

BLOXHAM PARISH COUNCIL

MONDAY 3 DECEMBER 2018

Clerk & Responsible Financial Officer
Theresa Goss
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26 November 2018

Dear Councillor,

A meeting of the Parish Council will be held on **Monday 3 December 2018 at 7.30pm** in **St Mary's Parish Rooms, Bloxham**, to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors Christine Heath, Mike Bishop and Andrew McHugh and County Councillor Kieron Mallon are also invited to attend.

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. **7:30pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting. **7:30pm**
3. **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.
7:30pm – 7:35pm
4. **Minutes** - To confirm the minutes of the meetings held on 5 November 2018. **(Attached)**
7:35pm – 7:40pm
5. **Matters Arising** - To discuss any issues arising from the minutes of 5 November 2018.
7:40pm – 7:50pm
6. **Chairman's Announcements**
 - Meeting at Bloxham School held on Monday 26 November 2018
 - Feedback from the Talk to the Boys Brigade 21 November 2018**7:50pm – 8:00pm**
7. **Open Forum** – Members of the public are invited to raise any items which concern the Parish.
8:00pm – 8:10pm
8. **Reports from County and District Councillors** - To receive reports from the Bloxham County Councillor and District Councillors.
8:10pm – 8:20pm

9. **Planning** - To discuss any planning items, not covered within the minutes of the Planning & Strategy Committee (item 11iii).

8:20pm – 8:25pm

10. **Village Matters**

- i) Defibrillators: Update on the proposed locations and funding for the village defibrillator.
- ii) Marking the Death of a National Figure – To review the protocol for marking the death of a national figure, following a meeting with the Vicar Dale Gingrich and the Royal British legion.

8:25pm – 8:30pm

11. **Parish Council Matters**

- i) Parish Council Matters – To discuss
- restructuring of Parish Council Meetings and the Committees, including advice on voting on the approval of minutes; and
 - review the Parish Council's Code of Conduct following advice from Cherwell District Council's Monitoring Officer.
- ii) Co-option – To consider any applications for co-option onto the Parish Council.
- iii) Committee Minutes and Recommendations. If Councillors have any queries on the minutes and decisions of the Committees, please contact the Clerk prior to the Parish Council meeting
- Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.
 - Resources Committee – To note the draft minutes and agree the recommendations of the meeting held on Thursday 15 November 2018 at 7.30pm at Bloxham Primary School.
 - Planning & Strategy Committee – To note the draft minutes from the meeting held on Tuesday 13 November 2018.
 - Staffing Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.
- iv) Parish Council Reports
- Drop-In and Chat – Report from the Drop-In and Chat held on Saturday 10 November 2018 208. The next session at the Ex-Servicemen's Hall is being held on Saturday 8 December 2018.
- v) High Sheriff's Award – To consider nominations for the High Sheriff's Award 2018/2019. **(Information previously circulated)**
- vi) Councillors Training Courses – The following training courses are available to Councillors:

Date	Subject	Half/full day	location
Thursday January 10th	1.Understanding Internal Audit	Half /morning 10-12.30	Warwick Hall, Burford OX18 4RY
	2. So you want to be an Internal Auditor?	Half /afternoon 2-4.30	
Thursday January 24th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY

Wednesday February 27th	4. RFO's Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a month by month basis	Full day	Warwick Hall, Burford OX18 4RY
Wednesday April 17th	7. Risk Management for parish councils 8. Strategic Planning. Where is your council going? Thinking more strategically about serving your community	Half/morning Half/afternoon	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	14. Budgeting and financial management for councillors 15. VAT for clerks (and councillors!)	Half/ morning Half/ afternoon	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF

8:30pm – 8:45pm

12. Finance

- i) Accounts for Payment and Bank Reconciliation - To approve the accounts for payment and note the bank reconciliation. **(To follow)**
- ii) Section 106 Funds:
 - To receive an update on the Jubilee Hall project the meetings with Tom Darlington at Cherwell District Council on 15 November 2018 and the meeting with the Chairman of the Jubilee Park Management Committee, Glyn Williams and Richard Walker, Employers Agent.
 - To discuss potential projects at Bloxham Recreation Ground

8:45pm – 9:00pm

- 13. Correspondence** - Items of correspondence will be circulated to members. **9:00pm**

14. **Meeting Dates** - Future meeting dates for Bloxham Parish Council are stated below. They will commence at 7.30pm in St Mary's Parish Rooms, Bloxham, unless stated otherwise:

- 7 January 2019
- 4 February 2019
- 4 March 2019
- 1 April 2019
- 24 April 2019 (Annual Parish Meeting)

9:00pm

15. **Items for the Next Agenda/Items of Information 9:00pm**

Parish Council 'Drop-in and Chat' Sessions are held on second Saturday of the month, at the Ex-Serviceman's Hall from 10.30am to 11.30am. Residents are invited along to meet their Parish Councillors and discuss any items affecting the village.

**Next Session: Saturday 8 December 2018 at the Ex-Servicemen's Hall, Bloxham
All reports and minutes are available on the Parish Council website
www.bloxhamparishcouncil.co.uk**