

BLOXHAM PARISH COUNCIL

TUESDAY 9 MAY 2023

Clerk & Responsible Financial Officer
Theresa Goss
3 Tanners Close
Middleton Cheney
Banbury, OX17 2GD

(01295) 710965
bloxhamparishcouncil@gmail.com
www.bloxhamparishcouncil.co.uk

2 May 2023

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Tuesday 9 May 2023 at 7.00pm** in the small meeting room 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, David Hingley 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.
7:00pm
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.
7:00pm
3. **Appointment of Chairman for 2023/2024** – To appoint a Chairman of the Parish Council for 2023/2024.
7:00pm – 7:05pm
4. **Appointment of Vice-Chairman for 2023/2024** – To appoint a Vice-Chairman of the Parish Council for 2023/2024.
7:05pm – 7:10pm

5. **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.

7:10pm – 7:15pm

6. **Minutes** - To confirm the minutes of the meetings held on 3 April 2023. **(Attached)**

7:15pm – 7:20pm

7. **Matters Arising** - To discuss any issues arising from the minutes of 3 April 2023.

7:20pm – 7:25pm

8. **Chairman's Announcements**

- Swings at Bloxham Recreation Ground
- Defib Training, 10 June 2023

7:25pm – 7:35pm

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

7:35pm – 7:45pm

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

7:45pm – 7:55pm

11. **Biodiversity Bloxham** – To receive a presentation on the work of Biodiversity Bloxham. **7:55pm – 8:10pm**

12. **Village Matters**

- i) Burial Ground – To receive an update on the project to identify a new burial ground in the village.
- ii) Air Quality Review – To receive an update on the air quality project.
- iii) Queen Street – To consider suggestions made at the Annual Parish Meeting regarding the land in Queen Street and the Public Right of Way.
- iv) Footpath on Hobb Hill – To discuss the proposed rerouting of the footpath on Hobb Hill.
- v) Proposed 20mph Speed Restrictions – To receive an update on the plans and consultation for the proposed 20mph speed restrictions in Bloxham.

8:10pm – 8:30pm

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)**

8:30pm – 8:40pm

14. **Parish Council Matters**

- i) Vacancies – To consider any applications for co-option onto the Parish Council.
- ii) Drop-In and Chat – To discuss any issues raised at the Drop-In and Chat and agree the date for the session with Thames Valley Police.
(Report to follow)
- iii) Membership of Staffing Committee, Working Groups and Outside Bodies for 2023/2024 – To discuss the memberships. **(Report to follow)**
- 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

8:40pm – 8:50pm

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) Budget Monitoring 2023/2024 – To receive a report on the budget monitoring for 2023/2024.
- iii) Accounts 2022/2023
 - To receive and approve the Receipts & Payments Account as at 31 March 2023. **(To follow)**
 - Annual Governance and Accountability Return for the year ended 31 March 2023 **(To follow)**
 - a) To approve the Annual Governance Statement 2022/2023 - Section 1
 - b) To approve the Accounting Statements for 2022/2023 - Section 2
- iv) Internal Auditor's Report 2022/2023 – To note the recommendations of the Internal Auditor's Report for 2022/2023. **(Report to follow)**

8:50pm – 9:00pm

16. **Correspondence** – Items of correspondence will be circulated to members. **9:00pm – 9:05pm**

17. **Meeting Dates** – Future meeting dates for Bloxham Parish Council are stated below. They will commence at 7.00pm at Jubilee Hall, Barley Close, Bloxham. Please check the agenda for clarification the week before the meeting.

- Monday 6 June 2023
- Monday 3 July 2023
- Monday 7 August 2023
- Monday 4 September 2023
- Monday 2 October 2023
- Monday 6 November 2023
- Monday 4 December 2023

9:05pm

18. **Items for the Future Agendas/Items of Information**

- Pension Policy
- Traffic Calming Working Group

9:05pm

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: Saturday 13 May 2023**

All reports and minutes are available on the Parish Council website www.bloxhamparishcouncil.co.uk