

Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

The annual meeting of Nuneham Courtenay Parish Council is to be held on Tuesday 7th May 2024 at 7pm in Nuneham Courtenay Village Hall

Agenda

24/1 Election of Chair for 2024-25

The Chair will then sign a declaration of acceptance of office.

24/2 Election of Vice-Chair for 2024-25

24/3 Apologies for absence

24/4 Declarations of interest

24/5 Approval of the minutes of the last ordinary Council Meeting held on 5th March 2024

You can view the draft minutes on the Council's website here: [Minutes](#).

24/6 Approval of the minutes of the extraordinary Council Meeting held on 17th April 2024

You can view the draft minutes on the Council's website here: [Minutes](#).

24/7 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.

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Other Annual Meeting Business

24/8 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.

24/9 Standing Orders

The Council will amend or re-adopt its Standing Orders. You can view the existing Standing Orders on the Council's website here: [Standing Orders](#).

24/10 Financial Regulations

The Council will amend or re-adopt its Financial Regulations. You can view the existing Financial Regulations on the Council's website here: [Financial Regs](#).

24/11 Code of Conduct

The Council will re-adopt the model Oxfordshire Code of Conduct, which you can view on the Council's website here: [Code](#).

24/12 Complaints Procedure

The Council will amend or re-adopt its Complaints Procedure. You can view the existing Complaints Procedure on the Council's website here: [Complaints](#).

24/13 Grants Policy

The Council will amend or re-adopt its Grants Policy. You can view the existing Grants Policy on the Council's website here: [Grants](#).

24/14 Employee Salary Procedure

The Council will amend or re-adopt its Procedure for the Payment of Salary of Council Employees. You can view the existing procedure on the Council's website here: [Salary](#).

24/15 Privacy Notice (and Data Protection Policy)

The Council will amend or re-adopt its Privacy Notice (and Data Protection Policy). You can view the existing Privacy Notice on the Council's website here: [Privacy](#).

24/16 Guide to Information and Schedule of Fees

The Council will amend or re-adopt its Guide to Information and Schedule of Fees. You can view the existing Guide to

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

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Information and Schedule of Fees on the Council's website here: [Guide](#).

24/17 Register of Assets

The Council will amend or approve a Register of Assets at the end of March 2024 put forward by the Clerk in his capacity as Responsible Financial Officer. You can view the Register of Assets on the Council's website here: [Register](#).

24/18 Financial Risk Assessment

The Council will amend or re-adopt its Financial Risk Assessment. You can view the existing Financial Risk Assessment on the Council's website here: [Risk](#).

24/19 Bank Mandate

The Council will either confirm or amend the bank mandate.

24/20 Standing Orders and Direct Debits

The Council will either confirm or cancel its existing variable direct debit agreement with the

- a) Information Commissioner's Office, annual registration fee (currently £35) – payment by direct debit currently attracts a £5 discount
- b) South Oxfordshire District Council, annual charge for garden waste bin located at churchyard (2023-24 £60).

24/21 Dates and venues for Ordinary Council Meetings 2024-25

The Council will agree the dates and venue(s) for Ordinary Council Meetings up to the next annual meeting in May 2025. You can view the proposals on the Council's website here: [Dates](#).

24/22 Roles and Responsibilities

The Council will, if it wishes, appoint one of its members as:

- a) Planning Champion
- b) Parish Transport Representative

and appoint any member to any other role it sees fit to create.

Audit 2023-24

24/23 End of Year Bank Reconciliation 2023-24

The Council will note the bank reconciliation at the end of the financial year 2023-24 presented by the Clerk in his capacity as

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Responsible Financial Officer, which you can view on the Council's website here: [Bank Rec](#).

- 24/24 Review of Systems of Internal Control 2023-24**
The Council will consider the Report of the Review of the Council's Systems of Internal Control for 2023-24, if received in time for the meeting.
- 24/25 Internal Auditor's Report 2023-24**
The Council will consider the Report of the Internal Auditor for 2023-24, if received in time for the meeting.
- 24/26 Certificate of Exemption from External Audit for 2023-24**
The Council will decide whether to certify itself as exempt from a limited assurance review by an external auditor for 2023-24. You can view the unsigned Certificate of Exemption on the Council's website here: [Certificate](#).

Other Urgent Business

- 24/27 County Councillor's report**
You can view these on the Council's website here: [County Councillor's reports](#).
- 24/28 District Councillor's report**
You can view these on the Council's website here: [District Councillor's reports](#).
- 24/29 Planning Applications**
The Council will consider its response to any planning application received in advance of the meeting.
- 24/30 Finance**
- a) Approval of payments sought including:
 - £51.80, Geoffrey Ferres, 2023-24 Q4 Clerk expenses.
 - b) Transfer from deposit account to current account
The Council will consider whether to make a transfer from its current account to its deposit account.
- 24/31 Informal consultation - Proposed changes to the road linking the A4074 to the B4015**
The Council will consider its response to the County Council's request for views on two alternative proposals for changes to

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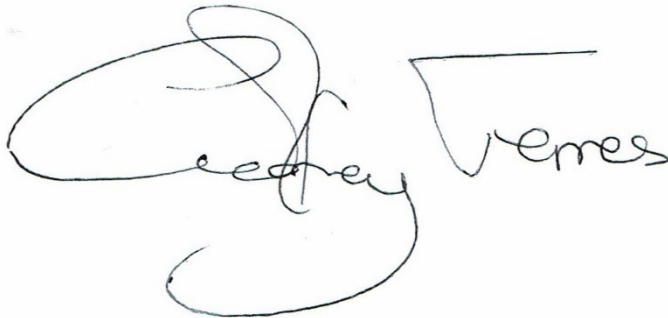
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the unnamed road connecting the A4074 to the B4015 Oxford Road, adjacent to the Golden Balls roundabout.

The County Council has also contacted Clifton Hampden Parish Council and the Thames Valley Police.

It says it is putting forward these proposals to improve highway safety on the A4074 by preventing southbound vehicles from turning right into the connecting road.

The County Council says comments will be taken into account when selecting the option to be developed and subjected to a formal consultation process.

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

Parish Clerk

Monday 29th April 2024