**Swerford Parish Council**

**Parish Council Committee Meeting**

**Wednesday 16th February 2022 at 19:30 hrs**

**Swerford Village Hall**

**AGENDA**

1. **Declarations of Interest.**
2. **Apologies for absence.**
3. **Code of Conduct.**
4. **Approval of Minutes:**
   1. Meeting of 17NOV21.
5. **Matters arising.**
   1. WODC Planning. (**JC/Council**.) An email was sent to A Beaney by the Chairman, copied to Councillors on 16JAN22.
   2. Completion of the ‘Code of Conduct/Expectation’ and its circulation to owners of known village Glamping and/or Temporary Camping sites. (**JC**.) No known response.
   3. A Plan of Action re Item 12 (b). (**LT.**) No Plan of Action appears to have been received from Mr Tustian and a request has been received that this be formally pursued.
   4. Concern has been expressed by Mr Tustian as to the due process followed in the Meeting of 18th August 2021 (re Item 12 (b)). This has since been reviewed. The Clerk re-circulated the Council’s Standing Orders noting specifically Item 3 (‘Meetings’) and Item 3.5 (the process of Public involvement). The Ash Hill item was on the Agenda and the floor was invited by the Chairman to comment (albeit the specific amount of time given was not noted in the Minutes). As such there is no reason to consider that the meeting was not in order.
   5. The proposed plan and budget re Chapel End pond. **(JC)**
   6. The replacement of Jane Abbott as a Councillor. Robert Ashfield of Draycott Cottage was to be approached. **(JC)**
   7. Publication on the Village Website of last year’s Internal Audit comments. **(GS)**
   8. Circulation of the 2022-23 Budget Forecast (including that of the Village Hall). (See further below.) **(GS)**
   9. Follow-up action to do with planting in St Mary’s lane. A proposed Circular was prepared by the Chairman and circulated to Councillors on 12DEC21. It noted that a number of shrubs and trees growing against the garden wall of The Cottage were to be removed.

1. **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.
   2. To present a list of cheques issued since 17NOV21 (the last meeting). Items to note VAT that cannot be recovered.
   3. To note the quarterly reconciliation of bank statements as at 30DEC21 and minute accordingly.
   4. Presentation of 2022-23 Budget Forecast (including the Village Hall) for approval. A separate column related to S 137 expenses is required to be shown where appropriate. The approved Forecast is to be minuted and published on the PC website.
2. **General Governance:**
3. To note progress on the annual review of the PC website.
4. Data Protection and the Retention and Disposal ofRecords (Please refer to Appendix 1). It is proposed that the recommendations noted are formally adopted in line with Internal Audit recommendations. And that the need for an Annual Fee due to the Information Commissioners Office is reviewed further and paid as necessary (if not done already).
5. The Financial Timetable notes that these are scheduled for review at the February PC Meeting annually:
   1. Register of Assets. (Last approved by the Council in their meeting of 31MAR21. It is required to be done bi-annually. No action required until 2023.)
   2. Register of Title Deeds**. (L**ast approved in the Annual Parish Council Meeting of 4MAY21. It is required to be done bi-annually. No action required until 2023.)
6. **Planning Applications:**

The following applications were received and responded to:

* + 1. 21/03966/HHD New Cottage, Church End. No Objection.
    2. 21/03940/FUL, Leys Farm. Largely No Objection other than the restrictions laid out in the Chairman’s email of 6JAN22.

1. **Playground.**
   1. To confirm that monthly visual playground checks, (required for insurance purposes), are being made.
2. **Village Hall**.
   1. Brief update.
3. **Swerford Charity**.
   1. A copy of the Accounts submitted to the Charities Commission is expected when completed.
4. **Any Other Business.**
   1. Operation London Bridge (details circulated 2FEB22).
   2. Electric Car Charging & Installation of Charging Stations. Follow-up on the proposed 3DEC21 Draft Circular to Village residents as provided by the Chairman.
   3. Any follow-up as to the development of the ‘Swerford Orchard’.
   4. Community First Oxfordshire - renewal in the name of the Village Hall or the Parish Council.

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

* 1. **CPR training** originally targeted for JUL20.
  2. Location of a new **Chapel End tree.**
  3. Re-institution of a village **‘Welcome Pack’** - volunteers needed!
  4. Road **Warning signs** on Chapel Hill.

W Haddon (Clerk) 3 February 2022

**APPENDIX 1.**

The 2021 Internal Audit noted the following:

**‘16. Freedom of Information/GDPR Comments & Recommendations**

**Item**                                                                                     **Compliant**

16.1 Is the Council registered with ICO?              Yes

16.2 GDPR: Freedom of Information scheme                    Yes

  Data Protection policy                                       No

Retention and Disposal of Documents policy              No

Privacy Notice                                                            Yes

**Recommend:**Data Protection and Retention and Disposal of Documents policies are adopted in line with GDP Regulations. Example policies can be provided or found on the OALC website if desired.**’**

The Oxfordshire Association of Legal Councils refers the Parish Council to the following National Association of Legal Councils Legal Notes, recently circulated to Councillors:

* Re the Retention and Disposal of Documents and Records: LTN 40 of November 2016.
* Re Data Protection: LTN 38 revised November 2018.

**It is proposed that these be formally adopted.**

In addition:

The LTN 38 noted is 47 pages. Part of this stipulates that an **annual fee** is payable to the Information Commissioners Office (item 13). While the exemptions are less than clear, the Oxfordshire Association of Local Councils advise that it would be fairly unique for Swerford to be exempt and as such a fee is due.

**It is proposed that this be examined further and that any fee due is settled if not done already.**

**Storage**: Old documents are held in storage in the Village Hall. More recent documents are held by the Parish Clerk who backs up any digital items, from time to time (at least bi-annually).

**It is recommended that the Clerk and, perhaps, the Chairman (or another PC Member) accesses the Hall Records with a view to disposal of any unnecessary items in line with NALC Guidelines.**