

# BLOXHAM PARISH COUNCIL

MONDAY 9 MAY 2022

Clerk & Responsible Financial Officer  
Theresa Goss  
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3 May 2022

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Monday 9 May 2022 at 7.30pm** at Jubilee Hall, Barley Close, Bloxham to consider the business set out in the Agenda below and you are summoned to attend.

The District Councillors Mike Bishop and Adam Nell and County Councillor Kieron Mallon are also invited to attend.

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss  
Clerk to the Parish Council

## A G E N D A

1. **Welcome/Recording of Meetings** – To welcome Councillors and the public to the meeting and advise on the procedure for the recording of meetings.  
**7:30pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting.  
*Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.*  
**7:30pm**
3. **Appointment of Chairman for 2022/2023** – To appoint a Chairman of the Parish Council for 2022/2023.  
**7:30pm – 7:35pm**
4. **Appointment of Vice-Chairman for 2022/2023** – To appoint a Vice-Chairman of the Parish Council for 2022/2023.  
**7:35pm – 7:40pm**
5. **Signing of Acceptance of Office Forms** – All Councillor to sign and pass to the Clerk, their Acceptance of Office forms, following the uncontested election on 5 May 2022.  
**7:40pm – 7:45pm**

6. **Declarations of Interest**

- (a) *To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.*
- (b) *To consider any Dispensation Requests received by the Parish Clerk and not previously considered.*

**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.**

**7:45pm – 7:50pm**

7. **Minutes** - To confirm the minutes of the meetings held on 7 March 2022. **(Attached)**

**7:50pm – 7:55pm**

8. **Matters Arising** - To discuss any issues arising from the minutes of 7 March 2022.

**7:55pm – 8:00pm**

9. **Chairman's Announcements**

- Traffic Calming Update
- Letter sent to Victoria Prentis regarding a request to the Government for the reintroduction of virtual meetings
- Response sent to Cherwell District Council in support of Bodicote Parish Council and its request for its Ward Members to be part of the Community Governance Review Working Group.

**8:00pm – 8:05pm**

10. **Open Forum** - Residents of the village are invited to raise any items which concern the Parish.

**8:05pm – 8:15pm**

11. **Reports from County and District Councillors** - To receive reports from the Bloxham County Councillor and District Councillors.

**8:15pm – 8:25pm**

12. **Village Matters**

- i) Electric Charging Points – To discuss installing electric charging points in the village, including Jubilee Hall.
- ii) Bloxham Fun Day – To discuss having a stall at Bloxham Fun Day on Saturday 11 June 2022.
- iii) Burial Ground – To discuss progressing the investigation into a new burial ground for Bloxham.
- iv) Dog Waste Bins – To discuss a request to relocate one of the new dog waste bins on Bloxham Grove Road.

**8:25pm – 8:35pm**

13. **Planning**

- i) Planning Applications – To note the planning applications considered by the Parish Council since the last meeting. **(Attached)**
- ii) Results of Planning Applications – To note decisions made by Cherwell District Council since the last meeting of the Parish Council. **(Attached)**

**8:35pm – 8:40pm**

14. **Parish Council Matters**

- i) Vacancies – To consider any applications for co-option onto the Parish Council. **(Previously circulated)**

- ii) Parish Council Priorities – To discuss the Parish Council priorities for 2022 – 2026.
- iii) Membership of Staffing Committee, Working Groups and Outside Bodies for 2022/2023 – To discuss the memberships.
- iv) Parish Council Documents – To review the following Parish Council documents, which are available to view on the Parish Council web site <https://www.bloxhamparishcouncil.co.uk/documents.php>:
  - Asset Register
  - Risk Management Log and Risk Schedule
  - Financial Regulations
  - Standing Orders
  - Code of Conduct
  - Complaints Policy
  - Vexatious Complaints Procedure
  - Freedom of Information Policy
  - Dispute Resolution Process
  - Dignity at Work Policy
  - Grievance Procedure
  - Data Breach Policy
  - Data Protection Policy
  - Records Retention Policy
  - Subject Access Request Procedure
  - Press and Media Policy
  - Safeguarding Policy
  - Training Policy
- v) Drop-In and Chat – To discuss whether the Drop-in and Chat session should recommence from June 2022.

**8:40pm – 9:00pm**

15. **Financial Matters**

- i) Accounts for Payment, Uncashed Payments, Bank Reconciliation and Income - To approve the accounts for payment and note the uncashed payments, bank reconciliation and income since the last meeting. **(Report to follow)**
- ii) Accounts 2021/2022
  - Annual Governance and Accountability Return for the year ended 31 March 2022 **(To follow)**
    - a) To approve the Annual Governance Statement 2021/2022 - Section 1
    - b) To approve the Accounting Statements for 2021/2022 - Section 2
  - To receive and approve the Receipts & Payments Account as at 31 March 2022.
- iii) Internal Auditor's Report 2021/2022– To note the recommendations of the Internal Auditor's Report for 2021/2022. **(Report to follow)**

**9:00pm – 9:20pm**

16. **Correspondence** – Items of correspondence will be circulated to members. **9:20pm – 9:25pm**

17. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 18 on the grounds that it could involve the likely disclosure of private and confidential information. **9:25pm**

18. **Jubilee Hall Project** – To receive an update on the project and agree whether to cover the additional costs of the works to the showers.  
**9:25pm – 9:35pm**
19. **Meeting Dates** – Future meeting dates for Bloxham Parish Council are stated below. They will commence at 7.30pm at Jubilee Hall, Barley Close, Bloxham. Please check the agenda for clarification the week before the meeting.
- Monday 6 June 2022
  - Monday 4 July 2022
  - Monday 1 August 2022
  - Monday 5 September 2022
  - Monday 3 October 2022
  - Monday 7 November 2022
  - Monday 5 December 2022
- 9:35pm**
20. **Items for the Future Agendas/Items of Information**
- New bench in Gascoigne Way
  - 'No dog fouling' signs in Gascoigne Way
  - Bloxham Recreation Ground Pavilion
- 9:35pm**

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability); Crime & Disorder, Health & safety and Human Rights.

**Parish Council 'Drop-in and Chat' Sessions are usually 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: Cancelled until further notice**

All reports and minutes are available on the Parish Council website [www.bloxhamparishcouncil.co.uk](http://www.bloxhamparishcouncil.co.uk)