

**APPLETON WITH EATON PARISH COUNCIL**

c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR

E-mail: parishclerk.appletonwitheaton@gmail.com www.appleton-eaton.org

**Members of Appleton with Eaton Parish Council  
are summoned to the  
Annual Parish Council Meeting  
Monday, 13<sup>th</sup> May 2024  
at 7:15pm Village Hall**

**Members of the Public:** Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. 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.

*Allison Leigh* – Parish Clerk

Wednesday, 8<sup>th</sup> May 2024

**AGENDA**

**NB: Members of the Public are invited to the meeting if they wish to speak in the public session or as observers.**

**24/13. Election of Chairman of the Council**

**24/14. Election of Vice Chairman of the Council**

**24/15: Signing of Declaration of Acceptance Forms**

**24/16: Apologies for Absence**

- Mary Carey
- Valentina Brito-Marquez

**24/17: Declarations of interest**

**24/18: Vacancy:**

- To consider a co-option for the casual vacancy

**24/19: Public questions and statements:** Time is available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting. Members of the public wishing to speak should notify the Clerk in advance. Time given in total is 10 minutes.

**23/20: Reports from District and County Councillors**

**24/21: Minutes of the last meeting:** To approve and sign the [minutes of the Parish Council Meeting of 8<sup>th</sup> April 2024 as a true record](#)

**24/22: General Power of Competence:** To consider adopting the General Power of Competence:

- To note the Council meets conditions of eligibility for General Powers of Competence, that being more than 2/3 of Councillors were elected, and the Proper Officer of the Council holds the CiLCA qualification.

- To consider resolving from 9th May 2024 until the next relevant Annual Meeting of the Council (May 2028), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**24/23: To consider the following with no change:**

- [Standing Orders](#)
- [Financial Regulations](#)
- [Code of Conduct](#)
- [Privacy Notice](#)
- [Donation Policy](#)
- [Document Retention Policy](#)
- [Staffing Committee Terms of Reference](#)
- [Data Protection Policy](#)
- [Media and Press Policy](#)
- [Reserves Policy](#)
- [Freedom of Information Publication Policy and Scheme](#)
- [Risk Assessment](#)
- [Risk Management Policy](#)
- [Equality Policy](#)
- [Complaints Procedure](#)
- [Health and Safety Policy](#)
- [Councillor Expenses Policy](#)
- [Communication Policy](#)
- [2024/2025 Action Plan](#)
- [Civility and Respect Pledge](#)

**24/24: Asset Register:** To consider the [Asset Register](#)

**24/25: Councillor Vacancy Procedure and Application:** To consider the Councillor Vacancy Procedure and Application

**24/26: Internal Financial Controls Policy and Internal Financial Controls Checklist:** To consider the Internal Financial Controls Policy and Internal Financial Controls Checklist

**24/27: Insurance Cover:** To consider the insurance cover

**24/28: Agree a Chairman's allowance:** To consider a Chairman's allowance

**24/29: Dates of future meetings:** To consider that Parish Council Meetings occur on the second Monday of every month except in August and on a Bank Holiday.

**24/30: Review of Committees and Working Groups:** To review the Council's Committees and Working Groups

- Staffing Committee
- Leisure and Recreation Working Group
- Friends of Jubilee Park

- Flood Group

**24/31: Bank Mandate:** To consider the bank signatories

**24/32: Clerk's report:** To consider the Clerk's Report

**24/33: Finance:**

- **Finance Report:** To consider the finance report and authorise payments
- **Donation requests:** To consider the following donation requests:
  - **Green Appleton**
  - **Enrych**
  - **Comet Bus Group**

**24/34: Planning applications:**

- There are no new planning applications
- P24/V0718/FUL: To acknowledge the Council's response to planning application P24/V0718/FUL

**24/35: Annual Parish Meeting:** To have an update on the Annual Parish Meeting

**24/36: Correspondence:** To consider any publications and correspondence received

- To consider a change to the website with regards to walks per correspondence received

**NB: If you wish to have your correspondence considered at the meeting, please send it to the Clerk by 5pm on Thursday, 9<sup>th</sup> of May.**

**24/37: Website and Advertiser:** To consider any items to be put on the website and in the Advertiser

**24/38: Matters for report:** To raise matters for discussion without decision or items for the next meeting

**24/39: Date of the next meeting:** To consider a date for the June Parish Council Meeting

*(i) Under Where a councillor or co-opted member has a disclosable pecuniary interest (of which they are aware) in any matter being considered, they must disclose that interest to the meeting. It is essential that councillors and co-opted members do this clearly, in order that the disclosure may be recorded*

*(ii) Members must disclose the interest at any meeting of the council at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive' interest. Following any disclosure of an interest not on the council's register or the subject of pending notification, members must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.*

*(iii) Unless dispensation has been granted, members may not participate in any discussion of, vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State. They must withdraw from the room when the meeting discusses and votes on the matter.*

*(iv) The national rules about disclosable pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464).*