

# Sibford Ferris Parish Council

The Annual Meeting of the Parish Council will be held on **Monday 20<sup>th</sup> May at 7pm** at Sibford School

## AGENDA

1. **Election of Chairman**
2. **Apologies for absence**
3. **Members' declarations of interest for items on the agenda**
4. **Election of Vice-Chairman**
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 26<sup>th</sup> March 2024**
7. **Outstanding matters/actions from previous meetings - None**
8. **Hook Norton Road Development - General update**
9. **Planning applications received**
  - 24/00799/F – Home Farm, Woodway Road, Sibford Ferris.** Change of use of land to residential garden, erection of green house, fencing, paving and associated works (retrospective). **No objection.** (Response made using delegated powers.)
  - 24/00808/TCA – Orchard House, Main Street, Sibford Ferris.** T1 x Maple- Re reduce to previous points 2m.  
T2 Sycamore- Crown Thin by 10% and raise lower canopy to 5m. T3 x Elder- Crown raise by removal lower extended stems 2.5m. **No objection.** (Response made using delegated powers.)
  - 24/00926/TCA – West Town House, Woodway Road, Sibford Ferris.** T1 x Silver Maple - twin stem tree crowded by other trees, poor form and lean. Fell to allow others to develop. T2 x Wellingtonia - Crown lift over property to give 2.5 metres clearance over roof. **No objection.** (Response made using delegated powers.)
10. **Play area (Cllr Bennett/Clerk)**
  - i) To consider the quotes for new play equipment
  - ii) Any other updates
11. **To consider a response to the Oxfordshire County Council (OCC) pre consultation exercise on a 20mph speed limit in the parish**
12. **County Councillor Report**
13. **District Councillor Report**
14. **AGAR 2024**
  - i) To receive the Internal Auditor's Report for 23/24
  - ii) To appoint an Internal Auditor for the 24/25 financial year
  - iii) To complete and approve for signature the AGAR Annual Governance Statement for 23/24
  - iv) To approve for signing the AGAR Accounting Statements for 23/24
  - v) To approve completion and signing of the AGAR Certificate of Exemption for 23/24
  - vi) To confirm the dates for the Notice of Public Rights for the 23/24 Financial Year – Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2023

**15. Finance**

- i) Confirmation of the bank balances as at 15.05.24 of £791.93 and £32,399.95
- ii) To confirm completion of the quarterly internal control checks for Jan to Mar 2024
- iii) To confirm completion of an asset condition check and agree any actions required
- iv) Proposal to renew the insurance policy with Zurich at a cost of £448 (last year was £413.23) which includes an additional £8k of cover on the play equipment or £477 for an additional £33.5k of cover on the play equipment (current level of cover is £30k including the outdoor exercise equipment at Sibford School)
- v) Confirmation of payments made since the last meeting using delegated powers:

29.04.24	Thomas Fox Landscaping	Mowing play area 7, and 28/03	£55.64
29.04.24	CDC	Half yearly charge for emptying 4 dog bins	£267.70
29.04.24	Kirsty Buttle	Salary and office Apr	£227.13
29.04.24	HMRC	Tax Apr	£54.20
30.04.24	NEST	Pension Apr	£15.74

- vi) To note the following receipts:

27.03.24	Sibford Gower Parish Council	Web share and burial income share	£254.93
10.04.24	CDC	Precept	£4,945.50
09.04.24	Lloyds	Interest	£29.11
23.04.24	HMRC	VAT refund	£393.65
09.05.24	Lloyds	Interest	£32.79

- vii) Proposal to pay the following invoices:

Sue Rowley	Internal Audit for 23/24	£60.00
Kirsty Buttle	50% mileage re audit paperwork	£10.08
Thomas Fox Landscaping	Mowing play area 11/04	£27.82

- viii) Proposal to make the following donations for the 24/25 financial year:

Citizens Advice	£25.00
Sibford Village Hall	£400.00
Sibford Scene	£50.00

**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. Proposal to adopt a Biodiversity Policy in order to comply with the new Biodiversity Duty**

**18. Planning decisions received including appeals**

**APP/C3105/W/W23/3329834 - Land South of Faraday House, Woodway Road, Sibford Ferris.**

Erection of 5no two storey age restricted dwellings (55 years) for older people with access, landscaping and associated infrastructure. **Approved.**

**19. Information exchange**

**Date of next meeting – 24<sup>th</sup> July 2024**

Signed: 

Parish Clerk

Date: 15<sup>th</sup> May 2024