

South Hinksey Parish Council

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

The 2021 Annual Meeting of the Council is on
Wednesday 5th May 2021 at 7pm
remotely via [Zoom](#) (password from Clerk)

Agenda	Led by	Time	Paper
<u>Procedural items</u>			
21/1 Election of Chairman for 2021-22 The Council will elect the Chairman for the coming year. The Chairman will then sign a declaration of acceptance of office	Chairman	7:00	Verbal
21/2 Election of Vice-Chairman for 2021-22 The Council will elect the Vice-Chairman for the coming year. The Vice-Chairman will then sign a declaration of acceptance of office	Chairman	7:05	Verbal
21/3 Apologies	Chairman	7:10	Verbal
21/4 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
21/5 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	7:15	Verbal
21/6 Minutes of the last ordinary meeting The Council will review and approve the minutes of the Council's March meeting, which can be viewed here: Draft Minutes	Chairman	7:20	Link
<u>Annual business items</u>			
21/7 End year Bank Reconciliation 2020-21 The Council will approve the year end bank reconciliation for 2020-21, which has been prepared by the Clerk in his capacity as Responsible Financial Officer and which can be viewed here: Bank Rec	Clerk	7:25	Link

20a Harley Road, OXFORD, OX2 0HR

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21/8 Annual Governance Questionnaire 2020-21 The Council will note the Chairman's Annual Governance Questionnaire 2020-21, which can be viewed here: Questionnaire	Chairman	7:30	Link
21/9 Annual Governance Statement 2020-21 The Council will agree its responses to the questions in the Annual Governance Statement, a copy of which can be viewed here: Governance	Chairman	7:35	Link
21/10 Accounts 2020-21 The Council will note the Accounting Statements for 2020-21 prepared by the Clerk in his capacity as Responsible Financial Officer, which can be viewed here: Statements A fuller set of unaudited accounts can be viewed here: Accounts . A brief report from the Clerk can be viewed here: Report	Clerk	7:45	Links
21/11 Asset Register end year 2020-21 The Council will note the Asset Register as at end March 2021, which can be viewed here: Assets	Chairman	7:35	Link
21/12 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	7:50	Link
21/13 Financial Regulations The Council will amend or readopt its Financial Regulations, which can be viewed here: Regs	Chairman	7:55	Link
21/14 Code of Conduct The Council will amend or readopt its Code of Conduct, which can be viewed here: Code	Chairman	8:00	Link
21/15 Complaints Procedure The Council will amend or readopt its Complaints Procedure, which can be viewed here: Complaints	Chairman	8:05	Link

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21/16 Burial Ground Rules and Regulations The Council will amend or readopt the Rules and Regulations for its burial ground, which can be viewed here: Rules	Chairman	8:10	Link
21/17 Grant Award Policy and Procedures The Council will amend or readopt its Grant Award Policy and Procedures, which can be viewed here: Grants . In the third paragraph of the Introduction, the Clerk recommends that the Council update the year but not the amount.	Chairman	8:15	Link
21/18 Privacy Notice and Data Protection Policy The Council will amend or readopt its Privacy Notice and Data Protection Policy, which can be viewed here: Privacy	Chairman	8:20	Link
21/19 Records Management and Retention Policy The Council will amend or readopt its Records Management and Retention Policy, which can be viewed here: Records	Chairman	8:25	Link
21/20 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://southhinksey-pc.gov.uk/wp-content/uploads/sites/32/2019/04/20180514-guide-to-info-and-sch-of-fees-signed.pdf	Chairman	8:30	Link
21/21 Annual subscriptions 2021-22 The Council will decide whether to renew its annual subscriptions to the following: a) Oxfordshire Association of Local Councils (£146.16 + VAT) b) Oxford Green Belt Network (£15)	Chairman	8:35	Verbal

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21/22 Bank mandate

The Council will decide to either to confirm or change the bank mandate, which currently includes the Chairman, Cllr Chater, Cllr Goodhead and the Clerk

Chairman

8:40

Verbal

21/23 Direct debits and standing orders

The Council will either confirm or cancel its existing direct debit instructions:

- a) VoWHDC – burial ground business rates
- b) Oxford Direct Services Trading Ltd – monthly burial ground commercial waste charges
- c) Information Commissioner’s Office – annual fee and decide whether to set up a standing order to pay the Clerk’s monthly net salary

Chairman

8:45

Verbal

21/24 Insurance

The Council will agree its insurance cover for the twelve months commencing 1st June 2021. Details of the Council’s current cover are attached.

Clerk

8:50

Attached

Other urgent business items

21/25 Finance – payments and receipts

The Council will review and authorise the payments below:

- a) Geoffrey Ferres, Clerk net pay April and any others arising since the last Council meeting and be informed of all receipts

Clerk

8:55

Verbal

21/26 County Councillor’s report

County
Cllr

9:00

Verbal

21/27 District Councillors’ report

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

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

District
Cllrs

9:05

Link

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21/28 Planning applications

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

- a) Manor Barn, St Lawrence Road: Conversion of existing attached garage/store to ancillary accommodation into habitable room for the ancillary accommodation [P21/V0882/HH] [Consultation deadline 14th May 2021]. Details of the application can be viewed here: [Manor Barn](#)

Chairman 9:10 Link

21/29 Deep cleanse

The Council will discuss priorities for the deep cleanse by VoWHDC's contractors Biffa due to take place from Tuesday 11th to Thursday 13th May

Chairman 9:10 Verbal

21/30 Great British Spring Clean

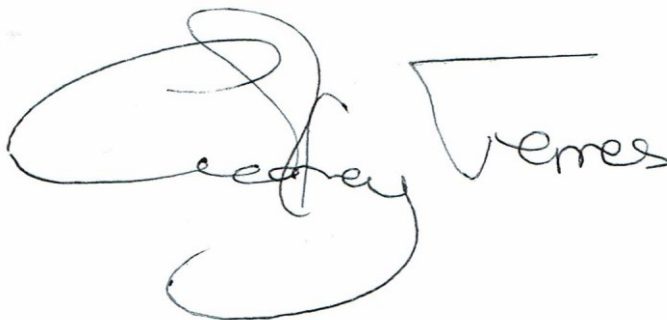
The Council will discuss whether to take part in the Great British Spring Clean, which will take place from Friday 28th May to Sunday 13th June

Chairman 9:15 Verbal

21/31 Feedback from members of the public

The Council will invite comments on items discussed during the meeting

Chairman 9:15 Verbal



Signed: _____
Parish Clerk

Date: 26th April 2021

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