

# Sibford Gower Parish Council

The councillors are summoned to attend the Annual Meeting of the Parish Council to be held on **Wednesday 3<sup>rd</sup> September 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. **To note the resignation of Geoffrey Noquet and confirm the timescales for Notice of Vacancy**
5. **Co-option of new councillor**
6. **To elect a Vice-Chairman**
7. **Members' declarations of interest for items on the agenda**
8. **To appoint an Internal Controls Councillor**
9. **To approve the minutes of the Parish Council (PC) meeting held on 15<sup>th</sup> April 2025**
10. **Outstanding matters/actions from previous meetings**
  - a) Update re parking issues on the corner of Bonds End Lane and Main Street
11. **Proposal to adopt the following new policies**
  - a) General and Sexual Harassment Policy
  - b) Biodiversity Policy
12. **Proposal to adopt the following updated policies**
  - a) Standing Orders
  - b) Financial Regulations
  - c) Code of Conduct
  - d) Publication Scheme
  - e) Risk Assessment

### Assets and services

13. **Burial Ground**
  - a) Update re responsibility for maintenance of the Churchyard including tree management, memorial stones, and repair of the damaged walls
14. **To consider the possibility of changing e-mails and the website to .gov.uk due to the new governance requirements**

### Finance

15. **Annual Governance and Accountability Return 2025**
  - a) To receive the internal auditor's report for 24/25 and agree any actions required
  - b) To appoint an internal auditor for the 25/26 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 24/25.
  - f) To agree dates for the notice of public rights 24/25 – proposed dates are 5<sup>th</sup> September to 16<sup>th</sup> October 2025
16. **To confirm completion of a quarterly asset check and agree any actions required**

**17. Bank balances as at 29.08.25 - £1,564.94 and £17,771.69**

**18. Proposal to remove Vanessa Oliveri as a signatory from the bank mandate**

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

**Payments:**

22.04.25	Lloyds	Account fee	£4.25
19.05.25	Lloyds	Account fee	£4.25
06.06.25	ICO	Data Protection Fee	£47.00
17.06.25	Lloyds	Account fee	£4.25
30.06.25	Thomas Fox Landscaping	Mowing of churchyard 28.05.25	£154.80
30.06.25	Thomas Fox Landscaping	Mowing of churchyard 30.04.25	£154.80
30.06.25	N R Prickett	Grass cutting 10.05.25	£387.60
21.07.25	Zurich	Annual parish insurance	£300.00
21.07.25	Lloyds	Account fee	£4.25
11.08.25	N R Prickett	Grass cutting 10.05.25	£387.60
11.08.25	Vanessa Oliveri	Salary April 24 to leave date	£898.56
19.08.25	Lloyds	Account fee	£4.25

**Receipts:**

09.04.25	Lloyds	Interest	£14.00
09.05.25	Lloyds	Interest	£12.14
09.06.25	Lloyds	Interest	£11.81
09.07.25	Lloyds	Interest	£10.21
11.08.25	Lloyds	Interest	£11.24

**Invoices to be paid and not yet cleared at the time of publication of the agenda:**

Sibford Scene	Annual donation	£200.00
Sibford Village Hall	Annual donation	£500.00
Sue Rowley	Internal Audit 24-25	£75.00
Sibford Village Hall	Hall hire 29.05 and 03.09.25	£24.00
Kirsty Buttle	Salary August - 12 hours, and office	£204.93
HMRC	Tax August	£48.60
NEST	Pension August	£14.12

**Planning**

**20. Planning applications received**

**25/02065/F – 1 Acre Ditch, Sibford Gower.** Two storey and single storey extensions to rear.

**25/02149/PIP - The Pheasant Pluckers Inn, Street Through Burdrop, Burdrop.** Permission in principle - 3-4 new dwellings.

**25/02152/F – 2 Acre Ditch, Sibford Gower.** Two storey and single storey rear extensions.

**21. Planning decisions received - None**

**22. Planning appeals received**

**APP/C3105/Y/25/3371110 – Little Brook, The Colony, Colony Road, Sibford Gower.** RETROSPECTIVE - Revision of roof slope from consented drawings application 21/00437/F and 21/00438/LB

**23. Planning appeals decisions received**

**Appeal Ref: APP/C3105/W/25/3360446 - The Pheasant Pluckers Inn, Street Through Burdrop –** Provision of 3-7 dwellings. **Appeal dismissed.**

**Community**

- 24. To consider Oxfordshire County Council's Proposals re 'Marking of existing bus stops and other works'
- 25. Information exchange
- 26. To agree a date for the Parish Council meeting to be held in December

Date of next meeting – TBC in item 26



Signed:

Parish Clerk

Date: 29<sup>th</sup> August 2025