

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend the Annual Meeting of Caversfield Parish Council on Wednesday 16 May 2018, at **GAGLE BROOK SCHOOL, ELMSBROOK** following the Annual Parish Meeting which commences at 7.30pm

Members of the Public: you are invited to attend

AGENDA

1. **To elect the Chairman for the year 2018/19**
2. **To elect the Vice Chairman for the year 2018/19**
3. **Apologies for absence** – to receive apologies
4. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct.
5. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders.
6. **Reports from District, County Councillors and Police** – for information only
7. **Reports from the Village Management Companies** – for information only
8. **Report from the British American Committee** – for information only
9. **To receive and approve the Minutes** of the Parish Council Meeting held on 21 March 2018 and the Planning Meeting held on 26 April
10. **Update on progress from the Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
11. **To appoint the Parish Internal Auditor for the year 2018/19**
12. **To appoint a Councillor responsible for Internal Financial Control for the year 2018/19**
13. **Finance**
 - a. To receive and agree the financial report and statement for the year end
 - b. To receive the bi-monthly financial report – for information
 - c. To consider and agree the Reserves for 2018/19
 - d. To consider and approve the Statement of Accounts for the year ending 31 March 2018
 - e. To update the Asset Register
 - f. To consider whether to complete a Certificate of Exemption from submission to the External Audit due to being under the £25,000 threshold or to have a Limited Assurance Review
 - g. To complete the External Audit Annual Governance Statement for 2017/18
 - h. To complete the External Audit Accounting Statements for 2017/18
 - i. To receive the report from the Internal Auditor
 - j. To consider a review of the effectiveness of the Internal Auditor
 - k. To agree the NALC recommended cost of living pay increase for the Clerk
 - l. To consider paying a quarter of the Clerk's Office 365 annual subscription
 - m. To consider invoices for payment itemised on the payment schedule

14. Governance

- a. To review and agree the Risk Assessment for 2018/19
- b. To consider the CDC Parish Remuneration Report for 2018/19
- c. To agree to change the meeting venue to Gagle Brook School

15. Planning

- a. **Planning Applications** – to consider all recent Applications received from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting
 - i. 18/00300/F: 5 Elderfield Road, OX27 8UD: Removal of conservatory and replace with rear single storey extension and construction of an additional structure to form a studio/store
 - ii. 18/00595/F: 25 Manzel Road, OX27 8US: Demolition of conservatory and erection of single storey rear extension
- b. **Notices of Decision** – to note

16. **Parish Liaison Meeting** – To consider which Councillors would attend the CDC Meeting on 20 June

17. Parish Matters:

- a. **Crossing the A4421** – to receive a progress report
- b. **Village Spring Clean** – to receive a report
- c. **Village Green Registration** – to receive a progress report on the registration of the land in Old School Close as a Village Green
- d. **Events at Bicester Heritage** – to note the dates and receive further information

18. **Reports from Meetings** – to receive reports from any meetings attended

19. **Correspondence** - to note correspondence received not otherwise on the agenda where decisions are not required

20. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 4 July 2018

21. **Date of next meeting:** to confirm the date of the next meeting as Wednesday 18 July 2018 (third Wednesday of alternate month) at 7.30pm.



Dated: 9 May 2018

Jane Olds, Clerk to the Council 13 Oak Close, Bicester, OX26 3XD	clerk@caversfieldpc.org.uk 01869 247171 www.caversfieldpc.org.uk
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