

AMBROSDEN PARISH COUNCIL

www.ambrosdenpc.org.uk

Parish Clerk
Jane Olds

Ambrosden Village Hall

Merton Road

OX25 2LS

07749 974395

clerk@ambrosdenpc.org.uk

7 May 2025

Councillors: You are hereby summoned to attend the Annual Meeting of Ambrosden Parish Council on **Thursday 15 May following the Annual Parish Meeting which commences at 7:00pm**, in Ambrosden Village Hall, Merton Road, Ambrosden for the purpose of transacting the business itemised below.

Members of the Public: The Press and Public are welcome to attend the meeting. During the public participation time, members of the public may ask questions or make comments upon items on the agenda at the invitation of the Chair - please raise your hand to indicate you would like to speak. There is no public participation during the rest of the meeting, unless invited to speak by the Chair. Members of the public wishing to record the meeting are asked to notify the Chair of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

AGENDA

- 1. To elect the Chair for the year 2025/26**
- 2. Chair's Welcome**
- 3. To receive apologies for absence**
- 4. To elect the Vice Chair for the year 2025/26**
- 5. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality**
To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council's Code of Conduct and to note any gifts and hospitality
- 6. To facilitate public participation with regard to items on the agenda**
Public participation is limited to 15 minutes in total. 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
- 7. Report from the MoD Representative**
- 8. Reports from District and County Councillors**

9. Minutes – to confirm the Minutes of the Council meeting held on 17 April previously circulated

10. Update on progress from the Minutes – to receive a report on progress of outstanding items which do not require further decision

11. Governance and consultations

- a. **Councillor Co-option** – to consider any applications received
- b. **Policy Review** – to review the policies
 - i. **Scheme of Delegation**
 - ii. **Debit Card Use Policy**
 - iii. **Internal Audit Terms of Reference**
- c. **OCC Grass Cutting S101 Agreement grant** – to consider the OCC grass cutting grant

12. Finance

- a. **To receive the Finance Report** – for information
- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. **Banking** – to consider the bank mandate and confirm signatories
- d. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2025
- e. **Asset Register** – to confirm the Asset Register for the year 2024/25 and set an appropriate minimum value of assets for the asset register
- f. **Internal Audit**
 - i. **To receive and review the report from the Internal Auditor**
 - ii. **To consider the appointment of the Internal Auditor for 2025/26**
- g. **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
- h. **External Audit**
 - i. **Section 1: Annual Governance Statement** – to consider the questions and respond accordingly
 - ii. **Section 2: Annual Accounting Statements** – to consider and agree the accounting statement figures
 - iii. **Electors’ Rights** – to note the dates for the Exercise of Public Rights as 3 June to 14 July
 - iv. **Statement of Variance** – to consider the draft Statement of Variance
- i. **Insurance Renewal** – to consider and agree the renewal for 2025/26
- j. **Mobile Telephone** – to receive a progress report and note the telephone number
- k. **Invoices for Payment** – to consider and approve 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 and published on the CDC planning portal between the circulation of this agenda and the meeting
 - i. **Application Number: 25/00949/F**
 - Proposal: Single storey rear extension
 - Location: 13 Peacock Road, OX25 2DT
 - URL: <https://planningregister.cherwell.gov.uk/Planning/Display/25/00949/F>

- b. To Note Notices of Decision**
None received

14. Village Matters

- a. Village Meeting** – to note the date of 12 June and consider further arrangements
- b. Merton Road Bus Shelter**
 - i. Damage to the Shelter** – to receive a quotation for the remedial work
 - ii. Bus Stop Bench** – to receive a progress report
- c. Village Spring Clean** – to consider arranging a spring clean event
- d. Access protection road markings** – to receive a progress report on the protection road markings on Merton Road at the pedestrian access near Marsh Road
- e. Vehicle Activated Signs** – to receive a progress report

15. Allotments

- a. To receive a progress report on the adoption of the allotment land**
- b. To note expenditure**
- c. To receive a progress report**

16. Village Hall Update – to receive a progress report

17. Training

- a. NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC

18. Attendance at Meetings and Reports from meetings/courses

- a. To receive reports from meetings attended**
 - i. OALC Councillor Forum** – 23 April at 10am and 15 May at 6.30pm
- b. To consider attendance at future meetings**
 - i. OALC Councillor Forum** – 10 June at 10am and 9 July at 6.30pm
 - ii. CDC Parish Liaison Meeting** – 11 June (surgeries from 6pm) – Banbury

19. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required (other than adding to the agenda for a future meeting)

20. Items for information or next agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 4 June 2025

21. Date of next meeting – Thursday 19 June 2025 commencing at 7.30pm in Ambrosden Village Hall

Jane Olds