

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

7th May 2026

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 of Weston on the Green Parish Council to be held on Tuesday 12th 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, 12th May 2026

- 26.435.1 **To Receive** any apologies for non-attendance
- 26.435.2 **Resolution: To Elect** a Chairman (Chair)
- 26.435.3 **To Receive:** Declaration of Acceptance of Office for Councillors and for the Chairman (Clerk)
- 26.435.4 **To Note:** Councillors completion of Register of Interests forms to be returned to monitoring officer by 8th June 2026 and Candidate Spending Return (even if no spend) by 4th June 2026 (Chair)
- 26.435.5 **To Receive** any declarations of interest (Chair)
- 26.435.6 **To Receive and Approve:** Minutes of the Parish Council meeting held on 1st April 2026 (Chair)
- 26.435.7 **Resolution: To Approve** the formal appointment of the Clerk as 'Clerk & Responsible Financial Officer (RFO)', SCP 26, 10 hours per week (Chair)
- 26.435.8 **Resolution: To Approve** Appointment of Advisory Groups, Leads and their Terms of Reference (Chair)
- 26.435.9 **Resolution: To Approve** Councillor Code of Conduct (Chair)
- 26.435.10 **Resolution: To Approve** Parish Council Standing Orders 2026-27 (Chair)
- 26.435.11 **Resolution: To Approve** Scheme of Delegation (Chair)
- 26.435.12 **Resolution: To Approve** Parish Council Financial Regulations 2026-27 (TR)
- 26.435.13 **Resolution: To Approve** Parish Council Donations Policy 2026-27 (TR)
- 26.435.14 **For Information:** Update on village matters (DB)
- 26.435.15 **For Information:** Clerk report (Clerk)
- 26.435.16 **To Note:** Playing field and playground inspection report (Clerk)
- 26.435.17 **For Discussion:** Discuss recommendations from the Planning Group on planning applications (DB)
- 26.435.18 **Resolution: To Approve** the appointment of solicitor Andrew Woods, Spratt Endicott to handle the transfer of part of the footpath off North Lane (Footpath 404/22/20), being gifted by a resident to the Parish Council, as detailed in the quote and letter of engagement. The fixed fee will be £500.00 plus VAT and disbursements and the Council will be notified in advance of any changes to the level of work and costs (DB/TR)
- 26.435.19 **For Discussion:** Update on village works (JM)
- 26.435.20 **Resolution: To Approve** Parish Council Asset Register as at 31st March 2026 (TR)
- 26.435.21 **Resolution: To Approve** Parish Council reserves statement for end of FY 2025-26 and linked updated Parish Council budget FY 2026-27 (TR)
- 26.435.22 **For Information:** Update from Traffic Calming Action Group including information on B430 speed limit reduction (MA)
- 26.435.23 **For Information:** Update on Neighbourhood Plan review (DB)
- 26.435.24 **For Information:** Update on Heyford Park and PFAS awareness meetings (DB)

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

PC Ref	Payee	Purpose	Total (incl VAT)	Budget Line	Amount Remaining in 2026-27 Budget Line
577*	Cherwell District Council	Dog litter bin emptying x5 (half yearly charge)	377.52	Works/Dog Bin Emptying	£700.62
578*	WotG Memorial Village Hall	Village Hall hire for PC meetings (July-Sept 26)	£45.00	Meeting Costs	£330.00
579*	Oxford Edens	Church Lane/playing field hedge cut down & spray	£312.00	Works/Playing Field Maintenance	£4,500.00
580	Clerk (J Mullane)	Planter noticeboard posters A1 x3 Annual Parish Meeting (Instant Print)	£46.54	Sundries/Administration	£300.00
581	Clerk (J Mullane)	Printer ink (Amazon)	£52.76	Sundries/Administration	£253.46
582	Clerk (J Mullane)	Grass seed (Amazon)	£7.94	Works/Playground Maintenance	£750.00
583	Oxford Edens	Grass cutting 16/04/26 (playground, stocks/Ben Jonson/Church Close corner)	£375.57	Works/Grass Cutting	£4,800.00
584	OALC	Talking Tables Training Day: D Bohm	£48.00	Staff Costs/Training	£234.00
585	Graham Barnett	Fuel for community van (Sainsburys)	£69.54	Works/Community Bus	£3,227.93
586	Oxford Edens	Grass cutting 01/05/26 (playground, stocks/Ben Jonson/Church Close corner)	£375.57	Works/Grass Cutting	£4,424.43
587	Parish Online/Local Authority Technology CIC	Website service & workplace email upgrade	£470.40	IT/Parish Online (Website, Emails & Mapping)	£560.00

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

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

26.435.27 To Note: the following Parish Council policies (and approval date) which can be located on the Council website (Chair):

Data Protection Policy - November 2025
 Model Publication Scheme by Information Commissioner's Office - November 2025
 Document Retention Policy - November 2025
 Press & Media Policy - January 2026
 Anti Bullying & Harassment Policy - December 2025
 Grievance Policy - July 2024
 Disciplinary Policy - July 2024
 IT Policy – January 2026

26.435.28 To Note: Parish 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)

26.435.29 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)

26.435.30 **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 2026 – 31st May 2027 with Ecclesiastical (via broker Clear Councils) at a total cost of up to £549.46 following a review of renewal documents provided (TR)

To Note: Parish Council insurance policy with QBE (via broker Howdens) to cover the community van for the period 8th February 2026 – 7th February 2027 (TR)

26.435.31 **To Note:** Councillors Rowan and Bohm plus the Clerk/RFO are currently listed on the Parish Council Barclays bank mandate as signatories. Signing authority is prioritised such that two signatories are required for payments and no signatory is to approve payments to themselves. Councillor Davies is to be removed from the bank mandate following the end of her term of office (TR)

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 signatories are required to approve payments and bank transfers. Transfers can be made between the two bank accounts by a signatory (TR)

26.435.32 **Resolution: To Approve** regular payments (May 2026 to May 2027) from ‘Parish of Weston on the Green’ Barclays Bank account consisting of: Clerks monthly salary via Standing Order and Nest Pensions, HMRC payments and ICO data protection fee via variable direct debit (TR)

26.435.33 **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 (TR)

26.435.34 **To Note:** Parish Council repayments in FY 2025-26 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 2026 was £24,958.69 - ongoing twice yearly direct debit payments of £922.37 during FY 2026-27 (TR)

Payment Date	Payee	Amount Paid	Purpose
22/04/2025	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney
22/10/2025	Public Works Loan Board	£922.37	Repayment of loan obtained to purchase playing field and spinney

26.435.35 **To Note:** Councils expenditure incurred under s.137 of Local Government Act 1972 during FY 2025-2026 (TR)

Request Date	Payee	Purpose	Total Paid (incl VAT)	Approved PC Meeting Date	Minute Ref	Date Paid
18/10/2025	Weston on the Green Memorial Village Hall	Tree guard (50%) for Sycamore Gap tree sapling	£55.00	05/11/2025	25.426.13	14/11/2025
26/02/2026	St Marys Church PCC	Community fund for in-need families in parish	£200.00	04/03/2026	26.433.20	16/03/2026

26.435.36 **To Note:** Councils Annual Subscriptions and discussion over amendments for FY 2026-27 (Chair)

Subscription	Latest Known Cost of Annual Subscription
Oxfordshire Association of Local Councils (OALC)	£240.00
Society of Local Council Clerks (SLCC)	£200.00
Community First Oxfordshire (CFO)	£55.00
Oxfordshire Playing Fields Association (OPFA)	£51.00
Oxfordshire Neighbourhood Plans Alliance (ONPA)	£50.00
Information Commissioner Office (ICO)	£47.00
CPRE, The Countryside Charity	£36.00

26.435.37 **Resolution: To Approve** Parish Council meeting dates for 2026-2027 to be booked with Village Hall (Chair)

2026: 3rd June, 1st July, 5th August, 2nd September, 7th October, 4th November, 2nd December

2027: 6th January, 3rd February, 3rd March, 7th April, 5th May, 2nd June, 7th July, 4th August, 1st September, 6th October, 3rd November, 1st December