

BLOXHAM PARISH COUNCIL

MONDAY 14 MAY 2018

Clerk & Responsible Financial Officer
Theresa Goss
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8 May 2018

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Monday 14 May 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. **Signing of Declarations of Acceptance of Office** - All members to complete their Declarations of Acceptance of Office. **7:30pm**
4. **Appointment of Chairman for 2018/2019** – To appoint a Chairman for 2018/2019. **7:30pm – 7:35pm**
5. **Appointment of Vice-Chairman for 2018/2019** - To appoint a Vice-Chairman for 2018/2019. **7:35pm – 7:40pm**
6. **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.
7:40pm – 7:45pm
7. **Minutes** - To confirm the minutes of the meetings held on 9 April 2018. **(Attached)**
7:45pm – 7:50pm
8. **Matters Arising** - To discuss any issues arising from the minutes of 9 April 2018.
 - Parish Council Actions – Any actions which have not been dealt with since the last meeting, will be reported to the Parish Council.**7:50pm – 8:00pm**

9. **Chairman's Announcements**

- To agree a vote of thanks to be sent to Melanie Rayner for her work on the Bloxham Banbury Guardian Column
- David Godfrey, former Clerk to the Parish Council has sadly passed away
- NALC Survey for Councillors
- Cherwell District Council's Parish Liaison Meeting on 20 June 2018
- Meeting with Thames Valley Police on 14 May 2018 with regard to parking patrols
- Meeting with Cherwell District Council on 21 May 2018 with regard to air pollution

8:00pm – 8:10pm

10. **Residents' Issues** - Residents of the village are invited to raise any items which concern the Parish.
8:10pm – 8:20pm

11. **Reports from County and District Councillors** - To receive reports from the Bloxham County Councillor and District Councillors.
8:20pm – 8:30pm

12. **Planning** - To discuss any planning items, not covered within the minutes of the Planning Committee (item 13iii)
8:30pm – 8:35pm

13. **Parish Council Matters**

- i) Co-option – To consider any applications for co-option onto the Parish Council.
- ii) Committee Memberships, Terms of Reference, Responsibilities and Appointments to Outside Bodies – To approve the terms of reference (in Drop Box) and memberships for the Committees (Environment, Planning & Strategy, Resources and Staffing) and appoint the Parish Council representatives on other bodies.
- 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. The next meeting is scheduled for Thursday 7 June 2018 at 7.30pm.
 - Resources Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting is scheduled for Thursday 5 July 2018 at 12.30pm.
 - Planning & Strategy Committee – To note the minutes of the meeting held on 23 April 2018. The next meeting is scheduled for Thursday 24 May 2018 at 7.30pm.
 - 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 – A report of the sessions held on 14 April 2018 and 12 May 2018 has been saved in Drop Box for Councillors.
- v) General Data Protection Regulations (GDPR) Compliance – To agree the following:
 - a) To adopt the Data Map;
 - b) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention;
 - c) To adopt the Privacy Notice;
 - d) To receive completed Security Compliance Checklists from all Councillors;

- e) To note that the Parish Council is already registered as a Data Controller with the ICO; and
- f) To defer a decision on the appointment of the Parish Council's Data Protection Officer.

(To follow)

8:35pm – 8:50pm

14. Finance

- i) General Power of Competence – To pass the following resolution:

Resolved that Bloxham Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

The General Power of Competence gives councils the power to do anything an individual can do, provided it is not prohibited by other legislation. The criteria is that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who has the Certificate in Local Council Administration. (CiLCA).

- ii) Accounts for Payment and Bank Reconciliation - To approve the accounts for payment and note the bank reconciliation. **(To follow)**

- iii) Section 106 Funds

- a) To receive an update on the progress with the following projects:

- Jubilee Hall;
- Ex-Serviceman's Hall;
- Phase two of the two play equipment projects; and
- the legal agreements for all of the projects;

- b) To receive an update on the amenity land on the Miller Homes, Milton Road site.

- iv) Accounts 2017/2018

- i) To receive the Receipts & Payments Account as at 31 March 2018. **(To follow)**

- ii) Annual Return for the year ended 31 March 2018 **(To follow)**

- a) To approve the Annual Governance Statement - Section 1

- b) To approve the Accounting Statements - Section 2

8:50pm – 9:05pm

15. Village Matters

- i) Bloxham Fun Day 2018 – To receive a report on Bloxham Fun Day being held on 9 June 2018.

- ii) Land in Gascoigne Way and Queen Street – To note the progress with these two land matters.

- iii) Garage on A361 in Bloxham – To discuss the issues relating to the site and the extended licence for the sale of alcohol.

9:05pm – 9:15pm

- 16. **Correspondence** - Items of correspondence will be circulated to members. **9:15pm**

- 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. **9:15pm**

18. **Clerk and Responsible Financial Officer** – To note the national pay award to be applied to the salary of the Clerk and Responsible Financial Officer. **9:15pm - 9:20pm**
19. **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:
- 4 June 2018
 - 2 July 2018
 - 6 August 2018
 - 3 September 2018
- 9:20pm**
20. **Items for the Next Agenda/Items of Information 9:20pm**

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 9 June 2018 at Bloxham Fun Day
All reports and minutes are available on the Parish Council website
www.bloxhamparishcouncil.co.uk**