

WENDLEBURY PARISH COUNCIL

To Members of the Council: you are summoned to attend the Annual Meeting of Wendlebury Parish Council on Thursday 19 May 2019, in Wendlebury Village Hall following the Annual Parish Meeting which commences at 7.30pm

Note: Declarations of Acceptance of Office and Registers of Members' Interest forms must be signed and completed before the meeting commences

Members of the Public and Press are invited to attend

AGENDA

1. **To elect the Chairman for the year 2019/20**
2. **To elect the Vice Chairman for the year 2019/20**
3. **Apologies for absence** – to receive apologies
4. **Requests for Dispensations, Declarations of interest, gifts and hospitality**– to receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's code of conduct and note any gifts and hospitality
5. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council's code of conduct and standing orders
6. **Reports from District and County Councillors** – for information only
7. **To receive and approve the Minutes** of the Parish Council meeting held on 28 March 2019
8. **Update on progress from the Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
9. **Governance**
 - a. **General Power of Competence**
 - i. To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA-qualified Clerk)
 - ii. To agree to adopt the General Power of Competence
 - b. **To review and agree the Risk Assessment for 2019/20**
 - c. **Councillor Co-option** – to consider any applications received
 - d. **Casual Vacancy Application Form** – to consider and approve the form
 - e. **Parish Councillor responsible for internal financial control** – to consider and agree the appointment
 - f. **Parish Council representative for the Village Hall Committee** – to consider and agree the appointment
 - g. **OALC Executive Committee** – to consider nominating a Councillor for the OALC Executive
10. **Finance**
 - a. **Financial Report** – to receive the report
 - b. **Reserves** – to consider and agree the Policy and confirm the Reserves for 2019/20
 - c. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2019
 - d. **Asset Register** – to update the Asset Register

- e. **External Audit Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
 - f. **External Audit Annual Governance Statement** – to complete the Statement for 2018/19
 - g. **External Audit Accounting Statements** – to complete the Statements for 2018/19
 - h. **Internal Auditor** – to receive the report
 - i. **Internal Auditor** – to appoint the Parish Internal Auditor for the year 2019/20
 - j. **Annual Subscriptions and Regular Payments** – to consider and agree the list
 - k. **Insurance Renewal** – to consider the renewal
 - l. **Invoices for payment** – to consider and approve invoices for payment itemised on the payment schedule
11. **Training**
- a. **OALC Training** – to consider attendance of any of the 2019 courses
12. **Planning**
- a. **Applications** – to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted between the circulation of this agenda and the meeting
 - i. 19/00592/F at Farrowing House Barn, College Farm, Main Street, Wendlebury, OX25 2PR for “Conversion of the existing Agricultural Building to form 2no. B&B Units ('associated operational development', defined as 'building or other operations in relation to the same building or land which are reasonably necessary to use the building' as permitted by 18/02246/R56.)”
 - b. **Notices of Decision** – to note
13. **Parish Matters**
- a. **A41 Crossing** – to receive a progress report
 - b. **East / West Expressway** – to receive a progress report and to consider further action
 - c. **Safer Wendlebury and 20mph zone** – to receive a progress report
 - d. **SE Relief Road** – to receive a progress report
 - e. **Grass cutting and weed spraying** – to confirm the contract for the year
 - f. **Allotments** – to receive a report
 - g. **Wendlebury and Cherwell Community Lottery** – to consider the proposal from CDC
14. **Reports from Meetings** – to receive reports from any meetings attended
15. **Attendance at Meetings** – to note any proposed meetings
- a. **CDC Parish Liaison Meeting** – 12 June
16. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required
17. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 10 July 2019
18. **Date of next meeting** – to confirm the date of the next meeting as Thursday 25 July 2019 at 8pm

Dated: 9 May 2019

Jane Olds, Clerk to the Council
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