**Swerford Parish Council**

**Parish Council Committee Meeting**

**Thursday 5 November 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 20 July 2020.
5. **Matters arising.**
   1. Annual Governance and Accountability Return (Part 2) (AGAR): publication of Annual Governance Statement, Accounting Statements and Notice of Exercise of Public Rights on village website. (Certificate of Exemption received by Moore’s on 5AUG20);
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, VAT that cannot be recovered).
   2. Situation re Internal Audit Report and the Internal Auditor who very unfortunately has been indisposed due to COVID:
      1. Notice of Conclusion of the Annual Audit due by 30NOV20;
      2. Internal Audit Effectiveness Review (to be minuted);
      3. Appointment of Internal Auditor for 2020-21.
   3. Review of Bank signatories
   4. The budgetary forecast for 2020-21 (including the Village Hall), together with the Annual Precept, is due by year end.
7. **Planning Applications** received since last meeting:
   1. Any update on potential developments at Cold Harbour Farm which recent application was deemed invalid and withdrawn.
   2. The Council advised no objection to Planning Application 20/02156/HHD (Lyndhurst).
8. **General Governance**:
   1. The following have been reviewed by the Clerk and Chairman and circulated for approval:
      1. Standing Orders;
      2. Financial Regulations;
      3. Financial Risk Assessment;
      4. Financial Timetable;
      5. Transparency Code for Smaller Authorities (Publications Scheme).

Items of note to be addressed in due course - delayed due to COVID:

* Chairman’s Report to the 2020 Annual Parish Assembly (not held);
* Formal election of Chair which was due at the 2020 Annual Parish Council Meeting (not held): in the meantime, current office holders will remain in place until either the next Annual Meeting or as the Council may determine.

1. **Playground.**
   1. Since the last meeting Council Members have agreed to re-open the playground with rules published at the time. Formal ratification is required. (Approval was not unanimous.)
2. **Village Hall** 
   1. Update.
   2. Insurance renewal 13SEP20.
3. **Village Website**
   1. The website has been launched. Legal requirements as to what must be published have been circulated to relevant Council Members.
4. **WODC Planning**
   1. The general dissatisfaction towards the lack of powers within WODC Planning to deal with what appear to be apparent breaches of Planning and Environmental Control. An update.
5. **Any Other Business**
   1. Surface water flooding by the bridge over the Swere, near Griffin House.
   2. Jennifer Allsop.

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 liaising).
  2. **Swerford Charity** updates (when appropriate). Swerford PC Standing Orders note that according to Charity Law, having nominated a Trustee, an obligation exists to receive an annual report of activity together with Accounts.
  3. **CPR training** originally targeted for JUL20.
  4. Location of a new **Chapel End tree.**
  5. 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.
  6. The damaged **mile post** by the A361.
  7. **Bus Services**.
  8. Re-institution of a village **‘Welcome Pack’** - volunteers needed!
  9. **Road Warning signs** on Chapel Hill.
  10. **Chapel End** corner, after completion of building works at Lansdowne Cottage when it is expected that the corner will be less busy.

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

As with any Council Meeting, village participation is welcomed. Residents who wish to do so, 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 ………………………. 28NOV20