

Sibford Ferris Parish Council

The Annual Meeting of the Parish Council will be held on **Wednesday 17th May 2023** at **7pm**
at Sibford School

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Apologies for absence**
- 4. Members' declarations of interest for items on the agenda**
- 5. Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).
- 6. To approve the minutes of the Parish Council (PC) meeting held on 21st March 2023**
- 7. Outstanding matters/actions from previous meetings**
 - i) Update re forming a group to encourage more green/environmentally friendly activity in the parish
 - ii) Update on Defibrillator and CPR Training including proposal to make a donation of £75 to St John Ambulance for the 3 sessions of training they have provided
 - iii) Feedback re Coronation Celebrations
 - iv) Update re Speedwatch
- 8. Contact from parishioner regarding potential removal of trees from Back Lane**
- 9. Hook Norton Road Development**
 - i) Ownership/management of allotments
 - ii) General update
- 10. Planning applications received - None**
- 11. Play area (Cllr Bennett/Clerk)**
 - i) Update re quotes for new play equipment
 - ii) Update re actions in response to the professional play equipment inspection report
 - iii) To agree repairs required to the new fencing and gate due to recent damage
- 12. County Councillor Report**
- 13. District Councillor Report**
- 14. AGAR 2023**
 - i) To receive the Internal Auditor's Report for 22/23
 - ii) To appoint an Internal Auditor for the 23/24 financial year
 - iii) To complete and approve for signature the AGAR Annual Governance Statement for 22/23
 - iv) To approve for signing the AGAR Accounting Statements for 22/23
 - v) To approve completion and signing of the AGAR Certificate of Exemption for 22/23
 - vi) To confirm the dates for the Notice of Public Rights for the 22/23 Financial Year – Monday 5th June to Friday 14th July 2023
- 15. Finance**

- i) Confirmation of the bank balances as at 11.05.23 of £2,400.83 and £17,513.70
 ii) Confirmation of payments made since the last meeting using delegated powers:

28.03.23	Cherwell District Council	Lease for play area	£30.00
28.03.23	SW Services	Final 50% payment for play area fencing	£2,499.00
28.03.23	Kirsty Buttle	Stamps	£8.70
28.03.23	Venn Products	Coronation memorabilia	£393.75
28.03.23	Thomas Fox Landscaping	Mowing of play area 16.03.23	£26.50
21.04.23	Venn Products	Coronation Memorabilia (50% Pymt)	£393.75
21.04.23	CDC	Emptying dog bins 6 months	£253.97
21.04.23	Kirsty Buttle	Salary and office April	£209.80
21.04.23	HMRC	Tax April	£49.80
28.04.23	NEST	Pension April	£14.23
24.04.23	321....Let's have fun	Deposit re inflatable hire for Coronation	£100.00

- iii) To note the following receipts:

29.03.23	Sibford Gower PC	Burial Ground Fee share	£125.50
11.04.23	Lloyds	Interest	£4.30
14.04.23	CDC	Precept	£3,944.00
26.04.23	CDC	Coronation Grant	£400.00
27.04.23	HMRC	VAT reclaim	£1,517.80
02.05.23	Sibford Gower Parish Council	Website costs share	£78.92
09.05.23	Lloyds	Interest	£9.40

- iv) To approve payment of the following invoices:

Sibford Village Hall	Hall hire for 4th April CPR training	£16.50
Thomas Fox Landscaping	Mowing play area 20.04.23	£26.50

- v) To consider payment of the following donations for the 23/24 financial year

Citizens Advice	£25.00
Community First Oxon	£55.00
Sibford Village Hall	£400.00
Sibford Scene	£50.00

- vi) To agree the following regular payments list delegating authority to the clerk to make payments to relevant suppliers up to the budget total. All payments will need to be authorised online by a councillor in order for the payment to go out.

Clerk's salary	£3,300.00
Stationery, postage, telephone	£220.00
Internal audit	£70.00
Training costs	£310.00
Data protection	£35.00
OALC Membership	£155.00
Insurance	£400.00
Play area maintenance, rent and inspections	£500.00

Burial Ground maintenance	£1,300.00
Dog bin emptying	£500.00
Website	£160.00
Donations - School, Scene, CAB	£150.00
S137 Poppy Wreath donation	£25.00
Sibford Village Hall	£400.00
Other (Coronation Celebration, dog bin repair)	£506.25

- vii) Proposal to delegate powers to the Clerk to make payments up to the value of any grants received for the relevant expenditure

16. To re-adopt the following policies with no changes made:


- i) Standing Orders
- ii) Financial Regulations
- iii) Data Protection Policy
- iv) Freedom of Information Policy
- v) Privacy Notice
- vi) Data Breach Policy
- vii) Role Holder Privacy Notice
- viii) Subject Access Request Procedure
- ix) Scheme of Delegation
- x) Publication Scheme
- xi) Disciplinary Policy
- xii) Grievance Policy
- xiii) Risk Assessment
- xiv) Records Retention Policy
- xv) Complaints Procedure
- xvi) Code of Conduct

17. Planning decisions received

23/00359/TCA - Stables Cottage, Main Street, Sibford Ferris. T1 x Acer - Crown reduction up to 3 metres. T2 x Cherry - Crown reduction up to 3 metres. T3 x Hazel - Crown reduction up to 2 metres and removal of dead branches. **Approved.**

18. Information exchange

Date of next meeting – 19th July 2023

Signed: 

Parish Clerk

Date: 12th May 2023