

CAVERSFIELD PARISH COUNCIL

To Members of the Council: you are summoned to attend the Annual Meeting of Caversfield Parish Council on **Wednesday 17 May 2023** in the Community Room 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 2023/24**
2. **Apologies for absence** – to receive apologies
3. **To elect the Vice Chairman for the year 2023/24**
4. **Declarations of Acceptance of Office** – to acknowledge the declarations of acceptance of office received following the Uncontested Election and consider any dispensations for those Councillors not in attendance
5. **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
6. **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
7. **To welcome RAF Croughton Commander and Liaison Officer** – to receive an update on MoD issues
8. **Reports from District and County Councillors** – for information only
9. **Reports from the Village Management Companies** – for information only
10. **Minutes** – to confirm the Minutes of the meeting held on 15 March
11. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
12. **Governance**
 - a. **General Power of Competence**
 - i. To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk)
 - ii. To agree to adopt the General Power of Competence
 - b. **Councillor Co-option** – to consider the vacancies and any applications received for co-option resulting from the uncontested election
 - c. **Policy Review** – to review the following policies
 - i. Freedom of Information Policy and Publication Scheme (deferred from March)
 - ii. Gifts and Hospitality Policy and notification form (deferred from March)
 - iii. Social Media and Electronic Communication Policy (deferred from March)
 - iv. Dispensations Procedure and Form
 - v. Internal Financial Control Policy
 - vi. Scheme of Delegation
 - d. **Risk Assessment** – to review and agree the Risk Assessment for 2023/24
 - e. **Councillor responsible for internal financial control** – to consider and agree the appointment
 - f. **CDC Parish Remuneration Report for 23/24** – to consider the report and allowances

- g. **Website Domain Name** – to receive a report about updating the website domain to gov.uk
- h. **Information Logs** – to review and note:
 - i. Freedom of Information Disclosure Log
 - ii. Gifts and Hospitality Log
 - iii. Training and CPD Log

13. Finance

- a. **Financial Report and year end Budget Monitoring Report** – to receive the reports for information
- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. **Banking** – to consider the bank mandate and confirm signatories
- d. **2022/23 Unspent Budget Items** – to consider a virement of items budgeted to the new financial year
- e. **Budget** – to agree the budget for 2023/24
- f. **Reserves** – to confirm the Reserves for 2023/24 and consider the Policy
- g. **Grants** – to consider any requests received (deferred from March)
- h. **Dog Waste Bin Charges** – to note the increase in charges for the emptying of the dog bins
- i. **Uncontested Election Fee** – to note the increased cost of an uncontested election
- j. **Annual Subscriptions and Regular Payments** – to consider and agree the list
- k. **Staff Expenses** – to confirm the rates for the Clerk's expenses and home working allowance
- l. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2022
- m. **Asset Register** – to confirm the Asset Register
- n. **Internal Audit** – to receive the report from the Internal Auditor
- o. **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
- p. **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. **Section 1: Annual Governance Statement** – to consider the questions and respond accordingly
 - iii. **Section 2: Annual Accounting Statements** – to consider and agree the accounting statement figures
 - iv. **Electors' Rights** – to note the dates for the Exercise of Public Rights as Monday 5 June to Friday 14 July 2023
 - v. **Statement of Variance** – to consider the draft Statement of Variance
- q. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule

14. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by NALC, OALC and SLCC

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. 23/01176/F at 18 Elderfield Road, OX27 8UD for “Single storey front extension and permeable block paving to parking area.”
- b. **Notices of Decision** – to note any notices of decision received

16. Parish Matters – to consider any parish matters

- a. **OCC Tree Planting** – to receive an update
- b. **Replacement Dog Waste Bins** – to consider the purchase of three dog bins
- c. **Village Spring Clean** – to arrange the date for the Spring Clean
- d. **Old School Close Grass Cutting** – to consider continuing the current arrangement

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

18. Attendance at Meetings – to consider attendance

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 5 July 2023

21. Date of next meeting: to confirm the date of the next meeting as Wednesday 19 July 2023 (third Wednesday of alternate month) at 7.30pm

Jane Olds

Dated: 10 May 2023

Jane Olds, Clerk to the Council

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