

South Hinksey Parish Council

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

The 2021 Annual Meeting of the Council is on
**Monday 9th May 2021 at 7pm in South Hinksey
Village Hall.**

Agenda	Led by	Time	Paper
<u>Procedural items</u>			
22/1 Election of Chairman for 2022-23 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
22/2 Election of Vice-Chairman for 2022-23 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
22/3 Apologies	Chairman	7:10	Verbal
22/4 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
22/5 Public questions, comments or representations The Council will receive any comments or questions from members of the public not relating to the Oxford Flood Alleviation Scheme. Individual comments should not exceed five minutes.	Chairman	7:15	Verbal
22/6 Minutes of the last ordinary meeting The Council will review and approve the minutes of the Council's April meeting, which you can view here: Draft Minutes	Chairman	7:20	Link
<u>Audit 2021-22 items</u>			
22/7 Annual Governance Questionnaire 2021-22 The Council will note the Chairman's Annual Governance Questionnaire 2021-22, which you can view here: Questionnaire	Chairman	7:25	Link

20a Harley Road, OXFORD, OX2 0HR

☎ 07419 991623, ✉ clerk@southhinksey-pc.gov.uk

South Hinksey Parish Council

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

22/8 Annual Governance Statement 2021-22

The Council will agree its responses to the questions in the Annual Governance Statement, a copy of which you can view here: [Governance](#)

Chairman

7:30

Link

22/9 Accounts 2021-22

The Council will note the Accounting Statements for 2021-22 prepared by the Clerk in his capacity as Responsible Financial Officer, which you can view here: [Statements](#)

Clerk

7:40

Links

You can view a fuller set of unaudited accounts here: [Accounts](#).

Urgent business items

22/10 Insurance

The Council will agree whether to renew its insurance cover with BHIB Ltd for the twelve months commencing 1st June 2022, the final year of a Long-Term Undertaking, at a cost of £380.48 (2021-22 £287.64).

Details of BHIB Ltd's renewal proposal have been circulated to members.

Clerk

7:45

Verbal

22/11 Finance – payments and receipts

The Council will review and authorise the payments below:

- a) SLCC Enterprises Ltd, £102, South East Regional Training Seminar
- b) South Hinksey Village Hall, £27.50, hire for flood alleviation scheme planning application consultation meeting

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

Clerk

7:50

Verbal

22/12 County Councillor's report

County
Cllr

7:55

Verbal

20a Harley Road, OXFORD, OX2 0HR

☎ 07419 991623, ✉ clerk@southhinksey-pc.gov.uk

South Hinksey Parish Council

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

22/13 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 you can view here:

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

District
Cllrs

8:00

Link

22/14 Public questions, comments or representations

The Council will receive any comments or questions from members of the public relating to the Oxford Flood Alleviation Scheme. Individual comments should not exceed five minutes.

Chairman

8:05

Verbal

22/15 Oxford Flood Alleviation Scheme

The Council will agree its response to the Oxford Flood Alleviation Scheme planning application. You can view three different versions of a draft response under May 2022 here: [Flood](#)

Chairman

8:10

Link

Annual business items

22/16 Asset Register end year 2021-22

The Council will note the Asset Register as at end March 2021, which you can view here: [Assets](#)

Chairman

8:40

Link

22/17 Financial Regulations

The Council will amend or readopt its Financial Regulations, which you can view here: [Regs](#)

Chairman

8:45

Link

22/18 Code of Conduct

The Council will amend or readopt its Code of Conduct, which can be viewed here: [Code](#)

Chairman

8:50

Link

22/19 Complaints Procedure

The Council will amend or readopt its Complaints Procedure, which you can view here: [Complaints](#)

Chairman

8:55

Link

22/20 Burial Ground Rules and Regulations

The Council will amend or readopt the Rules and Regulations for its burial ground, which you can view here: [Rules](#)

Chairman

9:00

Link

20a Harley Road, OXFORD, OX2 0HR

☎ 07419 991623, ✉ clerk@southhinksey-pc.gov.uk

South Hinksey Parish Council

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

22/21 Privacy Notice and Data Protection Policy The Council will amend or readopt its Privacy Notice and Data Protection Policy, which you can view here: Privacy	Chairman	9:05	Link
22/22 Records Management and Retention Policy The Council will amend or readopt its Records Management and Retention Policy, which you can view here: Records	Chairman	9:10	Link
22/23 Guide to Information and Schedule of Fees The Council will amend or readopt its Guide to Information and Schedule of Fees, which you can view here: Guide	Chairman	9:15	Link
22/24 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	9:20	Verbal
22/25 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	9:25	Verbal
22/26 Annual subscriptions 2022-23 The Council will decide whether to renew its annual subscriptions to the following: a) Oxford Green Belt Network (£15)	Chairman	9:30	Verbal
22/27 Bank mandate The Council will decide to either to confirm or change the bank mandate	Chairman	9:35	Verbal
22/28 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.	Chairman	9:40	Verbal

20a Harley Road, OXFORD, OX2 0HR

☎ 07419 991623, ✉ clerk@southhinksey-pc.gov.uk

South Hinksey Parish Council

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

Other urgent business items

22/29 Planning applications

The Council will agree its response to any planning application received in advance of the meeting.

Chairman

9:45

Verbal

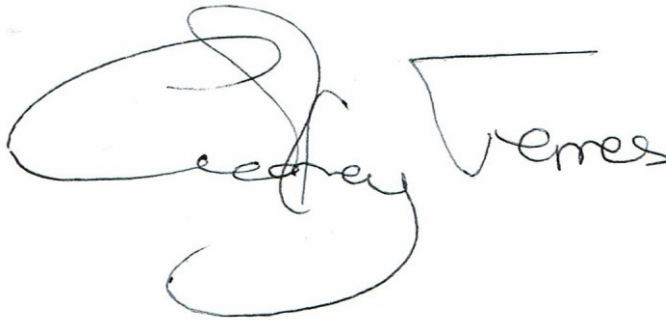
22/30 Feedback from members of the public

The Council will invite comments on items discussed during the meeting.

Chairman

9:50

Verbal



Signed: _____
Parish Clerk

Date: 3rd May 2022