

# Broughton

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## PARISH COUNCIL

Chairperson: Mrs S Leech  
46 Danvers Close  
Broughton  
Oxon

Parish Clerk: Christine Coles  
55 Gillett Road  
Banbury  
Oxon  
OX16 0DR  
T: 01295 276229  
E: [broughtonpc@btinternet.com](mailto:broughtonpc@btinternet.com)  
W: [www.broughton-oxon.uk](http://www.broughton-oxon.uk)

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### To members of the Council:

You are hereby summoned to attend an Annual Parish Council meeting of Broughton Parish Council at St Marys House, Wykham Lane on Tuesday 28<sup>th</sup> May 2019 at 7.00pm for the purpose of transacting the following business:

### AGENDA

#### 19/31. Elections

- Election of Chairperson and Signing of Declaration of Acceptance of Office form
- Election of Vice-Chairperson

19/32. To receive apologies for absence

19/33. To receive Declarations of Interest under the Council's Code of Conduct relating 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*)

19/34. Public participation session (Members of the public are invited to address the council. The session will last for a maximum of five minutes with any individual contribution lasting a maximum of 3 minutes)

19/35. To approve and sign the minutes of the meetings held on 15<sup>th</sup> April 2019 (circulated)

19/36. To note any matters arising from the minutes not included on this agenda for report only

19/37. To consider matters raised at the Annual Parish Meeting

19/38. To discuss a car park sign

19/39. To consider the report of the CDC Parish Remuneration Panel

#### 19/40. Financial Report

a) To receive an update on bank balances

b) To approve the following payments

£344.74 to Came & Company (insurance)

£16.00 to SLCC (Clerks Membership)

£82.50 to R Fletcher (internal audit)

£32.50 to Banbury Print and Design (copying)

£6.65 to S Leech (petrol for strimmer)

£19.99 to S Leech (weedkiller)

£500.00 to A Bathe (grass cutting)

- c) *Annual Governance and Accountability Return 2018/19 Part 2*
  - To approve and sign the Certificate of Exemption
  - To approve and sign Section 1 – Annual Governance Statement
  - To approve and sign Section 2 – Accounting Statements 2018/19

d) *To approve a salary increase for the Parish Clerk in line with the NGC Salary Award*

19/41. **To receive an update on Planning**

To discuss any applications received before the meeting

19/42. **Correspondence**

CDC, Broughton and Cherwell Community Lottery  
CFO, Assets of Community Value  
CDC, Parish Liaison Meeting on 12<sup>th</sup> June

19/43. To receive Councillors Reports

19/44. Date and Time of Next Meeting – 8<sup>th</sup> July 2019 at 7pm

**Issued by** *C. Coles* (Parish Clerk)

**Dated** 21.05.19

*Please note, this is a public meeting and you may be filmed, recorded or published.*