

# BLOXHAM PARISH COUNCIL

MONDAY 13 MAY 2024

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

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7 May 2024

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Monday 13 May 2024 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 Gordon Blakeway, David Hingley and Rob Pattenden 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 – 7:05pm**
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 – 7:05pm**
3. **Appointment of Chairman for 2024/2024** – To appoint a Chairman of the Parish Council for 2024/2025.  
**7:05pm – 7:10pm**
4. **Appointment of Vice-Chairman for 2024/2025** - To appoint a Vice-Chairman of the Parish Council for 2024/2025.  
**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 8 April 2024. **(Attached)**

**7:15pm – 7:20pm**

7. **Matters Arising** - To discuss any issues arising from the minutes of 8 April 2024.

**7:20pm – 7:25pm**

8. **Chairman's Announcements**

- Meeting with the County Council's Highways Engagement Team

**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. **Village Matters**

i) Dog Fouling – To discuss addressing dog fouling in the village.

ii) Fence by Exchange on Milton Road – To discuss the County Council's proposal to remove the fence by the exchange on Milton Road.

iii) Litter Pick – To discuss the village litter pick, being organised by Councillor Neil Hegarty.

iv) Memorial Bench – To discuss the installation costs of the bench being funded by the Parish Council.

v) Footpath from Queen Street and Greenhills Park – To discuss the steps on the footpath from Queen Street to Greenhills Park.

vi) 20mh Speed Restrictions – To discuss the response from Paul Fermer at Oxfordshire County Council regarding the review of the 20mph speed restrictions in Bloxham.

**7:55pm – 8:15pm**

12. **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)**

iii) Bloxham Neighbourhood Development Plan – To receive an update on the review of the Bloxham Neighbourhood Plan.

**8:15pm – 8:25pm**

### 13. 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.
- iii) Parish Council Insurance – To review the Parish Council's insurance policy for 2024/2025.
- iv) Membership of Staffing Committee, Working Groups and Outside Bodies for 2024/2025 – To discuss the memberships. **(Report to follow)**
- v) 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

**8:25pm – 8:40pm**

### 14. Financial Matters

- i) Internal Auditor's Report 2023/2024
  - To review the Internal Auditor's Report for 2023/2024 and note the recommendations and actions; and **(Report to follow)**
  - To note the Annual Internal Auditor's Report 2023/2024 within the Annual Governance and Accountability Return for the year ended 31 March 2024. **(Report to follow)**
- ii) Accounts 2023/2024 - To receive and approve the Receipts & Payments Account as at 31 March 2024. **(To follow)**
- iii) Annual Governance and Accountability Return for the year ended 31 March 2024 - To approve Section 1, the Annual Governance Statement 2023/2024. **(To follow)**
- iv) Annual Governance and Accountability Return for the year ended 31 March 2024 - To approve Section 2, the Accounting Statements for 2023/2024. **(To follow)**
- v) Notice of Public Rights – To note that the public has the right to inspect the Parish Council's accounting records for 2023/2024 for 30 days starting from 10 June 2024 until 19 July 2024. **(To follow)**

- vi) Appointment of Internal Auditor for 2024/2025 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2024/2025.
- vii) Financial Matters
  - To approve the accounts for payment; and
  - To note the income received since the last meeting, the uncashed receipts & payments and the bank reconciliation.  
**(Reports to follow)**
- viii) Budget Monitoring – To note the budget monitoring report for 2024/2025. **(Report to follow)**
- ix) General and Ear-Marked Reserves – To note and approve the Parish Council's Reserves. **(Report to follow)**  
**8:40pm – 8:55pm**
- 15. **Correspondence** – Items of correspondence will be circulated to members. **8:55pm – 9:00pm**
- 16. **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 17 on the grounds that it could involve the likely disclosure of private and confidential information.  
**9:00pm**
- 17. **Staffing Matters** – To discuss issues affecting the Clerk and Responsible Financial Officer.  
**9:00pm – 9:10pm**
- 18. **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 3 June 2024
  - Monday 1 July 2024
  - Monday 5 August 2024
  - Monday 2 September 2024
  - Monday 7 October 2024**9:10pm**
- 19. **Items for the Future Agendas/Items of Information**
  - Traffic Calming Working Group**9:10pm**

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 8 June 2024 at Bloxham Funday at Jubilee Park**

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