



Kingston Bagpuize with Southmoor
Parish Council
The Village Hall
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**ANNUAL MEETING OF THE PARISH COUNCIL
15 MAY 2023
6.30pm Swallow Room, Village Hall**

AGENDA

- 1. Election of chairman**
- 2. Election of vice chairman**
- 3. Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate.
- 4. Signing of declaration of acceptance of office in the presence of the clerk by members**
- 5. Distribution to councillors of register of interests form.**
- 6. Confirmation of committees and representatives, terms of reference and responsibilities:**
 - a. Finance Committee
 - b. Planning Committee
 - c. Recreational Facilities Committee
 - d. Burial Ground Committee
 - e. KBS News Liaison – responsibility: to liaise with KBS News to inform and promote latest parish council news, to provide precis of minutes of parish council meetings.
 - f. Civil Protection Officer.
 - g. Parish Public Transport Representative – to attend any relevant meetings at OCC that involve parish councils to represent the interests of parish public transport user.
 - h. Parish council representative for the elderly: to liaise with Age UK and local charities and groups for the elderly to represent their interests on the parish council.
 - i. Parish council representative for youth: to liaise with the school, scouts, brownies and other local groups and charities for the young to represent their interests on the parish council.
 - j. Parish council representatives on Sports Field Association.
 - k. Staffing committee, terms of reference provided for adoption by the council.
 - l. Remembrance Sunday committee – terms of reference to be agreed but in general to meet in September to agree all details and actions for the Remembrance Sunday arrangements.
 - m. Speeding working group

**ORDINARY MEETING OF THE PARISH COUNCIL
15 MAY 2023**

- 7. Reports from** District Councillor Cllr Jill Rayner and County Councillor Juliette Ash.
- 8. Public Participation: an adjournment of 20 minutes to allow the public to ask questions.**

9. **Approval of minutes of the meeting of 3 April 2023.**
10. **Clerk's report**
11. **Declarations of interest:**
12. **Planning Applications for consideration:**
 - a. **P23/V0947/HH**, 51 Laurel Drive Southmoor Abingdon OX13 5DJ, Proposed ground floor rear and side extension.
 - b. **P23/V0680/HH**, 2 South View Faringdon Road Southmoor Abingdon OX13 5AF, Removal of existing building and erection of a three bay garage with storage space above. Resubmission of P21/V2392/HH.
 - c. **P23/V0867/HH**, 3 Frax Close Kingston Bagpuise Abingdon OX13 5AZ, Single storey extension and remodelling of the front and rear elevations.
13. **Planning Applications results:**
 - a. **P23/V0607/HH** Niesen Faringdon Road Southmoor Abingdon OX13 5AF, Two storey side and single storey rear extension. Permission granted
 - b. **P23/V0584/HH**, 5 Acacia Gardens Southmoor Abingdon OX13, 5DEConstruction of rear dormer window to main roof and insertion of roof windows to existing kitchen extension, front porch and partial garage conversion
14. **Date for next Planning Committee meeting to be agreed**
15. **Bank signatories:** council to agree on four signatories who will authorise payments in accordance with the Financial Regulations with the bank mandate to be updated by the clerk.
16. **Councillor to be appointed for quarterly review and signing of bank reconciliations in accordance with Financial Regulations.**
17. **Council to acknowledge that a quarterly review and signing of the bank reconciliations was carried out in April by (former) Councillor Linda Pearce.**
18. **Accounts:** the council to approve payments presented by the clerk, and acknowledge receipts
 - a. **Payments**

Councillors provided with a list of payments for the month for approval which will be shown on the minutes of this meeting.

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
06/04/2023	BACs	Vale of White Horse DC	Precept, 1 st half	52,778.50
13/04/2023	BACs	Oxfordshire CC	Grant towards grass cutting	1,441.56
18/04/2023	BACs	J Godfrey & Sons	Burial ground fees	100.00
24/04/2023	BACs	Sports Field Associ	Repayment of gas bill	139.91
27/04/2023	BACs	HMRC	VAT refund 1 Dec-31 Mar	2,336.18
28/04/2023	BACs	Oxfordshire CC	County Cllr's priority fund towards Coronation event	150.00

19. Review of financial regulations.

20. Council to receive budget reports, bank reconciliation and end of year documents from the clerk for review and discussion

21. Asset Register review of additions and disposals

22. Date to be set for meeting of Finance Committee

23. Easement for right of access to soakaway on land at Orchard Gate: council to consider approval of granting rights of easement to OCC, document to be drawn up by solicitor – costs to be borne by David Wilson Homes (who omitted to put this in place before transfer to the parish council).

24. Next meetings:

Monday 22 May – Annual Parish Meeting, 7pm, Swallow Room

Monday 5 June

Monday 3 July