

**EPWELL PARISH COUNCIL**  
**MINUTES OF AN ANNUAL PARISH COUNCIL MEETING**  
**HELD ON MONDAY 18<sup>TH</sup> MAY 2026**  
**IN EPWELL VILLAGE HALL AT 8PM**

Councillors Present

Matthew Platt (Chairman), Toby Brook, Peter Gibson and Christian Lejeune

Christine Coles (Parish Clerk) and one villager

**26/26. Elections**

**Election of Chair and signing of Acceptance of Office form**

It was proposed by Cllr Brook and seconded by Cllr Gibson that Cllr Platt be Chair. Cllr Platt signed the Acceptance of Office form.

**Election of Vice-Chair**

It was proposed by Cllr Brook and seconded by the Chair that Cllr Gibson be Vice-Chair.

**26/27. To receive apologies for absence**

Cllr Prickett (personal)

**26/28. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda**

No interests were declared.

**26/29. To approve the minutes of the meeting of 16<sup>th</sup> March 2026**

The minutes were approved and signed as a true record of the meeting.

**26/30. Update on progress from the previous Minutes – The Chair/Clerk will report on progress of outstanding items which do not require further decision**

Play park – Another tidy up is due soon. New swings have been ordered and will be delivered before the summer.

**26/31. Public participation session**

A villager asked why the grass verges were cut along the Main Road. She felt it was unnecessary and could have waited another two weeks.

*Action: The Chair to make enquiries.*

A villager spoke about the white bags outside the Barn on the Square which have killed the grass and daffodils.

*Action: The Parish Clerk to contact Tony Brummell at CDC to ask if all building work has been done.*

**26/32. Financial Report**

*To receive the cashbook and bank reconciliation*

The current bank balance in the Lloyds account is £15,644.55.

*The following payments were approved under statutory powers:-*

- £200.00 to Epwell Echo (donation)
- £1081.23 to Zurich Insurance (insurance renewal) \*
- £226.51 to Cherwell District Council (dog bin emptying)
- £18.00 to AQL (website domain renewal)

\* Cllr Brook agreed to speak to Zurich Insurance about the renewal and get other quotes to compare. This payment would not be paid until he has had the conversation.

**26/33. Governance**

- *To review and adopt Model NALC Standing Orders 2025*  
The Model Standing Orders are out of date. It was agreed to accept the latest model.  
*Action: The Parish Clerk to place them on the website.*
- *To review and adopt Model NALC Financial Regulations 2024*  
The Model Financial Regulations are out of date. It was agreed to accept the latest model.  
*Action: The Parish Clerk to place them on the website.*
- *To confirm eligibility to use the General Power of Competence and consider adoption*  
The meeting was informed that with the Clerk holding a recognised professional qualification (Certificate in Local Council Administration) and the Council meeting the electoral mandate of having at least two thirds of the council elected, the Parish Council is eligible to use the General Power of Competence. Resolved - 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, the council adopts the General Power of Competence from 18<sup>th</sup> May 2026 until the next relevant Annual Meeting of the Council. Proposed by the Chair and seconded by Cllr Brook.  
*Action: The Clerk to place a briefing note on the website.*

**26/34. Annual Governance and Accountability Return (AGAR) for year ending 31st March 2026**

The internal audit has been carried out and all documents were circulated.

- *To approve and sign the Certificate of Exemption.*  
It was agreed to approve the Certificate of Exemption and was duly signed by the Chair and Parish Clerk/RFO.
- *To approve and sign Section 1.*  
It was agreed to approve Section 1 and was duly signed by the Chair and Parish Clerk/RFO.
- *To approve and sign Section 2.*  
It was agreed to approve Section 2 and was duly signed by the Chair and Parish Clerk/RFO.  
*Action: The Parish Clerk to send the documents to the External Auditor and place documents on the website and noticeboard before 30<sup>th</sup> June 2026.*

**26/35. Village Matters**

- *To discuss setting up a Neighbourhood Watch Scheme*  
There is a website which advises if a local scheme has been set up. More properties have cameras and a whatsapp group has been set up.  
*Action: The Parish Clerk to send the Neighbourhood Watch link to Cllr Gibson.*
- *To discuss a new location for the defibrillator*  
Discussions continue about where to place the new defibrillator to be accessible for other residents in Epwell.

**26/36. To receive an update on planning**

- *26/00017/LB, Strengthening works to defective timber spine beam in dining room at Gage Farm, Sibford Road. Granted by CDC.*

**26/37. To receive Councillors Reports**

The Chair purchased refreshments and snacks for the Annual Parish Meeting. The payments were agreed in principle and will be submitted at the July meeting. The spare refreshments and snacks will be used at the Solstice event in June.

**26/38. To note next meeting date and time**  
13<sup>th</sup> July 2026 at 8pm

There being no other business the meeting closed at 8.55pm.

DRAFT