

PARISH COUNCIL OF OXBOROUGH

David Hotchkin
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9 May 2025

TO: **ALL MEMBERS OF THE PARISH COUNCIL.**

{CC: County Councillor (Norfolk), District Councillor (Breckland: Bedingfeld)}

You are hereby summoned to attend the Annual Parish Council Meeting of Oxborough, to be held in the Village Hall on **Wednesday 14 May 2025 at 7pm** to consider and resolve upon the business set out hereunder.

Members of the press and public are invited to attend.

DAVID HOTCHKIN.
Chairman/Acting Parish Clerk.

ANNUAL PARISH COUNCIL MEETING: AGENDA

Open Forum

1. Election of Chair and Declaration of Acceptance of Office.
2. Election of Vice-Chair and Declaration of Acceptance of Office.
3. To accept the immediate resignation of David Hotchkin as an elected member of the Council.
4. To consider that David Hotchkin may act as interim Clerk and Responsible Financial Officer.
5. To consider the co-option of Ms. Alison Vyse to be a member of the Council.
6. Apologies for absence.
7. Declaration of Interest.
8. Declarations of recording/social media use.
9. To approve the Minutes of the Annual Meeting of the Parish Council held 15 May 2024.
10. Matters Arising.
11. **Accounts**
 - a. To receive, consider and approve Year End Accounts for y/e 31 March 2025.
 - b. To receive and review Internal Auditor report on 2024/2025 accounts.
 - c. To review and approve the 2024/2025: Section 1 Annual Return Governance Statement*
 - d. To review and approve the 2024/2025: Section 2 Accounting Statements*
 - e. To complete the Certificate of Exemption (page 3) and return a copy of it to the external auditor either by email or by post (not both) no later than 30 June 2025.
12. Appointment of Auditors (PKF Littlejohn LLP).
13. Questions from the Public.

**The authority must approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both must be approved and published on the authority website/webpage before 1 July 2025*

ORDINARY MEETING AGENDA

Open Forum

1. Apologies for absence.
2. Declaration of Interests.
3. Declarations of recording/social media use.
4. To approve the Minutes of the Ordinary Meeting held 19 March 2025.
5. Matters arising.
6. Breckland Councillor's Report.
7. Norfolk County Councillor's Report.
8. Planning matters.
9. **Correspondence received.** None available, except: 6 May 2025 - Norfolk County Council re: Local Government Reorganisation - Parish & Town Council engagement events, online MS Teams meeting, 6.30pm to 8.00pm, Tuesday 20 May 2025.
10. **Accounts.**
 - a. To receive bank balance and reconciliation. (Prepared by Cllr. Allison).
 - b. To consider authorisation of payments and to sign cheques:
 - i. Norfolk ALC annual subscription £104.41.
 - ii. Nurture Landscapes Ltd. 2 cheque payments of £324.82, covering 4 months from January to April 2025.
 - iii. Community First Trading Ltd, (Zurich Insurance). Annual insurance premium renewal on 3 year contract: £283.55.
 - iv. Bank charges from 1 April 2025: Total = £10.00. (No action required).
 - c. To accept receipt of precept payment of £1,957.72 from Breckland Council.
11. **Highways.** Anglian Water closures of Eastmoor Rd. 28 July - 1 August, Gooderstone Road. 11 August - 15 August. Disruption to water supply possible.
12. To consider that a mixed glass recycling/bottle bank should be placed near the bus shelter. (Subject to approval by Breckland Council and Norfolk County Council Highways).
13. To consider that warning notices about strong gate springs be placed on or beside both entrances to the Play Area on the Village Green.
14. To consider recognition of the sterling efforts and long-term service of our former Parish Clerk, Susan Hernandez, via a letter.
15. To consider an appropriate gift to Susan Hernandez for her service. Contributions from Oxborough residents would be welcomed.
16. To agree that RoSPA be contacted regarding the annual inspection of the Play Equipment, due in mid-June. Approximate cost: £100.00.

Public participation

17. To receive information or suggested items for consideration at the next meeting.