

Nuneham Courtenay Parish Council

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

The next meeting of Nuneham Courtenay Parish Council is to be held on Thursday 11th September 2025 at 7.30pm in Nuneham Courtenay Village Hall

Agenda

25/27 Apologies for absence

25/28 Declarations of interest

25/29 Approval of the minutes of the annual last meeting held on 6th May 2025

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

25/30 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.

25/31 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.

Business deferred from the Annual Meeting

25/32 Employee Salary Procedure

The Council will consider the draft of a new Procedure for the Payment of Salary of Council Employees put forward by the Clerk. You can view the new procedure [here](#) and the existing procedure on the Council's website here: [Salary](#).

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Audit 2024-25

25/33 End of Year Bank Reconciliation 2024-25

The Council will note the bank reconciliation at the end of the financial year 2024-25 presented by the Clerk in his capacity as Responsible Financial Officer, which you can view on the Council's website [here](#).

25/34 Review of Systems of Internal Control 2024-25

The Council will consider the Review of the Council's Systems of Internal Control for 2024-25 that was carried out by Cllr Judy Eden with the Parish Clerk, the report of which you can view on the Council's website [here](#).

25/35 Internal Auditor's Report 2024-25

The Council will consider the Internal Audit Report which forms page 4 of the Annual Governance and Accountability Return 2024-25 Part 2 and which you can view on the Council's website [here](#).

and the full report, which you can view on the Council's website [here](#).

25/36 Annual Governance Statement 2024-25

The Council will approve its responses to the Annual Governance Statement 2024-25. You can view a blank copy on the Council's website [here](#).

25/37 Management Accounts 2024-25

The Council will consider the unaudited Management Accounts for 2024-25 presented by the Clerk in his capacity as Responsible Financial Officer, which you can view on the Council's website [here](#).

25/38 Reserves

The Council will approve the Breakdown of Reserves held at the end of 2024-25 presented by the Clerk in his capacity as Responsible Financial Officer, which you can view on the Council's website [here](#).

25/39 Accounting Statements 2024-25

The Council will consider the unaudited Accounting Statements for 2024-25 presented by the Clerk in his capacity as Responsible Financial Officer, which you can view on the Council's website [here](#).

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25/40 Certificate of Exemption from External Audit for 2024-25

The Council will decide whether to certify itself as exempt from a limited assurance review by an external auditor for 2024-25. You can view a blank copy on the Council's website [here](#).

Other Business

25/41 County Councillor's report

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

25/42 District Councillor's report

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

25/43 Planning Applications

The Council will consider its response to the planning consultations below:

- a) 39 Nuneham Courtenay: Internal demolition of dining room wall to hallway wall, demolition of hallway to kitchen wall, relocation of stairs. [P25/S2636/LB] [Consultation deadline: Thursday 25th September 2025] You can view the application here: [39 Nuneham Courtenay](#).

and any other planning application received in advance of the meeting, and be updated regarding planning matters, including the Oxfordshire Minerals and Waste Local Plan

25/44 Finance

- a) Bank reconciliation to end August 2025

The Council will consider a bank reconciliation for the first five months of the financial year presented by the Clerk as Responsible Financial Officer, which you can view on the Council's website [here](#).

- b) Budget monitoring report to end August 2025

The Council will consider a budget monitoring report covering the first five months of the financial year presented by the Clerk as Responsible Financial Officer, which you can view on the Council's website [here](#).

- c) Ratification of the following payments made since the last meeting:

- £690.00, Bibby Commercial Finance Ltd, Playing Field first and second cuts

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- £681.70, Geoffrey Ferres, Clerk net pay 2025-26 Q1
- £72.20, HMRC, PAYE tax deducted 2025-26 Q1
- £330.00, Parish Council Websites, annual hosting
- £96.00, Moore, External Auditor, first two reminder letters
- £90.00, Bibby Commercial Finance Ltd, Playing Field July maintenance.

d) Approval of payments sought including:

- £48.30, Geoffrey Ferres, 2025-26 Q1 Clerk expenses
- £90.00, Bibby Commercial Finance Ltd, Playing Field August 2025 maintenance
- £630.00, Auditing Solutions Ltd, Internal Audit 2024-25
- £344.50, Nuneham Courtenay Village Hall, hire of Village Hall since March 2024.

e) Receipts

The Council will note the following receipts since the last ordinary meeting in March 2025:

- £88.66, Barclays, quarterly deposit account interest March 2025
- £3,660.00, South Oxfordshire District Council, precept – first half
- £118.27, HMRC, VAT refund 2024-25 Q2 Q3 Q4
- £75.15, Barclays, quarterly deposit account interest June 2025
- £115.00, HMRC, VAT refund 2025-26 Q1
- £3,660.00, South Oxfordshire District Council, precept – second half.

25/45 Correspondence

The Clerk will present correspondence for information only – matters requiring a Council decision will appear elsewhere on the agenda.

25/46 Community Governance Review

The Council will consider whether to make a submission to South Oxfordshire's current Community Governance Review.

25/47 Insurance

The Council will consider the renewal of its insurance, which falls due at the beginning of November.

25/48 Council laptop

The Council will consider purchasing a replacement for its laptop computer purchased almost 15 years ago for £314 which

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runs on Windows 10, for which Microsoft is about to withdraw support.

25/49 Conservation issues

The Council will consider conservation issues in the parish, including All Saints Church and the former Harcourt Arms/Cockadoo, and will be updated regarding the Village Guide.

25/50 Playing Field

The Council will be updated regarding the Playing Field and will consider any request for financial assistance with its return to use.

25/51 Council Website

The Council will agree the hosting of its domain now that HCI Data Ltd has decided to cease hosting gov.uk domains.

25/52 Solar Farms: Community Benefit

The Council will discuss a proposal from The Baldons Parish Council for the two parish councils to request that Verdant Energy enter into a community partnership arrangement.

25/53 Community Safety

The Council will discuss any actions it could take, including the possible establishment of a Neighbourhood Watch group.

25/54 Speeding and other Highways issues

The Council will be updated regarding speeding and other Highways issues in the parish.

25/55 Annual Parish Meeting 2025

The Council will note the draft minutes of the Annual Parish Meeting for 2025, which you can view on the Council's website [here](#).

25/56 Flooding

The Council will discuss any actions it wishes to take to deal with the risk of flooding, including the recruitment of one or more Volunteer Flood Wardens.

25/57 Public Transport

The Council will be updated regarding any public transport issues and will consider any issues to raise at the next

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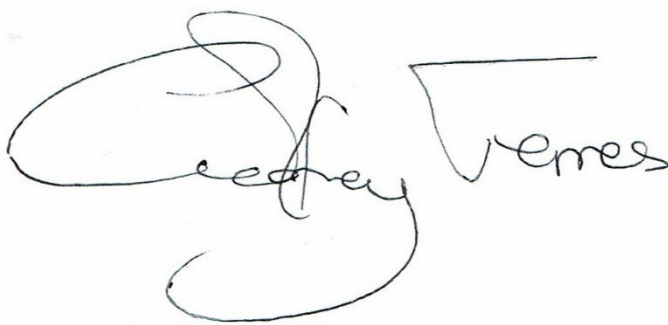
Oxfordshire Parish Transport Representatives meeting on
Tuesday 18th March 2026.

25/58 Defibrillator

The Council will be updated regarding the automated external defibrillator installed outside the Village Hall.

25/59 Business Continuity

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

A handwritten signature in black ink, appearing to read 'Geoffrey Ferres', is written over a large, light grey diagonal watermark that says 'draft'.

Geoffrey Ferres
Parish Clerk

Wednesday 10th September 2025