Milton-under-Wychwood Parish Council

To all members of the Parish Council
You are summoned to attend the Meeting of the Council, to be held at Milton-under-Wychwood Village Hall on Wednesday 19 July 2023 at 1930.

Agenda

1. **Apologies for absence**

2. **Declaration of Interests**

3. **Proposal to approve the minutes of the June meeting**

4. **Matters arising from the June meeting**
4.1. Tennis net update
4.2. Caloo update re spraying the path to reduce weed growth
4.3. Updated T.O.R for Planning Sub-Group
4.4. Bus Shelter Improvements
4.5. Neighbourhood Plan referendum result and subsequent actions
4.6. Parish Clerk/RFO recruitment
4.7. MARC assets to be removed from PC
4.8. Risk register update
4.9. Installation of memorial benches
4.10. Update on ice cream sales on the Village Green
4.11. Church wall update

5. **Public session for all items related to this Agenda**

6. Proposal for appointment of Chris Trotman as Responsible Finance Officer (RFO) (CT/GS)

7. **To receive the following reports:**
7.1. Chairman's report (GS)
7.2. District Councillor's report (JH)
7.3. County Councillor's report (LL)

8. **S106 Update (GA)**
8.1. Update on Arts Project (GA/GS)

9. **Village Green (PR/JH)**
9.1. Update on play area/toddler swing improvements
9.2. Update on tennis net wheels

10. Allotment rent increase (PR)

11. **Planning (PW/PR)**
11.1. Made Neighbourhood Plan of 26/06/2023 and applicability to Planning applications (PW + JP)
11.2. 23/01584/FUL Groves workshop roof
11.3. 23/01543/S73 High Fields, Church Road
11.4. 23/01545/HHD The Old Bakery 47 High Street
11.5. 23/01546/LBC The Old Bakery 47 High Street

11.6.23/01677/FUL Dashwood House

12. **Discretionary Donations (S137) (JP)**

12.1.S137 Regular payments history

12.2.Friends of Wychwood Library request for donation

12.3.Wychwood Baptist Church Life Larder – proposal to donate £3,000, to be provided in nine equal monthly amounts of £333.33 up to 31/03/2024, subject to receiving quarterly statements commencing 30/09/2023 showing total donations received for the Life Larder and spend to date.

13. **Accounts (CT)**

13.1.Proposal to approve the June Receipts, Payments and End of Month bank reconciliation

13.2.Proposal to approve Q1 statement

14. Review of changes to Financial Regulations (CT)

14.1.Proposal - To accept changes to the Financial Regulations to approve the use of a debit card. Only one change highlighted in yellow, Chapter 4 Budgetary Controls for debit cards. (see separate attachment)

15. Cashbook updates (CT)

15.1.Internal Auditor's recommendations:

15.1.1. Approved documents have adoption details on front sheet. - In Progress.

15.1.2. All orders approved or ordered by RFO. - Done

15.1.3. Official PC authorisation stamp obtained. - Done

15.1.4. RB to review Cashbook on a quarterly basis. - Done

15.1.5. All 'brought forward' and 'carried forward' are now clearly shown on Cashbook. - Done

15.1.6. Trust Assets to be removed. - In Progress

15.1.7. Documents on PC website - In Progress.

16. Aide Memoire for using our Cashbook (CT)

16.1. Instructions for using our Cashbook (see separate attachment)

17. **Banking Update (CT)**

17.1.Initial debit card application unsuccessful. Will need a second application due to expiration of time limit for application.

17.2.Lara's access to HSBC banking has been removed.

17.3.CT and JP only have access to bank accounts. Do we need a third Councillor with access?

18. **Emergency Plan Update (GA/GS)**

19. **Village Green Memorial Bench Installation, Replacement and Policy (GS)**

19.1.Discussion regarding current memorial benches and proposal to agree policy and process for additional memorial benches on the Village Green

20. **Village Green Ownership (GS)**

21. **Correspondence (GS)**

21.1.Elm Grove

21.2.Church Meadow

22. **Public session for non-Agenda items**

23. **AOB.**