

South Hinksey Parish Council

<https://southhinksey.org/parish-council/>

The 2019 Annual Meeting of the Council is on
Monday 20th May 2019 at 7.30pm
at **South Hinksey Village Hall**

Agenda	Led by	Time	Paper
<u>Procedural items</u>			
19/1. Election of Chairman and Vice-Chairman for 2019-20 The Council will elect the Chairman and Vice-Chairman for the coming year	Outgoing Chairman	7:30	Verbal
19/2. Declarations of Acceptance of Office The Chairman and Vice-Chairman will sign declarations of acceptance of office	Clerk	7:35	Verbal
19/3. Apologies	Chairman	7:40	Verbal
19/4. Vacancies The Council will, if it wishes, co-opt up to two eligible individuals to fill the two vacancies on the Council following the 2019 elections	Chairman	7:40	Verbal
19/5. Declarations of interest Members will declare interests in agenda items that accord with the adopted Code of Conduct, and consider dispensation requests. This does not preclude any later declarations	Chairman		Verbal
19/6. Public questions, comments or representations The Council will receive any comments or questions from members of the public. Individual comments should not exceed five minutes	Chairman	7:50	Verbal
19/7. Minutes of the April 2019 meeting The Council will review and approve the minutes of the last Council meeting, which can be viewed here: https://shinksey.files.wordpress.com/2019/04/2019-0401-shpc-draft-minutes.pdf	Chairman	7:55	Link

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Annual business items

19/8. End year Bank Reconciliation 2018-19 The Council will approve the year end bank reconciliation for 2018-19, which has been checked and signed by Cllr Goodhead and can be viewed here: https://shinksey.files.wordpress.com/2019/04/end-year-bank-rec.pdf	Cllr Goodhead	8:00	Link
19/9. Annual Review of System of Internal Controls The Council will consider the report of the annual review of its system of internal controls conducted by Cllr Goodhead	Cllr Goodhead	8:05	Link
19/10. Annual Governance Questionnaire The Council will consider the Chairman's Annual Governance Questionnaire	Chairman	8:10	Link
19/11. Standing Orders The Council will amend or readopt its Standing Orders, which can be viewed here: https://shinksey.files.wordpress.com/2012/03/standing-orders-2017-signed.pdf	Chairman	8:15	Link
19/12. Financial Regulations The Council will amend or readopt its Financial Regulations, which can be viewed here: https://shinksey.files.wordpress.com/2019/04/financial-regs-as-amended-dec-2018.pdf	Chairman	8:20	Link
19/13. Code of Conduct The Council will amend or readopt its Code of Conduct, which can be viewed here: https://shinksey.files.wordpress.com/2012/03/code-of-conduct-june-2012.pdf	Chairman	8:25	Link
19/14. Allowances The Council will consider whether to introduce allowances. A report circulated by Vale of White Horse District Council in February 2017 can be viewed here:	Chairman	8:30	Link

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<https://shinksey.files.wordpress.com/2012/03/vowhdc-parish-allowances-feb-2017.pdf>

19/15. Privacy Notice and Data Protection Policy

The Council will amend or readopt its Privacy Notice and Data Protection Policy, which can be viewed here:

<https://shinksey.files.wordpress.com/2018/01/privacy-notice-dec-2017-signed.pdf>

Chairman

8:40

[Link](#)

19/16. Guide to Information and Schedule of Fees

The Council will amend or readopt its Guide to Information and Schedule of Fees, which can be viewed here:

<https://shinksey.files.wordpress.com/2019/04/20180514-guide-to-info-and-sch-of-fees-signed.pdf>

Chairman

8:45

[Link](#)

19/17. Burial Ground Rules and Regulations

The Council will amend or readopt the Rules and Regulations for its burial ground, which can be viewed here:

<https://shinksey.files.wordpress.com/2012/03/burial-ground-rules-march-2017.pdf>

Chairman

8:50

[Link](#)

19/18. Records Management and Retention Policy

The Council will amend or readopt its Records Management and Retention Policy, which can be viewed here:

<https://shinksey.files.wordpress.com/2019/04/20180604-records-mgt-retention-signed.pdf>

Chairman

8:55

[Link](#)

19/19. Complaints Procedure

The Council will amend or readopt its Complaints Procedure, which can be viewed here:

<https://shinksey.files.wordpress.com/2012/03/complaints-procedure-updated.pdf>

Chairman

9:00

[Link](#)

19/20. Grant Award Policy and Procedures

The Council will amend or readopt its Grant Award Policy and Procedures, which can be viewed here:

<https://shinksey.files.wordpress.com/2019/04/20180604-grants-policy-procedures-signed.pdf>

Chairman

9:05

[Link](#)

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19/21. Bank mandate The Council will approve changes to the bank mandate	Chairman	9:10	Verbal
19/22. Annual subscriptions The Council will decide whether to renew its annual subscriptions to the following: a) Oxfordshire Association of Local Councils, £115.81 + VAT b) Oxford Green Belt Network, £15	Chairman	9:20	Verbal
19/23. Election of representatives The Council will appoint, if it wishes, the following: a) Planning Champion b) Community Action Group representative c) Parish Transport Representative d) Botley Traffic Advisory Committee representative	Chairman	9:25	Verbal
19/24. Election of committees The Council will appoint such committees as it wishes and appoint whomsoever it wishes to be a member of any committee	Chairman	9:30	Verbal
19/25. Risk assessment The Council will amend or approve the Risk Assessment, last approved by the previous Council at its meeting in December 2018, which can be viewed here: https://shinksey.files.wordpress.com/2018/11/risk-assessment-december-2018.pdf	Chairman	9:45	Link
19/26. Register of assets The Council will amend or approve the Asset Register	Cllr Goodhead	9:50	Attached
19/27. Insurance The Council will agree its insurance cover for the twelve months commencing 1st June 2019. The cost of renewing the current policy is £280.03 (including £30 Insurance Premium Tax).	Clerk	9:55	Attached

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Regular business items

19/28. Matters arising – April 2019 meeting

The Council will be updated on action points arising from the previous Council meeting

Chairman 10:00 Verbal

19/29. Finance – payments and receipts

The Council will review and authorise the payments below:

a) BBOWT, £275.85, management of Community Woodland

b) Community Heartbeat Trust (Solutions) Ltd, £211.20, replacement defibrillator battery

c) South Hinksey Village Hall, £26.00, hire for Annual Parish Meeting

and any others arising since the last Council meeting and be informed of all receipts

Clerk 10:05 Verbal

19/30. County Councillor's report

County Cllr 10:10 Verbal

19/31. District Councillors' report

Cllr Debby Hallett and Cllr Emily Smith, Vale of White Horse councillors for Botley and Sunningwell ward, usually publish a monthly report to parish councils which can be viewed here:

<http://cllrdebbyhallett.com/district-councillor-reports/>

District Cllrs 10:15 Link

19/32. Planning applications

The Council will agree its response to the planning applications below and any others received in advance of the meeting:

a) 33 Manor Road: installation of timber-framed garden room [P19/V0845/HH] [Consultation deadline: Saturday 4th May 2019]. Details of the application can be viewed here:

<http://www.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P19/V0845/HH>

b) Bagley Edge, Badger Lane: provision of two-storey extension to north-eastern elevation

Chairman 10:20 Links

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following removal of existing single-storey extensions to the north-west and north-east elevations [P19/V0701/HH] [Consultation deadline: Sunday 12th May 2019]. Details of the application can be viewed here:

<http://www.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P19/V0701/HH>

- c) Dorking House, Badger Lane: Certificate of Lawful Use – revision of P17/V0176/LDP to alter the proposed garage's orientation on site [P19/V0956/LDP] [Not subject to public consultation]. Details of the application can be viewed here:

<http://www.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P19/V0956/LDP>

19/33. Correspondence

The Council will receive all correspondence for information only. Correspondence requiring a Council decision will be listed separately below

Clerk 10:35 Verbal

19/34. Burial ground matters

The Council will consider the future management of the burial ground, including deciding whether to:

- commission another memorial inspection
- approve an application to hold a picnic and wildflower hunt at the burial ground
- approve the sale of a plot to a non-parishioner

Clerk 10:40 Attached

19/35. Defibrillator

The Council will decide whether to approve a report from the Clerk, which can be viewed here:

<https://shinksey.files.wordpress.com/2019/04/20190520-defibrillator-report.pdf>

Clerk 10:50 Link

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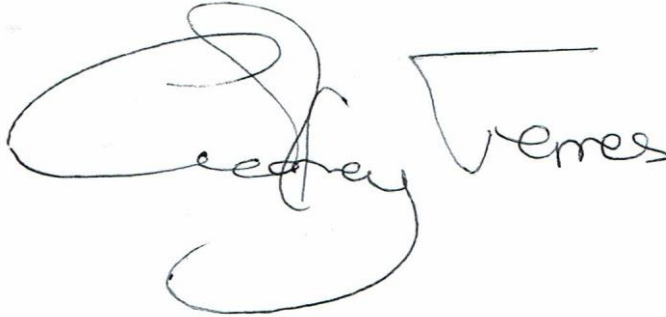
19/36. Feedback from members of the public

The Council will invite comments on items discussed during the meeting

Chairman

10:55

Verbal



Signed: _____
Parish Clerk

Date: 15th May 2019

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