

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

Tel: 01865 372143 www.kidlington-pc.gov.uk



To: All Members of the Council

You are requested to attend the Annual Meeting of the Council to be held at Exeter Hall on Thursday 9 May 2024 at 7.30pm

Members of the public are welcome to view Full Council meetings on-line via the Zoom platform (available without charge from <https://zoom.us>). Those wishing to speak must attend the meeting in person. The on-line Zoom link is <https://us02web.zoom.us/j/88165935184?pwd=YmRuZFRIcFp4SEd5UVhTVzlvOFkzUT09>
Meeting ID: 881 6593 5184 Passcode: 791828

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

AGENDA

1. To elect a Chair of Kidlington Parish Council for 2024/5 and sign the declaration of acceptance of office.
2. To elect a Vice-Chair of Kidlington Parish Council for 2024/5 and sign the declaration of acceptance of office.
3. To consider apologies and reasons for absence.
4. Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Council's code of conduct.
5. Public Participation– 10 minutes are set aside at the beginning of the meeting for members of the public or press to ask questions or make comments related to items on this agenda. This must be done in person and each question or comment should be less than 5 minutes in length. All members of the public intending to speak will be required to identify themselves. Priority will be given to Kidlington residents; non-residents may only speak at the discretion of the Chair. After the first ten minutes of the meeting members of the public may only speak by invitation of the Chair.
6. To resolve that the minutes of the Council meeting held on 4 April 2024 and Extraordinary Council Meeting held on 25 April 2024 are a correct record (**attachment x 2**).
7. A member has requested a formal named vote to be taken on the decision taken by the Council at the Extraordinary Council Meeting on 25 April 2024.
8. To confirm any new committees, committee structure and Terms of Reference for Standing Committees (**attachment**).

9. To formally adopt the timetable of Council Committee meetings for the 2024/25 municipal year (**attachment**).
10. Review of Council Policies.
 - a) Standing Orders (**attachment**)
 - b) Publication Scheme (**attachment**)
 - c) Health and Safety Policy (**attachment**)
 - d) Scheme of Delegation (**attachment**)
11. To appoint members to Standing Committees (**attachment**):
 - Development and Strategy (incorporating Planning)
 - Community Committee
 - Policy and Assets Committee
 - Personnel Committee (Chairs and Vice Chairs of all committees)
12. To appoint members to working groups/sub-committees:
 - Allotments Sub Committee – Reporting to Community/Finance and Assets
 - Stratfield Brake Liaison Working Group reporting to Finance and Assets
 - Communications Working Group – reporting to Council
 - Environment Working Group – reports to Community
 - Flood Prevention – reports to Development and Strategy
 - Complaints and Appeals Panel (Chair and Vice-Chair of Council) – reporting to Council
 - Park Hill/Wheeled Sports Park Working Group – Reporting to Community
 - CDC Local Plan Working Group – Reporting to Development and Strategy.
 - Exeter Close Working Group – reporting to Finance and Assets
 - Cherwell Collective Working Group – reporting to Community
13. To appoint members to external bodies:
 - Kidlington Recreational Trust
 - Kidlington Eco Group (KEG)
 - Kidlington Connections (formerly Voice)
 - Oxford Airport Consultative Committee
 - Oxfordshire Association of Local Councils
 - Parish Transport Representative
 - Police Community Forum
 - St Mary's Fields Management Committee
 - Traffic Advisory Committee
14. To confirm whether KPC members wish to receive the Councillor's allowance in 2024/5. If the Council agrees to receive the personal allowance, individual members may opt out by informing the Clerk in writing.
15. To consider and sign the Council's Risk Register (**attachment**).

16. To formally adopt the Councillor's Code of Conduct for the municipal year 2024/25 **(attachment)**.
17. To sign a deed of dedication and consent between KPC/GWE and OCC relating to land at Stratfield Brake **(attachment)**.
18. To consider a grant application from Daybreak Dementia Centre **(attachment)**.
19. To consider the minutes of the standing committees and consider any recommendations:
 1. Planning Committee on 11 April 2024 **(available on line)**.
 2. Community on 18 April 2024 **(attachment)**
Actions:
 - To work with CDC and RAW to improve the public realm
 - To implement some drainage improvements at Bicester Road Cemetery
 - The committee accepted the quote from Lite for Christmas lights provision from 2024 to 26
 3. Personnel on 25 March and 24 April 2024 **(attachment x 2)**.
Recommendation:
 - To edit the Scheme of delegation
 - To approve documents relating to Personnel (available in shared drive folder for the meeting on 24 April)**Actions:**
 - To schedule quarterly meetings of the Personnel Committee
 - To conduct annual appraisals of all staff
20. To consider proposal from consultant for facilitation of workshops to create a Strategic Plan for the Parish Council **(attachment)** and consider dates.
21. Motions from Cllr Ward **(attachment)**:
 - a. That the Council writes to TVERC asking the Oxfordshire Biodiversity Officer to consider including the land known as the Triangle on the County's list of Local Wildlife Sites
 - b. That Council writes to Natural England asking it to consider reports from an independent ecologist
 - c. That the Council asks Natural England to provide bespoke advice for the Stadium Planning Application 24/00539/F - land to the East of Stratfield Brake and West of Oxford Parkway station, known as the Triangle
22. Motion from Cllr Middleton:
That the council upgrades its email and other appropriate IT systems to Microsoft Office 365 as soon as possible, but certainly within the next 6 months **(attachment)**.

Rachel Faulkner
Clerk to the Council

3 May 2024