenance	£2,967.15

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

25.423.11 **For Information:** Oxfordshire County & Cherwell District Councillors update (OCC/CDC Councillors)

25.423.12 **Next Parish Council Meeting Date:** 4th June 2025, 7.30pm (Chair)