



Council members are hereby summoned to attend the Parish Council Meeting on Monday 12<sup>th</sup> May 2025 at 7.30 pm, at Chadlington Memorial Hall. Please inform the Clerk if you are unable to attend.

*Anne Ogilvie*

Anne Ogilvie – Chadlington Parish Council Clerk  
06 May 2025

This meeting is open to the public.

Recording of meeting: Please be aware that the meeting may be recorded by the Council or others, and no permissions are required for this, pursuant to the Openness of Local Government Bodies Regulations 2014, amending the Public Bodies (Admission to Meetings) Act 1960.

## **Agenda**

1. To elect the Chair of the Council
2. To receive the Acceptance of Office from the Chair of the Council
3. Welcome from the Chair
4. To elect the Vice-Chair of the Council
5. To receive the Acceptance of Office from the Vice-Chair of the Council
6. To receive apologies for absence
7. To approve and sign the minutes of the meeting on 14 April 2025
8. To receive declarations of interest from Members regarding items on the agenda
9. Public participation – to allow members of the public/press to comment on any item on the agenda, or bring any matter to the attention of the Council. In accordance with Standing Orders, this will not exceed 15 minutes in total and 3 minutes per person.
10. To receive reports from the County and District Councillors
11. To receive and comment on the Clerk's report

### **Annual Matters**

12. To create committees and agree their terms of reference
13. To appoint members to serve on committees
14. To review the existing working groups and review their terms of reference
15. To create new working groups and agree their terms of reference
16. To appoint members to serve on the working groups
17. To appoint lead councillors and agree their terms of reference
18. To review delegation arrangements with external committees and other local authorities
19. To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
20. To review representation on, or work with, external bodies and arrangements for reporting back to Council, and appoint council representatives as appropriate

21. To review and approve the delegation arrangements to the Clerk
22. To review and approve the inventory of land owned or maintained by the Council
23. To review and approve the asset register
24. To review and adopt the Standing Orders
25. To review and adopt the Financial Regulations
26. To review and approve the Council's complaints procedures
27. To review and approve the dates of review of all the Council's policies, procedures and notices to include the Council's policies and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, and the Council's employment policies and procedures
28. To approve the Councillor Code of Conduct
29. To review and approve the Council's insurance policy and renewal agreement
30. To review and approve the Council and staff subscriptions and memberships to other bodies
31. To review and approve the maintenance and administration contracts and agreements, and agree actions
32. To review and approve the Scheduled Payments List and suppliers for the year to May 2026
33. To approve the direct debits and standing orders for the year to May 2026
34. To determine the time and place of the ordinary meetings of the Council and committees up to and including the next Annual Council Meeting
35. To review and approve the Action Plan for 2025-2026
36. To agree the Council project list and priorities for 2025-2026
37. To receive and comment on the RFO's review of the annual accounts to 31 March 2025
38. To approve the Statement of Accounts to 31 March 2025
39. To approve the bank reconciliation to 31 March 2025
40. To receive and comment on the internal audit report for the year ending 31 March 2025
41. To complete and sign the Annual Governance Statement for the year ending 31 March 2025
42. To approve and sign the Accounting Statements for the year ending 31 March 2025
43. To set the date for the commencement of the Exercise of Public Rights
44. To consider the internal auditor arrangement for the current financial year and agree actions
45. To approve grants and donations for the year ending 31 March 2025
46. To review and approve the bank mandate

#### **Planning and enforcement**

47. Any planning applications or enforcement notices received before the date of the meeting
48. To receive an update of previous planning applications and enforcement actions

#### **Playground**

49. To receive the regular playground inspection reports and agree actions
50. To receive an update from the Playground Management Working Group and agree actions
51. To receive an update regarding playground maintenance matters and agree actions

#### **Parish Maintenance**

52. To consider requesting OCC install extra signage to warn motorists about the playground and the school, and agree actions

### **Community**

- 53. To receive an update regarding the Housing Needs project and agree actions
- 54. To consider residents concerns regarding traffic speed in the village and agree actions

### **Allotments**

- 55. To receive an update regarding allotments and agree actions

### **Finance and administration**

- 56. To ratify expenditure since the last meeting
- 57. To approve current payments
- 58. To authorise the current bank signatories to sign the approved payments
- 59. To note monies received
- 60. To receive an update of the current status of the bank account
- 61. To approve the bank reconciliation
- 62. To approve the finance update
- 63. To approve the budget update
- 64. To approve the reserves update
- 65. To consider Clerk and Councillor training and agree actions

### **Correspondence and information**

- 66. To note correspondence received and agree actions
- 67. To receive items for information only

### **Next meeting**

- 68. To receive motions for the next agenda, and note that motions and papers for the next agenda must be received by the Clerk at least one week before the next meeting
- 69. Next meeting – to note the date, time and place of the next council meeting

### **Confidential**

- 70. To consider whether to resolve under Section 1(2) of the Public Bodies (Admission to Meeting Act) 1960 to exclude the press and public to protect the confidential nature of the business to be transacted during consideration of the following item
- 71. To receive an update regarding the Sports Field lease and agree actions
- 72. To receive an update regarding the transfer of The Stocks and agree actions
- 73. To receive a report following the Clerk's annual appraisal and agree actions