

Sibford Gower Parish Council

The councillors are summoned to attend the Annual Meeting of the Parish Council to be held on **Wednesday 22nd May 2024 at 7pm** in Sibford Village Hall, Sibford Gower

AGENDA

- 1. Election of Chairman**
- 2. 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).

Business

- 3. Apologies for absence**
- 4. Co-option of new councillor**
- 5. To elect a Vice-Chairman**
- 6. Members' declarations of interest for items on the agenda**
- 7. To approve the minutes of the Parish Council (PC) meeting held on 19th March 2024**
- 8. Outstanding matters/actions from previous meetings**
 - a) Update re meeting with Highways re the bollards outside the doctors' surgery – Highways have advised that they will not spend on items that are purely for verge protection
 - b) Update re request to Highways for their plans regarding the metal railings at the school (Cllr J Noquet)
 - c) Update re possible solutions re parking problems in the Bonds End Lane and Main Street area of the village (Cllr Berks)
 - d) Response from Cllr Geoff Noquet re Standards Monitoring Complaints made against him to the Monitoring Officer of Cherwell District Council
 - e) Update re Cllr J Noquet getting access to online banking
- 9. Proposal to adopt a Biodiversity Policy**
- 10. Proposal to re-adopt the following policies with no changes made**
 - a) Code of Conduct
 - b) Complaints Procedure
 - c) Grievance Policy
 - d) Disciplinary Policy
 - e) Standing Orders
 - f) Publication Scheme
 - g) Financial Regulations
 - h) Internal Financial Controls
 - i) Risk Assessment
 - j) Records Retention Policy
 - k) Privacy Notice
 - l) Data Protection Policy
 - m) Freedom of Information Policy
 - n) Subject Access Request Procedure
 - o) Role Holder Privacy Notice
 - p) Data Breach Policy
 - q) Scheme of Delegation

Assets and services

11. Burial Ground

- a) Update re enforcement of Burial Ground Regulations
- b) Discussion re responsibility for maintenance of the Churchyard including tree management, memorial stones, and repair of the damaged walls
- c) To receive the tree inspection report if available

12. To discuss management of the defib and updates of its status to The Circuit

13. To agree which insurance provider to use for the next year. Quotes received are:

- Clear Councils (current insurer) £388.92
- Clear Councils 3 year agreement £376.92
- Zurich Insurance £264
- Zurich insurance including War Memorial cover £327

Finance

14. Annual Governance and Accountability Return 2024

- a) To receive the internal auditor's report for 23/24 and agree any actions required
- b) To appoint an internal auditor for the 2024-25 financial year
- c) To complete and approve the annual governance statement
- d) To approve the accounting statements
- e) To approve completion of the Certificate of Exemption for 23/24.
- f) To agree dates for the notice of public rights 23/24 – proposed dates are 3rd June to 12th July 2024

15. Bank balances as at 16.05.24 - £254.16 and £20,259.00

16. To note and approve the following payments and receipts since the last meeting:

Payments:

| | | | |
|----------|------------------------|--|---------|
| 15.04.24 | Defibstore | Adult defib pads | £138.00 |
| 01.05.24 | CDC | Half yearly charge for emptying 5 dog bins | £334.62 |
| 01.05.24 | N R Prickett | Miriam Tebbs hedge cutting | £120.00 |
| 01.05.24 | Kirsty Buttle | Salary and office Apr 24 | £318.23 |
| 01.05.24 | HMRC | Tax Apr 24 | £62.40 |
| 30.04.24 | NEST | Pension Apr 24 | £21.55 |
| 01.05.24 | Kirsty Buttle | Mileage and parking | £7.50 |
| 01.05.24 | Thomas Fox Landscaping | Mowing churchyard 11.04.24 | £150.30 |

Receipts:

| | | | |
|----------|---------------------|--|-----------|
| 03.04.24 | Town Estate Charity | Share of grass cutting costs for 2023-24 | £1,032.91 |
| 10.04.24 | CDC | Precept | £4,675.00 |
| 17.04.24 | HMRC | VAT refund | £1,831.21 |
| 09.04.24 | Lloyds | Interest | £14.72 |
| 09.05.24 | Lloyds | Interest | £19.05 |

Invoices to be paid:

| | | |
|--------------|-----------------------|---------|
| N R Prickett | Grass cutting 7th May | £368.40 |
| Sue Rowley | Internal audit 23-24 | £60.00 |

Planning

17. Planning applications received

24/00613/F - The Pheasant Pluckers Inn, Burdrop. Amended design to 16/01525/F - Erection of a single storey building providing 3 no en-suite letting rooms amended to three bedroom cottage for holiday let. **Sibford Gower Parish Council currently has 4 councillors, 2 of which are the owners of the property that this application relates to, therefore we do not have a quorum of councillors able to vote on a response to this application.**

24/00661/F - New Rectory, Acre Ditch, Sibford Gower. Variation of Condition 2 (plans) of 21/03450/F - The drawings will indicate the dwelling as built. **No representation made.**

24/00783/TCA - Holy Trinity Church, Acre Ditch, Sibford Gower. T1 x Cherry - Crown raise by 2.5 metres all round. Crown clean removing all dead wood and poor pruning cuts. **No representation made.**
APPROVED.

24/01298/TCA – Sibford Gower Endowed Primary School, Main Street, Sibford Gower. Please refer to Tree Survey supplied as an attachment (see Cherwell District Council planning web pages).

18. Planning decisions received

Community

19. Parish Council nomination to the Town Estate Charity (TEC)

20. To consider the pre consultation information provided by Oxfordshire County Council re implementing a 20mph speed limit throughout Sibford Gower

21. D-Day Beacon Lighting – 6th June 2024

22. Information exchange

Date of next meeting – 11th September 2024



Signed:

Parish Clerk

Date: 17th May 2024