

MILCOMBE PARISH COUNCIL

TUESDAY 12 MAY 2020

Clerk & Responsible Financial Officer
Theresa Goss
3 Tanners Close
Middleton Cheney
Banbury, OX17 2GD

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5 May 2020

Dear Councillor,

The Annual Meeting of the Parish Council will be held virtually on **Tuesday 12 May 2020 at 8.00pm** to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors Hugo Brown, Mike Kerford-Byrnes and Bryn Williams and County Councillor Kieron Mallon are also invited to attend.

To enable you to attend the meeting, a link to Zoom will be sent to you in due course.

Members of the public are advised to contact the Clerk to the Parish Council if they wish to attend the meeting. Please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the open forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Welcome** – To welcome the Councillors and the public to the meeting.
8.00pm
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
8.00pm
3. **Appointment of Chairman** – To appointment the Chairman for 2020/2021. **8.00pm – 8.05pm**
4. **Appointment of Vice-Chairman** – To appointment the Vice-Chairman for 2020/2021. **8.05pm – 8:10pm**
5. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.
8.10pm
6. **Minutes** - To approve the minutes of the meeting held on 3 March 2020. **(Attached)**
8.10pm – 8.15pm
7. **Matters Arising** - To discuss any issues arising from the minutes of 3 March 2020.
8.15pm – 8.20pm

8. **Chairman's Announcements**

- Thanks to Sam Hughes and the Covid-19 Support Group for their work in the village during the Pandemic.
- Reminder with regard to advice relating to lighting bonfires and fire pits during the Covid-19 Pandemic.

8.20pm – 8.25pm

9. **Open Forum** – Members of the public are invited to raise any items which concern the Parish.
(Maximum of ten minutes in total for this item)

8.25pm – 8.35pm

10. **Reports from County and District Councillors** - To receive reports from the Milcombe County Councillor and District Councillors.

8.35pm – 8.45pm

11. **Village Matters**

- Village Organisations – To receive reports from the Chairmen of village organisations.
- Play Area – To discuss proposals for new play equipment in the village play area.
- VAS Data – To consider the traffic data from the VAS by the Horse and Groom.
- Milcombe Annual Parish Meeting (APM) – To note that the APM which was due to be held on Tuesday 5 May 2020 has now been cancelled due to Covid-19 Pandemic.

8.45pm – 8.55pm

12. **Planning**

- Planning Applications - To note the planning applications which have been considered by the Parish Council since the last meeting. **(To follow)**
- Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(To follow)**

8.55pm – 9.05pm

13. **Parish Council Matters**

- Vacancy – To consider any applications for co-option onto the Parish Council.
- Parish Council Documents – To review the following Parish Council documents, which are available to view on the Parish Council web site <https://www.milcombepc.co.uk/documents.php>
 - Asset Register
 - Risk Management Log and Risk Schedule
 - Financial Regulations
 - Standing Orders
 - Code of Conduct
 - Complaints Policy
 - Vexatious Complaints Procedure
 - Freedom of Information Policy
 - Dispute Resolution Process
 - Dignity at Work Policy
 - Grievance Procedure
 - Data Breach Policy
 - Data Protection Policy
 - Records Retention Policy
 - Subject Access Request Procedure

- Press and Media Policy
- Safeguarding Policy

9.05pm – 9.15pm

14. Finance

- i) Accounts for Payment and Bank Reconciliation – To approve the accounts for payment and note the bank reconciliation. **(To follow)**
- ii) Accounts 2019/2020
 - Annual Governance and Accountability Return for the year ended 31 March 2020 **(To follow)**
 - a) To approve the Annual Governance Statement 2019/2020 - Section 1
 - b) To approve the Accounting Statements for 2019/2020 - Section 2
 - To receive and approve the Receipts & Payments Account as at 31 March 2020.

9.15pm – 9.20pm

15. Correspondence - Items of correspondence will be circulated to members.

9.20pm

16. Meeting Dates - Future meeting dates for Milcombe Parish Council are stated below. They will commence at 8.00pm at the Village Hall, Milcombe unless stated otherwise:

- Tuesday 7 July 2020
- Tuesday 1 September 2020
- Tuesday 3 November 2020

9.20pm

17. Items for the Next Agenda

9.20pm