

# ANNUAL MEETING OF SYRESHAM PARISH COUNCIL

to be held on **Wednesday 17<sup>th</sup> May 2023**,  
at 7.30pm in the Village Hall Meeting Room, Main Road, Syresham, NN13 5HE

**PUBLIC PARTICIPATION SESSION.** An opportunity for the public to address the Parish Council on issues on the agenda or to raise issues for future consideration at the discretion of the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the Chairman of the meeting. Once the public participation session has ended, members of the public may not take part in the meeting.

## AGENDA

1. Election of Chairman and Vice Chairman.
2. Receive and approve apologies for absence and review Councillor attendance record 2022-23.
3. Receive and consider recommendations from the Staffing Committee for the appointment of Parish Clerk.
4. Receive and approve for signature the minutes of the previous Parish Council meetings held on 26<sup>th</sup> April 2023 and 15<sup>th</sup> May 2023.
5. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. **(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business.)**
6. Receive update report from Cllr Dermot Bambridge, Ward Councillor Silverstone Ward, WNC.
7. Review of Committees and Responsible Duties.
8. Review of Code of Conduct (May 2021).
9. Review of Standing Orders (May 2018) and Financial Regulations (rev. May 2021).
10. Review of existing Parish Council Policies and Procedures.
11. Consider new Councillor Travel Allowance policy.
12. Consider NALC's recommendation for update to Complaints Procedure.
13. Review of memberships to NCALC, ACRE, CPRE and SNAST (Neighbourhood Watch).
14. Review of bank mandates and Direct Debit mandates.
15. Receive end of year Financial Statement – RFO
16. Receive Internal Auditor's end of year report.
17. Approve Annual Governance and Accountability Return for year ended 31 March 2023
  - a) Approve Section 1 Annual Governance Statement for year ended 31 March 2023.
  - b) Approve Section 2 Accounting Statements for year ended 31 March 2023.
18. Matters arising – update only.
19. a) Approval of accounts for payment:

Payee	Amount	VAT	Cheque No	Power
DCK Payroll fee April 2023	£12.00	£2.00	101775	LGA 1972 s111 (1)
DCK Payroll fee May 2023	£12.00	£2.00	101776	LGA 1972 s111 (1)
Syresham St James PCC – Yew tree work	£100.00	£0	101777	Open Spaces Act 1906 s10
Reimb. Cllr Munsey Coronation bunting	£81.12	£0	101778	LGA 1972 s145
Eon Highway Lighting – LED streetlight repair	£28.16	£4.69	101779	Parish Councils Act 1957 s3
CPRE Annual Membership	£36.00	£0	101780	LGA 1972 s111(1)
Salaries (Month 2) incl. WFH allowance	£964.40	£0	101781	LGA 1972 s112 (2)
NEST pension Apr salary contributions	£31.85	£0	<b>Direct Debit</b>	LGA 1972 s112 (2)

HMRC gov PAYE payment month 1	£47.15	£0	Debit Card	LGA 1972 s112 (2)
BT Quarterly bill	£183.46	£30.58	Direct Debit	LGA 1972 s111 (1)
Heart website domain syreshamvillage.co.uk	£23.98	£19.98	Debit Card	LGA 1972 s111 (1)
PWLB loan repayment	£2,206.65	£0	Direct Debit	LGA 2003 s1
Eurooffice Printer inks	£73.33	£12.22	Debit Card	LGA 1972 s111 (1)
ICO Data protection renewal fee	£35.00	£0	Direct Debit	LGA1972 s111 (1)

N.B. SNAST subs cancelled – subs suspended for the year due to cost of living. Cheque 101772 cancelled

b) Bank Balances for approval

20. Correspondence.

a) Owner of the Memorial Hall, Crowfield has informed the Parish Council that the defibrillator will need to be removed from the hall wall by July 2023.

b) Complaint from resident concerning decisions made by the Climate Change & Environment Committee.

21. Receive and approve 2023/2024 Parish Council Insurance renewal quote.

22. Confirm approval of £100 payment contribution to The Syresham Times and £100 Donation to the Banbury Citizens Advice Bureau as recommended by the F&GP committee.

23. Receive and approve costs for printing CCEC community information leaflet.

24. Parish Council postbox update.

25. Approve NALC fee for online meeting: Fighting climate change with local council action 24 May 2023, 12.00 – 13:15

26. Update on No Mow May and Swingfield wildflower trial area.

27. Update on older children facilities consultation leaflets – Cllr Cranwell

28. Further consider potential locations for public noticeboard and provision of noticeboard.

29. Receive Swingfield inspection report for May – Cllr Draper

30. Annual Parish Meeting plans update – Clerk

31. Parish Police Liaison report – Cllr Cranwell

32. CCEC Climate Emergency Declaration Parish Council policies update. Meeting Minutes circulated.

33. Set a budget for painting materials to be used by the Scouts in repainting the village gates.

34. Approve extra costs to DCK for payroll changes due to change of employee.

35. Investigate options for Parish Office telephone and relocation to incoming Clerk's address.

36. Reminder of Councillors' whole council training on Wednesday 14<sup>th</sup> June at 7pm.

37. Items for inclusion in next meeting's Agenda.

38. Confirm date of next Parish Council meeting - Wednesday 28<sup>th</sup> June.



Mrs Samantha Hosking  
Syresham Parish Clerk

tel: 01280 851178

email: parishclerk@syresham.com

**Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at [www.syreshamvillage.com](http://www.syreshamvillage.com)**