

MILCOMBE PARISH COUNCIL

TUESDAY 6 MAY 2025

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

(01295) 710965
milcombepc@gmail.com
www.milcombepc.co.uk

30 April 2025

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Tuesday 6 May 2025 at 8.00pm** at the Village Hall, Main Road, Milcombe to transact the business set out in the Agenda below and you are summoned to attend.

District Councillors Eddie Reeves and David Rogers and County Councillor Kieron Mallon are also invited to attend.

Members of the public are invited to attend the meeting, however 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 – 8:05pm
2. **Appointment of Chairman 2025/2026** – To appoint a Chairman of the Parish Council for 2025/2026.
8:05pm – 8:10pm
3. **Appointment of Vice-Chairman 2025/2026** – To appoint a Vice-Chairman of the Parish Council for 2025/2026.
8:05pm – 8:10pm
4. **Apologies for absence** - To receive any apologies for absence from the meeting.
8:10pm – 8:15pm
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.
8:15pm – 8:20pm
6. **Minutes** - To approve the minutes of the meeting held on 4 March 2025. **(Attached)**
8:20pm – 8:25pm
7. **Matters Arising** - To discuss any issues arising from the minutes 4 March 2025.
8:25pm – 8:30pm

8. **Chairman's Announcements**
8:30pm – 8:35pm
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)
8:35pm – 8:45pm
10. **Reports from County and District Councillors** - To receive reports from the Milcombe County Councillor and District Councillors.
8:45pm – 8:55pm
11. **Village Matters**
- i) Village Hall – To receive an update from Parish Councillor Nigel Davis, the Parish Council's representative on the Village Hall Committee.
 - ii) Play Area – To discuss any matters relating to the play area and receive an update on the project for installation of CCTV.
 - iii) Bus Shelter – To consider a request to remove the bus shelter on Main Road, Milcombe
8:55pm – 9:05pm
12. **Planning**
- i) Planning Applications - To note the planning applications which have been considered by the Parish Council since the last meeting. **(To follow)**
 - ii) Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(To follow)**
 - iii) Neighbourhood Plan – To receive an update from Parish Councillors Nigel Davis and Chris Hill on a Neighbourhood Plan for Milcombe.
9:05pm – 9:15pm
13. **Parish Council Matters**
- i) Vacancies – To consider any applications for co-option onto the Parish Council.
 - ii) 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?catid=4>
 - Asset Register
 - Risk Management Log and Risk Schedule
 - Financial Regulations
 - Standing Orders
 - 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

- Training Policy
- Sexual and General Harassment Policy

iii) Insurance – To complete a review of the Parish Council's Insurance Policy for 2025/2026.

iv) Parish Council Email Addresses – To discuss changing the Parish Council email accounts to '.gov.uk' addresses.

9:15pm – 9:25pm

14. Finance

i) Financial Matters

- To approve the accounts for payment; and
- To note the income received since the last meeting, the uncashed receipts & uncashed payments and the bank reconciliation. **(Reports to follow)**

ii) Budget Monitoring – To note the budget monitoring report for 2025/2026. **(Report to follow)**

iii) Parish Council Reserves – To approve the Parish Council's reserves for year ending 31 March 2025.

iv) Bank Signatories – To confirm the signatories on the Parish Council bank accounts.

v) Internal Audit Reports 2024/2025

- To review the Internal Auditor's Report for 2024/2025 and note the recommendations and actions; and **(Reports to follow)**
- To note the Annual Internal Auditor's Report 2024/2025 within the Annual Governance and Accountability Return for the year ended 31 March 2024. **(Report to follow)**

vi) Statement of Accounts 2024/2025 - To receive and approve the Receipts & Payments Account as at 31 March 2025. **(To follow)**

vii) Annual Governance and Accountability Return for the year ended 31 March 2025 - To approve Section 1, the Annual Governance Statement 2024/2025. **(To follow)**

viii) Annual Governance and Accountability Return for the year ended 31 March 2025 - To approve Section 2, the Accounting Statements for 2024/2025. **(To follow)**

ix) Explanation of Variances – To note the explanation of the variances over 15% compared to 2023/2024. **(To follow)**

x) Notice of Public Rights – To note that the public has the right to inspect the Parish Council's accounting records for 2024/2025 for 30 days starting from 10 June 2025 until 21 July 2025. **(To follow)**

xi) Appointment of Internal Auditor for 2025/2026 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2025/2026.

9:25pm – 9:35pm

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

9:35pm – 9:40pm

16. **Meeting Dates** - Future meeting dates for Milcombe Parish Council are stated below. They will commence at 8.00pm at the Village Hall, Milcombe: **9:40pm**

17. **Items for the Next Agenda 9:40pm**