**Swerford Parish Council**

**Parish Council Committee Meeting**

**Thursday 14 May 2020 at 19:30 hrs**

**Virtual Meeting using ZOOM**

**AGENDA**

1. **Declarations of Interest** (in respect of meeting subjects likely to arise).
2. **Apologies for absence.**
3. Reminder: **Code of Conduct.**
4. **Approval of minutes** of meeting of 13th February 2020.
5. **Matters arising.**
   1. A strong objection to Application 20/00181/S73 (the proposed storage building at Church End, Swerford referred to by the Council as ‘**Backside**’) was lodged by the Clerk on behalf of the Council. (The Application was approved by WODC on 14APR20).

Certain other Matters Arising will be held in abeyance until further notice/ otherwise agreed - see below.

1. **Financial Governance**:
   1. A previously circulated up-to-date statement of Receipts and Payments, actual versus forecast, together with Summary of Balances held to be noted. No Loans or Investments exist.
   2. The Council’s Annual Financial Timetable has various key items due MAR-JUN20. Notably: advice as to the number of electors (this remains at 114 as at MAY19); approval and publication of the Financial Accounts (now due by 31AUG20 with Public Rights Period to commence on or before 1SEP20 with final audited accounts and external auditor report and certificate to be published by 30NOV20).
2. **Planning Applications** received since last meeting: none.
   1. The Council has spent much time discussing specific Planning Applications (for example see related minutes noted in Appendices I and II attached). A public meeting was due to be held by WODC on 27FEB20 looking at the strengths and weaknesses of the planning services being provided.
3. **General Governance**:
   1. The Parish Council is bound by, amongst other things, its Standing Orders and Financial Regulations. The following amendments are proposed until the COVID-19 situation changes at which time we shall revert to current, standard practice:
      1. BANK SIGNATORIES: that the Parish Clerk is added to the list of Authorised Signatories.
      2. HANDLING COUNCIL BUSINESS: while the COVID-19 situation continues, council matters may be settled as required by any two Council Members (one of whom must be the Chair or Deputy Chair), or in the event that this is not possible, the Clerk, after due consultation with any one Council Member. Any such action by the Clerk is to be noted and ratified at the next Council Meeting.
   2. The following items will be addressed in due course: Chairman’s Report to the Annual Parish Assembly (postponed); the Annual Parish Council Meeting (at which time election of the chair occurs - current office holders will remain in place until either the next Annual Meeting or as the Council may determine); review of the Transparency Code for Smaller Authorities.
4. **Council Insurance** expires 31MAY20. Clerk/Chair to finalise.
5. **Village Hall Insurance**.
6. **Village Hall Accounts**: a summary was circulated to Councillors on 19APR20. Accounts showed a surplus of £524.67. Over £5,000 cash is held with HSBC.
7. **Village Website**
8. **Community First Oxfordshire**. This is a charity under the umbrella of Action with Rural Community in England (ACRE). We are being asked to support via membership at a cost of £35 for 2020-2021.
9. **Oxfordshire Association of Local Councils.** The Council is asked to ratify our annual subscription cost for 2020-21 of £140.42 already paid.
10. **Grass cutting.** An update on the village situation, particularly at Chapel End and the Playing Field.And a reminder that any contractor or volunteer is to be reminded of the need to maintain safe working guidelines, particularly to do with COVID-19.

The following general matters (continued from 5 above) will be taken forward at the first practical opportunity:

* 1. **Playing Fields:** a working party to clean the area (Jane Abbott and John Chaplin were liaising).
  2. **Swerford Charity** updates (when appropriate).
  3. **CPR training** targeted for JUL20.
  4. **Salt Refills**. OCC had delivered a new bag as requested but had yet to distribute to our bins as promised. The location of a new bin at Chapel End has yet to be decided. JC was considering further.
  5. Location of a new **Chapel End tree.**
  6. How best to install and thereafter maintain ‘dog friendly’ access to all **stiles.** Progress on writing to all involved landowners was to be taken forward by the Clerk after meeting with Colin Ford to gather names and addresses. A letter would then be sent by the Chairman.
  7. The damaged **mile post** by the A361.
  8. **Bus Services**.
  9. Re-institution of a village **‘Welcome Pack’** - volunteers needed!
  10. **Road Warning signs** on Chapel Hill.

As Parish Councils are currently banned from meeting in person, a ‘virtual’ meeting is the only practical option. The Parish Council has decided to make use of the free ZOOM facility. This limits the time of the meeting to 40 minutes. (In the event COVID-19 conditions continue into the longer term this will be considered further.)

As with any Council Meeting, villagers are welcome to participate. If they wish to do so, they need to be conversant with the ZOOM system, in particular the use of audio and video control. Potential participants should advise their email detail either to Jane Abbott [janeabbott099@gmail.com](mailto:janeabbott099@gmail.com) or the Clerk, William Haddon [swerfordparishclerk@gmail.com](mailto:swerfordparishclerk@gmail.com) . (If the latter, kindly note that this information will be passed to Jane, who will curate the meeting: it will not be used for any other purposes).

Numbers will be limited and dealt with on a first come first served basis.

W Haddon ………………………. 4MAY20