

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 June 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 7th June 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 Parish Council Meeting to be held on Wednesday, 7th June 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

- 23.397.1** **To Receive** any apologies for non-attendance
- 23.397.2** **To Receive** any declarations of interest
- 23.397.3** **To Receive & Approve:** Minutes of the Annual Parish Council meeting held on 3rd May 2023 (DB)
- 23.397.4** **To Receive & Approve:** Minutes of the Parish Council meeting held on 3rd May 2023 (DB)
- 23.397.5** **For Information:** Chair report (DB)
- 23.397.6** **For Information:** Clerk report (Clerk)
- 23.397.7** **For Information:** Oxfordshire County & Cherwell District Councillor updates (Councillor Simpson/Councillors Coton & Nedelcu)
- 23.397.8** **For Information:** Playing field and playground update (BL)
- 23.397.9** **For Information:** Works update (JMi)
- 23.397.10** **For Discussion:** Discuss and agree recommendations from the Planning Group (SD)
- 23.397.11** **For Information:** Review of Internal Audit Report 2022-2023 (DB/SD)
- 23.397.12** **Resolution: To Approve** Annual Governance and Accountability Return 2022-2023: Section 1 – Annual Governance Statement 2022-2023 (DB/SD)
- 23.397.13** **Resolution: To Approve** Annual Governance and Accountability Return 2022-2023: Section 2 – Accounting Statements 2022-2023
- 23.397.14** **To Note:** Summary of income and expenditure provided to the Council for the Coronation picnic event held on 7th May 2023. It is noted that only £189.19 of the approved £250.00 Parish Council donation (approved at 5th April 2023 Parish Council meeting) was required to be utilised. Expenses to be approved via invoice payment item. (DB/SD)
- 23.397.15** **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
343*	Oxford Wedding Piper	Coronation parade event piper - 7 May 23	£200.00	Contingency	£3,629.27
344*	Bicester Face Painting	Coronation parade event face painter - 7 May 23	£240.00	Contingency	£3,429.27
345*	Oxford Edens	Grass cutting 04/04/23 (playground, stocks/Ben Jonson)	£573.60	Village Works/Village Contractor Grass Cutting	£3,749.20
346	Robin Stafford Allen	Playing field mower maintenance parts	£32.61	Village Works/Playing Field Mower Maintenance	£120.00
347	Clerk (J Mullane)	McAfee Computer Protection - 2 yr cover until 11 June 2025	£64.99	IT/Equipment Renewal	£200.00
348	123 Connect Limited	SSL Website Certificate	£62.40	IT/Website Hosting	£120.00
349	123 Connect Limited	Website Hosting	£140.16	IT/Website Hosting	£57.60

350*	BHIB Ltd	Parish Council Insurance 2023-24	£573.55	Insurance & Auditing/Insurance	£850.00
351	Oxford Edens	Grass cutting 23/05/23 (playground, stocks/Ben Jonson)	£250.80	Village Works/Village Contractor Grass Cutting	£3,175.60
352	Eric Bohm	Fuel for community van (Tesco)	£51.58	Village Initiatives/Community Bus Scheme	£1,948.01
353	Fair Account	Internal audit services end of year review (01/23-03/23) & AGAR	£90.00	Insurance & Auditing/Audit Fees	£602.00
354	Diane Bohm	Coronation Parade & Picnic Event expenses – 7 May 23	£987.20	Contingency	£3,189.27

**Invoice already been paid to avoid late payment fees, Coronation event fees or to ensure continuity of cover*

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

23.397.17 Resolution: To Approve Parish Council Data Protection policy (DB)

23.397.18 Resolution: To Approve Freedom of Information, Model Publication Scheme by Information Commissioner's Office (DB)

23.397.19 Resolution: To Approve Parish Council Document Retention policy (DB)

23.397.20 Next Parish Council Meeting Date: 5th July 2023, 7.30pm (DB)