

## **Minutes of the 2025 annual meeting of Nuneham Courtenay Parish Council held on 6<sup>th</sup> May 2025 at the Village Hall**

The Chair opened the meeting at 7.41pm.

Parish Councillors present: John Peters, Judy Eden, Madhvi Saini and Mandy Rigault (Chair).

In attendance: Geoffrey Ferres (Clerk).

### **25/1 Election of Chair for 2025-26**

The Council **elected** Cllr Mandy Rigault, who then signed a declaration of acceptance of office.

### **25/2 Election of Vice-Chair for 2025-26**

The Council **elected** Cllr John Peters.

### **25/3 Apologies for absence**

None.

### **25/4 Declarations of interest**

None.

### **25/5 Minutes of the last ordinary Council Meeting**

The Clerk amended Council **approved** the minutes of the Council Meeting held on 4<sup>th</sup> and 11<sup>th</sup> March 2025, and the Chair then signed them and initialled each page.

**Actions: Clerk to publish signed minutes on Council's website**

### **25/6 Public participation**

None.


## **Other Annual Meeting Business**

### **25/7 Co-option to fill vacancy**

The Council **agreed** to defer the matter to a future meeting.

### **25/8 Code of Conduct**

The Council **re-adopted** the existing Oxfordshire model Code of Conduct without amendment.

Initialled: 

Thursday 11th September 2025

**25/9 Complaints Procedure**

The Council **re-adopted** its existing Complaints Procedure without amendment. **Action: Clerk to update Council's website**

**25/10 Grants Policy**

The Council **re-adopted** its existing Grants Policy without amendment. **Action: Clerk to update Council's website**

**25/11 Employee Salary Procedure**

The Clerk informed the Council that its existing Procedure for the Payment of Salary of Council Employees requires amendment due to the adoption of new Financial Regulations at its last meeting. The Council **agreed** to the Clerk's recommendation to defer this item to a future meeting. **Action: Clerk**

**25/12 Privacy Notice (and Data Protection Policy)**

The Council **re-adopted** its existing Privacy Notice (and Data Protection Policy) without amendment. **Action: Clerk to update Council's website**

**25/13 Guide to Information and Schedule of Fees**

The Council **re-adopted** its existing Guide to Information and Schedule of Fees without amendment. **Action: Clerk to update Council's website**

**25/14 Register of Assets**

The Council **approved** an updated Register of Assets put forward by the Clerk in his capacity as Responsible Financial Officer.

**25/15 Bank Mandate**

The Council **agreed** that the Chair, the Vice-Chair, Cllr Madhvi Saini and the Clerk should continue to be signatories.

**25/16 Standing Orders and Direct Debits**

The Council **confirmed** its existing annual variable direct debit agreement with the Information Commissioner's Office for the annual fee.

**25/17 Dates and venues for Ordinary Council Meetings 2025-26**

The Council provisionally **agreed** to hold its next ordinary meeting on Tuesday 17<sup>th</sup> June 2025, the ordinary meeting following on Tuesday 16<sup>th</sup>

Initialled:

AMR.

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September and **approved** the other dates proposed by the Clerk for Ordinary Council Meetings up to the next annual meeting in May 2026.

## **25/18 Roles and Responsibilities**

The Council **appointed**:

- a) Cllr Madhvi Saini as its Parish Transport Representative
- b) The Vice-Chair as its usual representative on the Trustees of the Nuneham Courtenay Sports and Playing Field Association.

## **Audit 2024-25**

### **25/19 End of Year Bank Reconciliation 2024-25**

The Council **agreed** to defer this item to the next meeting.

### **25/20 Review of Systems of Internal Control 2024-25**

The Council appointed Cllr Judy Eden to carry out the review.

**Action: Clerk and Cllr Judy Eden**

### **25/21 Internal Auditor's Report 2024-25**

The Council **agreed** to defer this item to the next meeting as the Internal Audit has not yet begun.

### **25/22 Certificate of Exemption from External Audit for 2024-25**

The Council **agreed** to defer this item to the next meeting.

## **Other Urgent Business**

### **25/23 County Councillor's report**

None.

### **25/24 District Councillor's report**

None.

### **25/25 Planning Applications**

- a) 5 Nuneham Courtenay: Remove internal wall and ground-floor chimney breast; install new rear French doors and two rear windows; driveway and drop kerb. [P25/S1049/LB and P25/S1315/FUL]  
[Consultation deadline: Thursday 22<sup>nd</sup> May 2025]  
The Council **agreed** not to submit any comments.

Initialled:

AMR.

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## 25/26 Finance

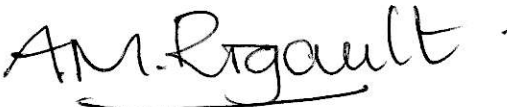
The Council **approved** the following payments:

- £145.32, Parochial Church Council Marsh Baldon, share of net cost of Newsletter for 2025
- £66.30, Geoffrey Ferres, 2024-25 Q4 Clerk expenses
- £75.00, South Oxfordshire District Council, garden waste bin annual fee
- £49.00, Oxfordshire Playing Fields Association, annual subscription.

The Chair and Vice-Chair signed the payments and initialled the supporting paperwork.

**Action: Clerk to send payments to Marsh Baldon PCC, SODC and OPFA**

The meeting closed at 8.30pm

Signed: 

Date: Thursday 11<sup>th</sup> September 2025

Initialled:

Thursday 11th September 2025