

## Wardington Parish Council

The council is hereby summoned to the Annual Meeting of the Parish Council to be held on Tuesday 13<sup>th</sup> May 2025 at 7:30pm in the Lady Wardington Room at Wardington Village Hall

Council: Mr R Jarrett (Chairman), Mr M Patterson, Mr N Bankes, Mrs J Burnett, Mr G Page, Mr R Reid, Mr M Chivers.

### AGENDA

#### 1.Election of Chairman

#### 2.Apologies for absence

#### 3.Election of Vice-Chairman

#### 4.Members' declarations of interest for items on the agenda

#### 5.Public participation session (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).

#### 6.To approve the minutes of the Parish Council (PC) meeting held on 18<sup>th</sup> March 2025

#### 7.Outstanding matters/actions from previous meetings

- 7.1 Update re flooding on Thorpe Road and water running down the A361
- 7.2 Update re Parish Council communication with parishioners
- 7.3 HS2 update
- 7.4 Update re details received from Oxfordshire County Council re their streetlighting policy

#### 8.Play Area

- 8.1 Update re play equipment safety inspections
- 8.2 Update re repairs instructed
- 8.3 Trustee Meeting 20<sup>th</sup> May 2025

#### 9.To note concerns raised about the condition of the War Memorial and to consider whether quotes for refurbishment should be sought

#### 10.Planning applications received

**25/00820/F – 1 The Greensward, Wardington.** Single storey side and rear extension (re-submission of 23/01287/F). **No objection.** (Response made using delegated powers).

#### 11.Planning decisions received

**25/00083/CLUE - Units 1 and 2 Coton Lodge Wardington.** Certificate of Lawfulness of Existing Use for Use of the buildings and surrounding land for Class E (g)(iii) light industrial. **Approved.**

#### 12.Annual Governance and Accountability Return 2024-25

- 12.1 To receive the Internal auditor's report, agree any actions to be taken and to appoint an internal auditor for the current financial year
- 12.2 To complete and approve the annual governance statement for the 24/25 audit
- 12.3 To approve the accounting statements for the 24/25 audit
- 12.4 To approve completion and signing of the AGAR Certificate of Exemption for 24/25

12.5 To agree the dates for the notice of public rights – proposed dates are Tuesday 3<sup>rd</sup> June to Monday 14<sup>th</sup> July 2025

### 13.Finance

13.1 To note the bank balances and cashbook balances as at 08.05.2025

#### Bank balances

PC Current	£460.04
PC Savings	£30,545.56
<b>Total</b>	<b>£31,005.60</b>

	WPC Main	Williamscott	Total
<b>Cashbook balances as at 08.05.25</b>	£22,973.36	£8,032.24	<b>£31,005.60</b>

13.2 To note and approve payment of the following invoices already paid using delegated powers:

Date	Supplier	Description	Amount
31.03.25	Unity Bank	Service charge	£6.00
08.05.25	CDC	6 monthly dog bin emptying	£432.43
08.05.25	Wardington Memorial Hall	Room hire May to Nov 25	£106.56
08.05.25	Kirsty Buttle	Salary Apr and software reimburse	£398.71
08.05.25	HMRC	Tax Apr	£107.63
08.05.25	Parish Magazine Printing	Warbler May edition	£420.75
30.04.25	NEST	Pension April	£18.49
30.04.25	Unity Bank	Account fee	£6.00

13.3 To note the following receipts:

Date	Supplier	Description	Amount
31.03.25	Unity Bank	Interest	£160.68
09.04.25	CDC	Precept	£6,617.00
24.04.25	HMRC	VAT Refund	£1,100.88

13.4 To approve payment of the following invoices:

Supplier	Description	Amount
N R Prickett	Grass cutting 9th and 30th April	£902.40
Parish Magazine Printing	Additional printing for May	£220.50
Kirsty Buttle	Salary May 25	£385.25
HMRC	Tax and NI May 25	£107.83
NEST	Pension May	£18.49

13.5 To note changes to audit requirements requiring the PC to use e-mail addresses with a domain owned by the Parish Council and consider what the PC needs to do to comply with this requirement

13.6 To receive quotes for annual parish insurance and agreed which insurer to instruct. Quotes received are:

Clear Council (current insurer) - £719.72 (last year's price was £563.82)

Zurich Municipal - £599 (if including War Memorial)

Zurich Municipal - £536 (if not including War Memorial)

**14. To re-adopt the following policies/documents with no changes made:**

- 14.1 Publication Scheme
- 14.2 Scheme of Delegation
- 14.3 Code of Conduct
- 14.4 Financial Control and Internal Audit Procedure
- 14.5 Complaints Procedure
- 14.6 Risk Assessment
- 14.7 Biodiversity Policy
- 14.8 General and Sexual Harassment Policy

**15. To approve the following updated policies:**

- 15.1 Financial Regulations
- 15.2 Standing Orders

**16. Information exchange**

**Date of next meeting – 29<sup>th</sup> July 2025**



**Mrs K Buttle**

**Parish Clerk/RFO**

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**8<sup>th</sup> May 2025**