

# Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

Tel: 01865 372143 [www.kidlington-pc.gov.uk](http://www.kidlington-pc.gov.uk)



**To Members of Council:** you are summoned to attend a Kidlington Parish Council meeting on Thursday, 29 May 2025, at Exeter Hall from 7.30 pm

**Members of the Public:** you are invited to attend or view Full Council meetings online via the Microsoft Teams platform. Those wishing to speak must attend the meeting in person.

The online link is **Microsoft Teams** [Need help?](#)

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*Sarah Kearney*

Sarah Kearney, Parish Council Clerk

## AGENDA

1. To elect the Chair for the year 2025/26
2. To receive Councillor's Apologies for Absence
3. To elect the Vice Chair for the year 2025/26
4. To Record Members' Declarations of Interest regarding the Agenda Items  
To receive any requests for Dispensations or Declarations of Interest from Councillors relating to items on the agenda, in accordance with the Council's Code of Conduct, and to note any gifts and hospitality (please refer to the notes at the end of the agenda).
5. To facilitate public participation with regard to items on the agenda – Public participation is limited to 10 minutes in total. Members of the public may make only one address to the Council of no more than Five minutes' duration and only concerning topics on the agenda.
6. To Approve and Sign the Minutes of the Parish Council meeting of [20 March 2025](#)
7. Governance:
  - 7.1 Resignation of Councillor David Thurling – to acknowledge that Cllr D Thurling will be leaving on Thursday, 29 May.
  - 7.2 Committee Structure and Terms of Reference – to consider and agree
    - 7.1a [Development and Strategy Terms of Reference](#)
    - 7.1b [Community Committee Terms of Reference](#)
    - 7.1c [Finance and Assets Committee Terms of Reference](#)
    - 7.1d [Personnel Committee Terms of Reference](#)
  - 7.3 Policies – to consider and agree to re-adopt or adopt:
    - 7.2a [Standing Orders](#) – adopt – new amendments
    - 7.2b [Code of Conduct](#) – re-adopt
    - 7.2c [Scheme of Delegation](#) – adopt – new version

**7.4 To elect a Chair and Vice Chair and members to the Committees:**

**7.3a Development and Strategy Committee**

**7.3b Community Committee**

**7.3c Finance and Assets Committee**

**7.3d Personnel Committee**

**7.5 To elect members for working groups/sub-committees**

**7.4a Allotments Sub Committee** – reporting to Finance and Assets

**7.4b Stratfield Brake Handover Group** – reporting to Finance and Assets

**7.4c Communications/IT Working Group** – reporting to Full Council

**7.4d Natural Environment Working Group** – reports to Finance and Assets

**7.4e Flood Prevention** – reports to Development and Strategy

**7.4f Park Hill/Wheeled Sports Park Working Group** – Reporting to Community/Finance and Assets

**7.4g Exeter Close Working Group** – reporting to Finance and Assets

**7.4h External Funding and Grants Working Group** – reporting to Finance and Assets

**7.4i Local Government Reorganisation** – reporting to Full Council

**7.4j Policies and**

**7.6 To elect members for External working groups:**

**7.5a** Kidlington Recreational Trust

**7.5b** Kidlington Eco Group (KEG)

**7.5c** Kidlington Connections (formerly Voice)

**7.5d** Oxford Airport Consultative Committee

**7.5e** Oxfordshire Association of Local Councils

**7.5f** Parish Transport Representative

**7.5g** Police Community Forum

**7.5h** St Mary's Fields Management Committee

**7.5i** Traffic Advisory Committee

**7.5j** Area Oversight Group

**7.7 [Calendar of Meeting Dates 2025/26](#) – to approve the calendar of meeting dates for 2025/26**

**7.8 Councillor's Allowance for 2025/26 – to acknowledge that members can receive a councillor's allowance**

**7.9 [Risk Assessment for 2025/26](#) – To consider and agree**

**7.10 Responsible Financial Officer – to approve the appointment of Laura Pike**

**8. Annual Governance and Accountability Return 2024-25**

**8.1 [To consider, approve, and sign Section 1 \(Annual Governance Statement 2024-25\)](#) – to consider and agree**

**8.2 To consider, approve, and sign Section 2 (Accounting Statements 2024-25) – to consider and agree**

**8.3 [Notice of Public Rights](#) – to consider and agree**

**8.4 [Final Internal Report](#) and [AGAR Report](#) – to acknowledge the report**

**8.5 Internal Auditor Contract Renewal – to acknowledge the KPC will continue with this company**

**8.6 Final Expenditure and Income Report– report to follow**

**9. Update on Progress from the Committee Minutes - updates**

**9.1 Development and Strategy Committee – to consider the draft minutes held on [10 April](#) and [8 May](#), and to note any recommendations or actions**

- 9.2 **Personnel Committee** – to consider the confidential draft minutes held on **9 May**, to note any recommendations or actions

**10. To receive a report from KPC Working Groups:**

- 10.1 **Exeter Close Working Group** – update  
[Architect Report](#) – update from meeting
- 10.2 **Communications & IT Working Group** – Breakthrough communications to be noted, IT/Comms Group to be authorised to accept supplier quotation within budget.
- 10.2a **New Website** – [specification](#) to be agreed and IT/Comms Groups to be authorised to accept supplier quotation within budget.
- 10.3 **Flooding Defence Working Group** – update  
[Link to S19 report.](#)  
[Draft Minutes from 12 May meeting](#) - report
- 10.4 **Stratfield Brake Liaison Working Group** – update

**11. To receive a report from KPC members representing the Council on outside bodies:**

- 11.1 **Kidlington Recreational Trust** – update
- 11.2 **Kidlington Connections** – update
- 11.3 **Traffic Advisory Committee** – update
- 11.1c [TAC meeting on 14 May](#)
- 11.4 **Police Liaison** – update
- 11.4a – [Kin Letter](#) – to consider and agree whether PC should sign up for this
- 11.4b – [Meeting with Neighbourhood Police on 19 May](#)
- 11.4c – [Safe Home Poster](#) – FYI
- 11.5 **ANPR** – update from Cllr Middleton
- 11.6 **Natural Environment Working Group** – update

**12. Parish Matters**

- 12.1 **Alderman Wise Award** – to acknowledge that Django La Porte has been given this award and presented a £500 cheque
- 12.2 **Forum Building, OCC as for decarbonisation works, reports attached** – to consider and agree
- 12.2a [Deed of Variation – 05/02/2005](#)
- 12.2b [Lease dated – 08/09/1970](#)
- 12.2c [Forum Yth Centre – Mesh Energy](#) – Zip file
- 12.2d [Forum Yth Centre – V2](#)
- 12.2e [Forum Yth Centre – Valk P Planner Project report](#)
- 12.3 **Volunteers Evening** – to consider and agree whether KPC should repeat this next year
- 12.4 **Response to OUFC latest update** – to consider and agree

**13. To receive reports from Cherwell District Councillors - update**

**14. To receive reports from Oxfordshire County Councillors - update**

**15. Chair's Announcements**

**Date of Next Meeting:** Thursday, 26 June 2025

**Meeting Finished:**