

CAVERSFIELD PARISH COUNCIL

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID: 838 5130 4160 as permitted in the *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* (“the 2020 Regulations”)

To Members of the Council: you are summoned to attend the Annual Meeting of Caversfield Parish Council to be held online at <https://us02web.zoom.us/j/83851304160> on Wednesday 20 May 2020, at 7.30pm

Members of the Public: you are invited to attend. If you would like to dial in to the meeting using a telephone, please contact the Clerk for details.

AGENDA

1. **To elect the Chairman for the year 2020/21**
2. **To elect the Vice Chairman for the year 2020/21**
3. **Apologies for absence** – to receive apologies
4. **Requests for Dispensations, Declarations of interest, gifts and hospitality** – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council’s code of conduct
5. **Public participation** – to receive questions from members of the public relating to items on the Agenda, in accordance with the Council’s code of conduct and standing orders
6. **To welcome RAF Croughton Liaison Officer** – to provide an update on MoD issues concerning the village, particularly the CCTV
7. **Reports from District and County Councillors** – for information only
8. **Reports from the Village Management Companies** – for information only
9. **To receive and approve the Minutes of the Parish Council Meeting held on 18 March, previously circulated**
10. **Update on progress from the previous Minutes** – the Clerk / Chairman will report on progress of outstanding items which do not require further decision
11. **Governance**
 - a. **Councillor Co-option** – to consider any applications received
 - b. **Virtual Meeting Procedure** – to consider adoption of the draft procedure
 - c. **Online Banking Procedure** – to consider adoption of the draft procedure
 - d. **Zoom Contribution** – to consider making a contribution to Launton Parish Council for the use of the Zoom Pro account
 - e. **Risk Assessment** – to review and agree the Risk Assessment for 2020/21
 - f. **Councillor responsible for internal financial control** – to consider and agree the appointment
12. **Finance**
 - a. **Financial Report** – to receive the report together with the year end budget monitoring report
 - b. **Budget** – to confirm the 2020/21 budget
 - c. **Reserves** – to consider and agree the Policy and confirm the Reserves for 2020/21

- d. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2020
- e. **Asset Register** – to update the Asset Register
- f. **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns
- g. **External Audit Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
- h. **External Audit** – to complete the External Audit Annual Governance Statement for 2019/20
- i. **External Audit** – to complete the External Audit Accounting Statements for 2019/20
- j. **Internal Financial Controls** – to review the policy and the effectiveness of the Internal Financial Controls
- k. **Internal Audit** – to receive the report from the Internal Auditor
- l. **Effectiveness of Internal Auditor** – to review the effectiveness of the Internal Auditor
- m. **Internal Auditor** – to appoint the Parish Internal Auditor for the year 20/21
- n. **Annual Subscriptions and Regular Payments** – to consider and agree the list
- o. **Staff Salary** – to consider a spine point increase from 9 to 10 at the 2019/20 level and agree to the cost of living increase when finalised by NALC to be backdated to April
- p. **Clerk Expenses** – to confirm the rates for Clerk expenses and to consider the Working from Home Allowance
- q. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule

13. Planning

- a. **Planning Applications** – to consider all recent Applications received from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting
 - i. **20/01030/TCA at 1 Paynes End, OX27 8UQ** for G1 x 5 nos Cypress trees located in the rear garden of the above address - Section Fell to as near to ground level as possible due to trees being in decline. Cypress tree stumps grind to 300mm approximately below ground level.
- b. **Notices of Decision** – to note any notice of decision received

14. **Parish Matters** – to consider any parish matters

15. **Reports from Meetings** – to receive reports from any meetings attended

16. **Attendance at Meetings**

17. **Correspondence** – to note correspondence received not otherwise on the agenda where decisions are not required

18. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Wednesday 1 July 2020

19. **Date of next meeting:** to confirm the date of the next meeting as Wednesday 15 July 2020 (third Wednesday of alternate month).

Dated: 13 May 2020

Jane Olds, Clerk to the Council

clerk@caversfieldpc.org.uk

13 Oak Close, Bicester, OX26 3XD

01869 247171 www.caversfieldpc.org.uk

