

Nuneham Courtenay Parish Council

<http://nunehamcourtenay.org.uk/>

The next meeting of Nuneham Courtenay Parish Council is at 7pm on Monday 21st June 2021 in Nuneham Courtenay Village Hall

Agenda

21/33 Apologies for absence

21/34 Declarations of interest

21/35 Public participation

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the councillor chairing the meeting.

A member of the public wishing to speak at a meeting of the Council shall alert the chairman of the meeting to their wish before the start of the meeting. Before speaking, any member of the public shall give their name.

A member of the public shall not speak for more than five minutes.

21/36 Approval of the minutes of the Council's 2021 Annual Meeting held on 4th May 2021. You can view the draft minutes on the Council's website here: [Minutes](#)

21/37 Co-option to fill vacancy

The Council will, if it wishes, co-opt an elector to fill the current vacancy. The new member will then sign a declaration of acceptance of office

21/38 County Councillor's report

You can view these on the Council's website here: [County Councillor's reports](#)

21/39 District Councillor's report

You can view these on the Council's website here: [District Councillor's reports](#)

21/40 Internal Auditor's Report 2020-21

The Council will receive the Internal Audit Report which forms page 4 of the Annual Governance and Accountability Return 2020-21 Part 2 and can be viewed here: [AGAR Report](#)

c/o 20a Harley Road, OXFORD, OX2 0HR
clerk@nunehamcourtenay.org.uk

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and the full report, which can be viewed here: [Full Report](#)

- 21/41 Certificate of Exemption from External Audit for 2020-21
The Council will decide whether to certify itself as exempt from a limited assurance review by an external auditor. The blank Certificate can be viewed here: [Certificate](#)
- 21/42 Planning Applications
The Council will consider its response to the planning applications below:
- a) 2 Rough Lodge Cottages, Nuneham Park: Demolish existing rear porch adjacent to the kitchen; Erect new single storey rear extension to create utility/WC; Renew all external doors/windows to existing property; Remove existing open porch to front elevation & fit new canopy with gallow brackets. [P21/S2358/HH] [Consultation deadline: Wednesday 30th June 2021] You can view the application here: [Application](#)
 - b) 17 Nuneham Courtenay: Alterations to existing domestic garage to provide a home working office with ancillary accommodation. [P21/S2448/HH] [Consultation deadline: Wednesday 7th July 2021] You can view the application here: [Garage](#)
- and any other planning application received in advance of the meeting
- 21/43 Corporate Governance Questionnaire 2020-21
The Council will note the Corporate Governance Questionnaire that was signed by the Chair and submitted to the Internal Auditor, which you can view here: [Questionnaire](#)
- 21/44 Finance
- a) Bank reconciliation to end May 2021
The Council will consider a bank reconciliation to the end of May 2021 presented by the Clerk as Responsible Financial Officer, which you can view here: [Bank Rec](#)
 - c) Budget monitoring report to end May 2021
The Council will consider a report presented by the Clerk as Responsible Financial Officer, which you can view here: [Monitoring Report](#)
 - d) Approval of payments sought including:
 - £318, Auditing Solutions Ltd, Internal Audit 2020-21

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e) Receipts

The Clerk will inform the Council of any receipts since the last ordinary meeting

- 21/45 Correspondence for information only – matters requiring a Council decision will appear elsewhere on the agenda
- 21/46 Financial Regulations
The Clerk recommends that the Council amend or adopt the latest version of the model Financial Regulations issued by the National Association of Local Councils which he has attempted to adapt to the circumstances of this parish. The Clerk's draft Financial Regulations can be viewed here: [Draft Regs](#)
- 21/47 Records Management and Retention Policy
The Council will approve a Records Management and Retention Policy. A draft policy prepared by the Clerk can be viewed here: [Records](#)
- 21/48 Business Continuity
The Council will consider a draft Business Continuity Policy drafted by the Clerk, which can be viewed here: [Policy](#)
- 21/49 Bank Mandate
The Council will either confirm or decide to amend the bank mandate, which currently includes the Chair, the Vice-Chair, Cllr Rigault and the Clerk
- 21/50 Playing Field
The Council will be updated regarding the Playing Field
- 21/51 Speeding and other Highways issues
The Council will be updated regarding speeding and other Highways issues in the parish
- 21/52 Conservation issues
The Council will be updated regarding conservation issues in the parish
- 21/53 Defibrillator
The Council will be updated regarding the automated external defibrillator installed on the outside of the Village Hall

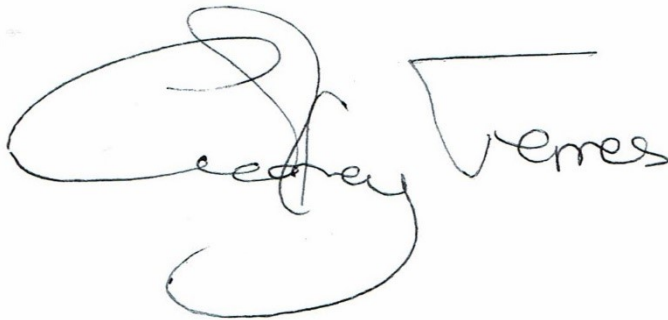
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- 21/54 Website
The Council will consider further whether to seek a gov.uk domain for its website and email addresses
- 21/55 Public transport
The Council will consider any public transport issues in the parish. The next meeting of Oxfordshire's Parish Transport Representatives is due to take place on Tuesday 6th July 2021

Reserved Business

- 21/56 Clerk contract
The Council will consider an amended contract for the Clerk based on the nationally recommended monthly minimum hours of 17½

A handwritten signature in black ink, appearing to read 'Sue Jones', written in a cursive style.

Parish Clerk
Sunday 13th June 2021