

Notice of a Meeting of the East Challow Parish Council

Wednesday 11th October 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 21st June 2023
 - 3.2. Meeting held on 12th July 2023
 - 3.3. Meeting held on 13th September 2023
 - 3.4. Matters arising from the minutes not elsewhere on the agenda.
- 4. Chairman's Announcements**
- 5. Staffing Matters**
 - 5.1. To approve appointing Jane Smith as Clerk and Proper Officer of the Council, 6 hours per week SCP 18, 6 month probationary period.
 - 5.2. To approve updating bank mandate for Co-operative, and new Unity Trust accounts to include the new Clerk, to setup payments and as a signatory for emergency payments only, if two Cllr signatories are not available.
 - 5.3. To approve updating address for all council correspondence to the Clerk's home address OR approve setting up a PO Box, budget £400 per 12 months.
 - 5.4. To note the resignation of the Responsible Financial Officer (RFO), effective 13th October 2023.
 - 5.5. To approve offering the position of RFO to the Clerk, or advertising for a replacement RFO.
 - 5.6. Should the Clerk not wish to take on the Role of RFO, approve advertising for the position of RFO, SCP18, 2 hours per week.

6. Councillor Vacancy

- 6.1. To note the resignation of Cllr S Terry and that the vacancy has been advertised.
- 6.2. Subject to confirmation that no election has been called on 20th October, to approve advertising the vacant seat.
- 6.3. To approve which councillor will be responsible for the defibrillator going forward and consider actions regarding there being no green light in the case.

7. To receive reports from District and County Councillors

- 7.1. Oxfordshire Council Councillor **Appendix A**
- 7.2. Vale of White Horse District Councillor **Appendix B**

8. Planning

To note planning authority decisions on applications:

- 8.1. P23/V1689/HH - 14 Meadow Court, East Challow, Wantage, OX12 9WQ - **GRANTED**
Conversion of existing car port to an en-suite bedroom and enclosing a walkway to provide a hallway and home office.
ECPC Response: NO OBJECTIONS – Check for legal covenant.

9. To update the flood alleviation proposal adjacent to LJ & CA Cannings on Common Land CL98

10. Finance 2023-2024

Appendix C

- 10.1. To note Barclays have closed our account, sending a cheque for the outstanding balance.
- 10.2. To approve not closing the Co-operative account yet and use the cheque from the account closure of the Barclays account as the opening balance at Unity Trust.
- 10.3. To approve the payments lists for October 2023
- 10.4. To note the receipts lists for September 2023.
- 10.5. To note the reconciled bank accounts for 25th September 2023 (latest bank statements)
- 10.6. To complete the quarterly budget review and approve proposed updates.

11. Finance 2024-2025

Appendix C

- 11.1. To approve budget for 2024-2025 and approve precept request of £45,950.
- 11.2. To approve updating the account for the precept to be paid in to, to the Unity Trust Account, if open when the paperwork is completed.

12. To approve attendance at training courses and budget for Councillors and Staff

Appendix D

Added to the agenda again as no decision was made at the last meeting.

13. Noticeboards

- 13.1. To approve removing the Noticeboard at the top of Sarajac Avenue for refurbishing it. To approve sending letter of thanks to the resident who has offered to refurbish it, for the cost of materials only. Approve budget of a maximum of £300 for materials.
- 13.2. To approve applying for CCllr Priority Funding for the legs and installation of the already purchased noticeboard for the new housing estate, maximum budget £1000, exact cost to be detailed on application form.

14. Parish Clock at Church

- 14.1. To approve sending payment of £250 for this year, noting OALC and RFO advice there is no legal power to do so.

15. Warm Spaces Project

- 15.1. To approve the full scope of the Warm Spaces Project and approve budget. **Appendix E**

16. To consider a proposal for a new waste bin to replace the one opposite Goodlake House & approve budget.

17. Standing Agenda Items, to receive update and agree actions

17.1. Parish Cemeteries

17.2. Traffic / Highways including

- HGV's using Vicarage Hill – Update from DCllr.
- Speed Indicator Displays (SID's) update on installation required
- Speed of vehicles on B4507 Wantage to Childrey road

17.3. Grounds Maintenance

17.4. Public Art

- To receive the draft planning application for the Public Art and approve suitable for submission, approve to pay planning portal costs – likely less than £400, but subject to calculation on application. **Appendix F**

17.5. Recreation Areas

- Pavilion Project update
- Consider further actions regarding the RoSPA report as presented at the last meeting.

18. To receive Correspondence and agree actions or approve response

- 18.1. To approve response to request regarding water source at the cemetery **Correspondence 1**

19. Matters for Future Discussion

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

- Parish Councillor Vacancy

21. To agree date of the next meeting: 8th November 2023