

Great Oxendon Parish Council

All Councillors are hereby summoned to attend the General meeting of Great Oxendon Parish Council to be held at the Village Hall, Main Street, Great Oxendon on Monday 13th September 2021 at 7.30pm

Members of the public and press are invited to attend and to participate in the Open Forum

AGENDA

GENERAL MEETING

Present.

13. To receive and approve apologies for absence.
14. To receive Declaration of Personal and Prejudicial Interests under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business)
15. To receive and approve for signature the minutes of the meeting held on 12 July 2021 and 23 June 2021 (Corrected since previous meeting)
16. Matters arising from the Minutes of the Meetings held on 12 July 2021
 - i. **(2507) Asset Register** – Clerk has updated the Asset Register since the last meeting and circulated to all councillors on 12th August for any further comment. Resolution due to approve the register for signature.
 - ii. **(2507) Policy Documents** – Appendix 1, List of policy documents recommended by NCALC reviewed at previous meeting is still yet to be reviewed by the new clerk. To be deferred to next meeting to allow sufficient time to compile for approval.
 - iii. **(2508) Recruitment of new Parish Clerk** – Resolution to confirm appointment of Mrs Sarah Smith to the position of Parish Clerk and Responsible Financial Officer.
17. Open Forum (Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting)
18. Council Vacancies and reassigning areas of responsibility
19. Bank Mandate – due to Councillor resignations a new signatory will be required for the bank account.
20. Oxford-Cambridge Arc

21. Finance:

- i. Resolution to approve the monthly payments (listed below)

Date of Meeting: 13th Sept 2021

Payments to be Approved not yet Paid

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
17/07/2021	West Northamptonshire Council	May21 Elections Fees	75.00	15.00	90.00
01/08/2021	Leicestershire Gardens	Mowing of Grass Inv 21/129	230.00	0.00	230.00
14/04/2021	NCALC	Missing Inv 1228 - Year end Accounts & Audit	30.00		30.00
16/07/2021	Eon	LED Lantern Replacements	3,738.25	747.65	4,485.90
11/08/2021	Mrs Sarah Smith	Parish Clerk Salary - Jul-Sept21 + Expenses	665.39	0.00	665.39
28/08/2021	Mrs Sarah Smith	Expenses - BullGuard Antivirus for Laptop	21.00	4.20	25.20

Payments to be Approved - Paid via Direct Debit

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
11/08/2021	BT	Broadband & Telephone - Direct Debit	29.95	5.99	35.94
30/07/2021	HMRC	HMRC PAYE/NIC Jun21 - Tax re R Stafford	9.60	0.00	9.60
30/07/2021	HMRC	HMRC PAYE/NIC Jul21 - Tax re R Stafford	9.60	0.00	9.60

- ii. Receive the accounts to 31st July 2021
 - a. Receipts
 - b. Expenditure
 - c. Bank Reconciliation
 - d. Statement of Reserves
 - e. Neighbourhood Plan Grants Expenditure
 - f. Spend v Budget
 - g. Copy of Payments to be Approved
 - h. HSBC Bank Statement – Community Account
 - i. HSBC Bank Statement – Reserve Money Manager Account
- iii. Scribe Accounting Software Package – Update from Clerk on use going forward.
- iv. Audit 2020/2021 – Incorrect document submitted to external auditor PKF Little John. Parish Council is exempt from a limited assurance review as gross income and expenditure was £25,000 or less so requires submission of AGAR Part 2 rather than Part 3. Clerk in correspondence with the opportunity to resubmit the correct report by September 17th 2021 to avoid the limited assurance review.
 - i. Resolution to approve Section 1 Annual Governance Statement 2020/21
 - ii. Resolution to approve Section 2 Accounting Statements 2020/21
 - iii. Resolution of approve Certificate of Exemption

22. Planning and Licensing Consultations:

- i. To be Noted: WNC Consultation – Loss of Town and Parish Council ‘Call In’ - Survey deadline **31 Aug 2021** (<https://westnorthants.citizenspace.com>) concerning the WNC deletion of Parish Councils automatic option to have Planning Applications ‘Called In’ in the event of their objection to any individual Planning Application.

Please note, this is a public meeting. You may be filmed, recorded, and published.

- ii. WND/2021/0502 – Removal of tree subject of Tree Preservation Order DA 277 – Oxendon Hall, Main Street, Great Oxendon, LE16 8ND – deadline for comment 17 Sept 2021

23. To receive an update from Councillors with regards to areas of responsibility:

- i. Planning and Neighbourhood Plan – Councillor Hogarth
- ii. Highways: Roads, Footpaths & Trees - TBC
- iii. Public Rights of Way – Councillor Barker and Councillor Lindsay-Smith
- iv. Police & Community Safety – Councillor Barker
- v. Environment - Councillor Rumsey
- vi. Community engagement and communication – TBC
- vii. Lighting - Councillor Patel Brown
- viii. Audit and Compliance – TBC

24. Urgent Matters for report only (Notified to the Chairman before the meeting)

25. Date and Time of Next Meeting – The next meeting will be held on Monday 11th October 2021, 7:30pm at the Village Hall, Great Oxendon.

For Note - Dates of Future Meetings

Monday 11th October 2021
Monday 8th November 2021
Monday 13th December 2021
Monday 10th January 2022
Monday 14th February 2022
Monday 14th March 2022
Monday 11th April 2022

26. Close of Meeting



Mrs Sarah Smith, Parish Clerk
Great Oxendon Parish Council
Tel. 07834494424
parishcouncil@greatoxendon.org

06.09.2021