**Swerford Parish Council**

**Parish Council Committee Meeting**

**Thursday 11 February 2021 at 19:30 hrs**

**Virtual Meeting using ZOOM**

**AGENDA**

1. **Declarations of Interest.**
2. **Apologies for absence.**
3. **Code of Conduct.**
4. **Approval of Minutes** of meeting of 5th November 2020.
5. **Matters arising.**
   1. 2021/22 Precept (completed 15DEC20 at £3,200, no change from the previous year.) To be formally noted and approved.
   2. Budget for 2021/22. To be noted and approved. (Confirmation to include completion of a Village Hall Budget.)
   3. The A361 milepost has been repaired.
   4. A new sit-on mower was purchased: STIGA TNS 108 Hydro SD for £2,999. Comprehensive insurance has been extended at no extra premium.
   5. Parking at Chapel End.
   6. Any update on the drainage problems on, and around, the bridge next to Griffin House. (It was agreed that Ian Heath would continue to liaise with neighbours and the Highways Agency, and keep the Council advised if any assistance was sought. The Council has agreed in principle to help as appropriate.)
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 items greater than £100 to be listed noting date, purpose, amount and VAT that cannot be recovered.)
   2. Year-end Accounts as at 31MAR21: due for approval in APR annually.
   3. The appointment of an Internal Auditor.
7. **Planning Applications** received since the last meeting.
   1. An Informal Consultation document was received from Oxfordshire County Council relating to proposed changes to a Bridleway (No 32) and Footpath, in Swerford Park, (Rights of Way). The Council did not support the proposed changes (document ABS/253/EXT/CR/253/09.20)
8. **General Governance**:
   1. Review of **Website** and process (due Jan annually).
   2. Review of **Register of Assets** and **Register of Title Deeds** (due FEB annually)
   3. Review of **Financial Risk Assessment** due in MAR annually.

Delayed due to COVID:

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

1. **Playground.**
2. **Village Hall**.
3. **WODC Planning.**
4. **Any Other Business**
   1. The next PC Meeting (the **Annual Parish Council Meeting**) is scheduled for 20MAY21. The next **Annual Parish Assembly** must be held between 1MAR21 and 1JUN21 and a Chairman’s Report is due.
   2. **20s Plenty for Oxfordshire.** Part of a national Not for Profit charity, campaigning across the Country for mandatory 20 mph default limits in residential and urban areas. They seek support in persuading District and County Councillors to instigate.
   3. **Census 21.** Households may expect information in March. (A Survey basically seeking information as to whether or not Swerford had any Key Population/Special Groups or concerns as to the viability of the digital form the Census will take.) This was completed and returned to government.
   4. **WODC Budget Consultation:** details were circulated to the village - the public being asked for any input as to pre-defined spending priorities, and potential uplifts in local (such as Council) taxes.
   5. The **National Association of Local Councils** sought feedback on three issues: the continuation of remote meetings; whether or not local elections were thought a good idea in the current pandemic; the passing down of Income Compensation received by District Councils to Parish Councils. This was completed.
   6. A **Community Safety Partnership Survey** was completed, focused on community concerns. Those pertaining to Swerford were listed as being to do with the speed of traffic through the village and the concern as to occasional petty theft increasing.

The following general matters will be taken forward in due course:

* 1. **Playing Fields:** a working party to clean the area.
  2. **Swerford Charity.** 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. An Annual Review is due in FEB.
  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.**
  6. Re-institution of a village **‘Welcome Pack’** - volunteers needed!
  7. 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 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 4JAN21