

Minutes of the 2026 annual meeting of Nuneham Courtenay Parish Council held on 5th May 2026 at the Village Hall

The Chair opened the meeting at 7.37pm.

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

Also present: Cllr Robin Jones (OxonCC) and one parishioner.

In attendance: Geoffrey Ferres (Clerk).

26/1 Election of Chair for 2026-27

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

26/2 Election of Vice-Chair for 2026-27

The Council **unanimously elected** Cllr John Peters.

26/3 Apologies for absence

Cllr Judy Eden.

26/4 Declarations of interest

None.

26/5 Minutes of the last ordinary Council Meeting

The Council **unanimously approved** the minutes of the Council Meeting held on 3rd March 2026, and the Chair then signed them and initialled each page.

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

26/6 Minutes of the extraordinary Council Meeting held on 16th March 2026

The Council **unanimously approved** the minutes of the Council's extraordinary meeting held on 16th March 2026, and the Chair then signed them and initialled each page.

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

26/7 Public participation

None.

Initialled:

AMR

Tuesday 7th July 2026

Other Annual Meeting Business

26/8 Co-option to fill vacancy

The Council **unanimously agreed** to co-opt Rowan Fenn, who then signed a Declaration of Acceptance of Office.

26/9 Standing Orders

The Council **unanimously re-adopted** its existing Standing Orders without amendment. **Action: Clerk to update Council's website**

26/10 Financial Regulations

The Council **unanimously re-adopted** its existing Financial Regulations without amendment. **Action: Clerk to update Council's website**

26/11 Code of Conduct

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

26/12 Accessibility Statement

The Council **agreed** to the Clerk's request to defer the matter to a future meeting.

26/13 Business Continuity Policy

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

26/14 Complaints Procedure

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

26/15 Employee Salary Procedure

The Council **agreed** to the Clerk's recommendation to defer this item to a future meeting.

26/16 Grants Policy

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

Initialled:

AME

Tuesday 7th July 2026

26/17 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

26/18 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

26/19 Register of Assets

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

26/20 Bank Mandate

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

26/21 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.

26/22 Dates and venues for Ordinary Council Meetings 2026-27

The Council **approved** the dates proposed by the Clerk for Ordinary Council Meetings up to the next annual meeting in May 2027.

26/23 Roles and Responsibilities

The Council **appointed**:

- a) Cllr Rowan Fenn as Planning Champion
- b) Cllr Madhvi Saini as its Parish Transport Representative
- c) Cllr Rowan Fenn as its usual representative on the Trustees of the Nuneham Courtenay Sports and Playing Field Association.

Audit 2025-26

26/24 Annual Governance Statement 2025-26

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

Initialled:

AMR

Tuesday 7th July 2026

26/25 Internal Auditor's Report 2025-26

The Council **agreed** to defer this item to a future meeting as it has not yet received the Internal Auditor's report.

26/26 Management Accounts 2025-26

The Council **noted** the unaudited Management Accounts for 2025-26 presented by the Clerk in his capacity as Responsible Financial Officer.

26/27 Accounting Statements 2025-26

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

26/28 End of Year Bank Reconciliation 2025-26

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

26/29 Review of Systems of Internal Control 2025-26

The Council **agreed** to ask Cllr Judy Eden to carry out the review.

Action: Clerk and Cllr Judy Eden

26/30 Certificate of Exemption from External Audit for 2025-26

The Council **agreed** to certify itself as exempt from a limited assurance review by an external auditor for 2025-26. The Chair and the Clerk then signed the Certificate of Exemption.

Actions for Clerk: publish signed Certificate of Exemption on Council's website; send copy to External Auditor

Other Urgent Business

26/31 County Councillor's report

Cllr Robin Jones introduced his latest report, which he had sent to the Clerk earlier today. **Action: Clerk to publish on Council's website**

26/32 District Councillor's report

None.

26/33 Planning Applications

None.

26/34 Finance

The Council **approved** the following payments:

- £33.20, Geoffrey Ferres, 2025-26 Q4 Clerk expenses
- £77.46, HMRC, PAYE tax deducted 2025-26 Q4

Initialled:

AMR

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- £90.00, Bibby Commercial Finance Ltd, Playing Field July maintenance
- £116.00, Society of Local Council Clerks annual membership subscription 2026-27.

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

Action: Clerk to send cheques to Bibby and SLCC, and make payment to HMRC

26/35 Highways

The Council discussed acquiring a Vehicle Activated Sign and establishing a baseline for air quality before the impact of the Housing Infrastructure Fund road.

Questions were raised about the installation of new, taller poles at the bus stops. Concerns were expressed about the limitations of the recent resurfacing of the A4074 in the village.

ANR

The meeting closed at 9.03pm.

Signed: *AM Rigault*

Date: Tuesday 7th July 2026

Initialled:

Tuesday 7th July 2026