

CAVERSFIELD PARISH COUNCIL

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID: 838 5130 4160 as permitted in the *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the 2020 Regulations")

To Members of the Council: you are summoned to attend the Annual Meeting of Caversfield Parish Council to be held online at <https://us02web.zoom.us/j/83851304160> on **Wednesday 5 May 2021, following the Annual Parish Meeting at 7.30pm**

Members of the Public: you are invited to attend. If you would like to dial in to the meeting using a telephone, please contact the Clerk for details.

AGENDA

1. **To elect the Chairman for the year 2021/22**
2. **To elect the Vice Chairman for the year 2021/22**
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. **To welcome RAF Croughton Commander and Liaison Officer** – to receive an update on MoD issues
7. **Reports from District and County Councillors** – for information only
8. **Reports from the Village Management Companies** – for information only
9. **To receive and approve the Minutes of the Parish Council Meeting held on 17 March and the Planning Meeting held on 7 April, previously circulated**
10. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
11. **Governance**
 - a. **Councillor Co-option** – to consider any applications received
 - b. **Review and Adoption of Policies** – to consider the following policy
 - i. Internal Financial Control Policy
 - ii. Staffing Committee
 - c. **Risk Assessment** – to review and agree the Risk Assessment for 2021/22
 - d. **Councillor responsible for internal financial control** – to consider and agree the appointment
 - e. **Information Logs** – to review and note:
 - i. Freedom of Information Disclosure Log
 - ii. Gifts and Hospitality Log
 - iii. Training and CPD Log
12. **Finance**

- a. **Financial Report** – to receive the report and Year End budget monitoring for information
- b. **Budget** – to confirm the 2021/22 budget
- c. **Reserves** – to consider and agree the Policy and confirm the Reserves for 2021/22
- d. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2021
- e. **Asset Register** – to update the Asset Register
- f. **Internal Audit** – to receive the report from the Internal Auditor
- g. **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns
- h. **External Audit**
 - i. **Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
 - ii. **Annual Governance Statement** – to consider the questions and respond accordingly
 - iii. **Audit Accounting Statements** – to consider and agree the accounting statement figures
 - iv. **Electors’ Rights** – to note the dates of the Exercise of Public Rights as Thursday 3 June to Wednesday 14 July 2021
 - v. **Statement of Variance** – to consider the draft Statement of Variance
- i. **Annual Subscriptions and Regular Payments** – to consider and agree the list
- j. **Clerk Expenses** – to confirm the rates for Clerk expenses
- k. **Bank Signatories** – to review and agree the bank signatories
- l. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule

13. 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. **21/01135/F** at 4 Woodcote Road, OX27 8TZ for “Two storey side extension and single storey rear extensions”
 - ii. **21/01224/OUT** at Bicester Motion, Land at former RAF Bicester, OX26 5HA for “Outline planning application for Automotive Experience Quarter comprising Commercial, Business and Services uses (Class E), Light Industrial (Class B2), Local Community and Learning Uses (Class F) and vehicle circuits (Sui Generis) with all matters reserved aside from that of access).”
- b. **Notices of Decision** – to note any notice of decision received

14. Training

- a. **OALC Training** – to consider any further training offered by OALC
- b. **SLCC Training** – to consider any training for the Clerk

15. Parish Matters – to consider any parish matters

- a. **Traffic Calming** – to consider action and receive a report on the Police’s view
- b. **Spring Clean** – to consider arranging a date for the Spring Clean

16. Reports from Meetings – to receive reports from any meetings attended

- a. **Bicester Police Rural Community Resilience Group** – 24 March

- b. Healthy Bicester Stakeholder Event – 22 April**
- 17. Attendance at Meetings – to consider attendance**
 - a. CDC Parish Liaison Meeting – 16 June**
- 18. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required**
- 19. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 7 July 2021**
- 20. Date of next meeting:** to confirm the date of the next meeting as Wednesday 21 July 2021 (third Wednesday of alternate month).

Jane Olds

Dated: 28 April 2021

Jane Olds, Clerk to the Council

clerk@caversfieldpc.org.uk

13 Oak Close, Bicester, OX26 3XD

01869 247171 www.caversfieldpc.org.uk