

# Notice of a Meeting of the East Challow Parish Council

Wednesday 21<sup>st</sup> June 2023 at 19:30, East Challow Village Hall

All Councillors are summoned to a Meeting of East Challow Parish Council.

Members of the public and press are invited to attend all council meetings.  
(Public Bodies (Admission to Meetings) Act 1960)

## **Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)**

*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.*

## **AGENDA**

### **1. To receive apologies for absence. [LGA 1972 s85(1)]**

### **2. Declarations of Interests [LA 2011 s31]**

2.1. To receive declarations of interest for items on this agenda

*Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)*

2.2. To consider requests for Dispensations [LA 2011 s33]

### **3. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]**

3.1. Meeting held on 17<sup>th</sup> May 2023

3.2. Matters arising from the minutes not elsewhere on the agenda.

### **4. Chairman's Announcements**

### **5. Staffing Matters**

### **Appendix A**

5.1. To approve splitting the Role of Clerk and Responsible Financial Officer (RFO)

5.2. To approve using the NALC model contract for both positions, updated for 3 months' notice period and 6 months' probation period.

5.3. To approve Clerk Job Description, scale point, hours and advert.

5.4. To approve Responsible Financial Officer Job Description, scale point and hours.

5.5. To consider a proposal to appoint L White as RFO, effective 22<sup>nd</sup> June 2023 or advertise the position.

5.6. Subject to the decision regarding item 5.5, to consider approving additional hours for the RFO to support the Chairman in completing the duties of the Clerk until such time as one is appointed, maximum 10 hours per week, including RFO duties.

5.7. To approve uplift to the salary of the Litter Picker to Nation Living Wage.

5.8. To approve purchase of 2-off laptops, maximum budget £650 per machine for Clerk and RFO

5.9. To approve purchase of 1-off smart phone for the Clerk, maximum budget £250

- 5.10. To approve purchase of Microsoft Office 365, £80 per year, ongoing cost.
- 5.11. To approve SLCC membership for the Clerk on appointment, maximum budget £100.

## 6. Governing Documents

- 6.1. To approve updated Standing Orders, to the latest NALC Standard **Appendix B**
- 6.2. To approve updated Financial Regulations, to the latest NALC Standard **Appendix C**
- 6.3. To approve updated Code of Conduct, to the latest VoWHDC Standard **Appendix D**
- 6.4. To approve the Risk Register 2023, suitable for use for the 2023/24 year **Appendix E**
- 6.5. To approve communications and media policy, and approve approach to Parish Council Facebook presence. **Appendix F**
- 6.6. Grants Policy **Appendix G**

## 7. Finance 2021-2022

**Appendix H**

- 7.1. To receive the External Auditor Report, and agree actions
- 7.2. To approve Notice of Conclusion of Audit, including inspection during July and August 2023 by appointment.

## 8. Finance 2022-2023

**Appendix I**

- 8.1. To re-approve the Payments and Receipts Lists for the entire FY 2022/23, after corrections by the Locum Clerk & RFO in preparing the Accounts for Audit
- 8.2. To approve transfer from general reserves to earmarked reserves to remove negative reserves.
  - Transfer £190.29 to “IT Support” and £6215.90 to “Neighbourhood Plan”
- 8.3. To note the reconciled bank accounts as of 31<sup>st</sup> March 2023.
- 8.4. To review and approve the Asset Register as of 31<sup>st</sup> March 2023.
- 8.5. To approve the annual accounts for 2022/2023, including:
  - variances report
  - reserves balances
  - budget variations
  - cash and investment reconciliation – Bank Summary
- 8.6. To receive the Internal Audit report, consider recommendations and agree actions.
- 8.7. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2022/2023
- 8.8. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2022/2023
- 8.9. To approve the dates for the public rights of inspection: 23<sup>rd</sup> June – 03<sup>rd</sup> August 2023, being 30 working days including the first 10 working days of July.
- 8.10. To approve the CIL Report

## 9. Finance 2023-2024

Appendix J

- 9.1. To approve the payments lists for April, May & June 2023
- 9.2. To note the receipts lists for April and May 2023.
- 9.3. To note the reconciled bank accounts for 30<sup>th</sup> April and 23<sup>rd</sup> May 2023 (latest bank statement)
- 9.4. To consider spend to date, and if thought fit approve the fully updated Budget for FY 2023/2024, including lines for income and updated cost codes.
- 9.5. To approve updates to the bank mandate, and consider approving to use online banking for transactions, with two Councillor authentication.

## 10. To receive reports from District and County Councillors

- 10.1. Oxfordshire Council Councillor
- 10.2. Vale of White Horse District Councillor

Appendix K

Appendix L

## 11. Planning, to agree response to requests for consultation on applications:

- 11.1. P23/V0488/HH - Windmill House, Ickleton Road, East Challow, Wantage, OX12 9JB - **AMENDED**  
*Proposed New Outbuilding comprising garden store, well being fitness studio and home office/ leisure space (amended plan received 26 May 2023)*  
**ECPC Previous Response: NO OBJECTION**
- 11.2. P23/V1145/HH - Field View, Canal Farm Lane, East Challow, Wantage, OX12 9YQ  
*Single storey extension.*  
**To approve the response submitted on 12<sup>th</sup> June:** East Challow Parish Council notes that modifications have been made to the plans for this single storey extension, therefore registers a response of no objection to this proposal.

## 12. To consider a flood alleviation proposal adjacent to LJ & CA Cannings on Common Land LC98

## 13. Standing Agenda Items, to receive update and agree actions

- 13.1. Parish Cemeteries
- 13.2. Traffic / Highways including
  - 20 is plenty
  - Speedwatch
  - HGV's using Vicarage Hill
- 13.3. Neighbourhood Plan
- 13.4. Grounds Maintenance
- 13.5. Public Art (Cllr Hayes)
- 13.6. St Nicholas School Governor (Cllr Hayes)
- 13.7. Waste Recycling (Cllr Barrow)
- 13.8. The Mission – Update Parish Council
- 13.9. Recreation Area – Pavilion Project

## 14. Matters for Future Discussion

## 15. To agree list of items from this meeting to be included in the next edition of Challow News

## 16. To agree date of the next meeting: 12<sup>th</sup> July 2023