**Swerford Parish Council**

**Parish Council Committee Meeting**

**Thursday 30 July 2020 at 19:30 hrs**

**Virtual Meeting using ZOOM**

**AGENDA**

1. **Declarations of Interest** (in respect of subjects likely to arise).
2. **Apologies for absence.**
3. Reminder: **Code of Conduct.**
4. **Approval of minutes** of meeting of 14th May 2020.
5. **Matters arising.**
   1. Council Insurance was renewed (Ecclesiastical) to 31MAY21. The premium with tax rose from £312.00 to £367.97 as the value of Playground Equipment (£9,086) and street items/furniture (£7,601) was reassessed and War Memorial cover reinstated (£10,000). Cover for the lawn mower was arranged through Amlin Countrywise at a cost of £89.60 (comprehensive, replacement value £300). Our broker’s fee was £50.
   2. A final summary of the Village Hall final accounts was circulated by email on 19APR20.
   3. Community First Oxfordshire account details were passed on.
6. **Financial Governance**:
   1. An 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. (Individual item greater than £100 to be listed noting: date, purpose, amount, VAYT that cannot be recovered).
   2. The 2019-2020 Financial Accounts were circulated subsequent to the last meeting and, there being no objection, are recorded here as formally approved.

The following Annual Governance and Accountability Return (Part 2) (AGAR) related reports and returns are to be completed by 1SEP20:

* + 1. Certificate of Exemption signed by RFO and Chairman: formal Council approval required and date and minute reference to be inserted. To be sent to the external auditor by 31JUL20.
    2. Internal Audit Report. (Notice of Conclusion of the Annual Audit is due by 30NOV20).
    3. Annual Governance Statement, confirmed and signed by Chairman: formal Council approval required and date and minute reference to be inserted and signed by Clerk.
    4. Accounting Statements confirmed and signed by RFO: formal Council approval required and date and minute reference to be inserted and signed by Chairman. Comment on significant variances with prior year (any differences of 10% over £200).

These, together with a bank reconciliation and the Notice of Exercise of Public Rights are to be published on the Village Website for a period of at least 14 days.

* 1. RFO to set the dates applicable to the Notice of Public Rights of the AGAR: to commence on or before 1SEP20 for a period of 30 consecutive working days. During this period approved accounts and records, are available for public inspection.

1. **Planning Applications** received since last meeting:
   1. Notice has been received relating to a proposed new gliding club at Cold Harbour Farm in the neighbouring parish. How best to take forward to be discussed: deadline for comment is 13AUG20.
   2. As a courtesy, the Chairman and Clerk were invited to view some architectural drawings relating to a proposed planning application related to Lyndhurst.
2. **General Governance**:
   1. 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)
   2. The Transparency Code for Smaller Authorities (Publications Scheme) was reviewed by the Clerk and Chairman in May and will be tabled in due course.
3. **Playground.**
   1. To vote on whether or not the playground should be opened. A recent circular to Councillors refers.
4. **Village Hall** 
   1. Update.
   2. Insurance renewal 13SEP20.
5. **Village Website**
   1. The website is almost ready for launch. Amongst other things some comment on the legal requirements for publication have been prepared and how best to implement is being considered.
6. **Footpath 375/5**

Since the meeting of 14NOV19 when the Council agreed with a proposal to renovate the footpath, the matter has been progressed in close liaison with certain members of the Parish Council. Particular care has been taken with regard to the safety aspects where, coming north west from the Boxing Hare (formally the Masons Arms), it crosses the Hook Norton road at the tight bend at the top of Chapel Hill.

The current route, at its junction with the road, required the use of a set of ladder steps to access over a high stone wall making it extremely difficult to use by dog walkers or by anyone less than fully fit. In addition, walkers are then required to dismount the wall and to cross the road at the point of least visibility.

At the meeting in November, the Council had supported the plan for an application to OCC to re-route the path some 10 metres to the South.

However, it now has been confirmed by close examination of the relevant maps on the OCC website, that the current path does not follow the defined right of way, but is some 10 / 15 metres to the North of that defined line.

It is now considered that an application to OCC to re-route the footpath is not required as the intended works simply put the route back to where it had been, and ought to be, and the intended route will overcome the safety hazards attendant upon the previous improper divergent route.

The Council is asked to ratify the position and reconfirm its support for the land owner (Jonathan Warr) in building new stiles and route markers and in giving its assistance where necessary.

1. **Any Other Business**

The following general matters 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. (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 ………………………. 23JUL20