**Swerford Parish Council**

**Parish Council Committee Meeting**

**Wednesday 17th August 2022 at 19:30 hrs**

**Swerford Village Hall**

**AGENDA**

1. **Declarations of Interest.**
2. **Apologies for absence.**
3. **The co-opting of Nick Davies as a new Parish Councillor.**
   1. Sign Declaration of Acceptance of Office.
   2. WODC to be advised and will, in turn, forward a Declaration of Interest through Clerk for completion and return.
4. **Code of Conduct.**
   1. A new Code has been introduced by WODC: circulated to Councillors on 29JUN22. To be noted.
5. **Approval of Minutes:**
   1. Annual Parish Assembly of 20MAY22.
   2. Annual Parish Council Meeting of 25MAY22.
   3. Extraordinary Meeting of 27JUN22.
6. **Matters arising.**
   1. Chapel End Pond. (JD to have reviewed.)
   2. Planting in St Mary’s Lane. (JC)
   3. Blocked gullies in Chapel End. (JC to lodge complaint with Paul Wilson of N Oxon roads.)
   4. Payment of Annual Fee to Information Commissioners Office. (GS)
   5. Defibrillator. (Possible relocation to church (JD) and new item if better terms possible through the British Heart Foundation. (CF)
   6. Letter to MP relating to the support of virtual PC Meetings where appropriate. (Form passed to JC.)
   7. Lansdowne Cottage/Robins Cottage cabling in road. (JC to write to Mr Wengraf.)
   8. Chapel End Trees. (CF)
   9. Road Warning Signs on Chapel Hill. (JC to have written to Councillor Geoff Saul for clarification.)
   10. Ratification of amended date for next Annual Parish Council Meeting to 10MAY23 and date of next Parish Assembly to 19MAY23. (Clerk’s email of 5JUN22 refers). Dates for following year are:
       1. 17 August 2022.
       2. 16 November 2022.
       3. 15 February 2023.
       4. 10 May 2023 (Annual PC Meeting).
       5. 19MAY23 (Annual Parish Assembly).
   11. Annual Financial Risk Assessment (as circulated in Clerk’s email of 5JUN22) together with Publication Scheme (email of 29JUN22) to be ratified.
   12. That following items covered in Meeting of 27JUN22 have been completed: (Annual Governance Statement, Accounting Statements, Notice of Public Rights, Certificate of Exemption.)
7. **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 25MAY22 (the last meeting). Items to note VAT that cannot be recovered.
   3. To note the quarterly reconciliation of bank statements as at 30JUN22 and minute accordingly.
8. **General Governance:**
   1. The resignation of a Chairman and the replacement. (To note: on any such resignation, a new Chair must be elected immediately. The Declaration of Acceptance of Office by the new Chair must be completed before the next meeting, preferably immediately but if this is not possible then as soon as possible. A Chair may be elected in absentia if properly agreed in advance.)
9. These are scheduled for review:
   1. Bank signatories.
   2. Internal Audit Effectiveness Review.
   3. The appointment of our Internal Auditor.
   4. Register of Assets. (Last approved by the Council in their meeting of 31MAR21. Recently circulated.)
10. **Planning Applications:**

Since the last meeting no new applications have been received. But an Enforcement Appeal has been received from WODC regarding Netherby Farm, any comments to be made due by 2nd September 2022.(The Council’s detailed objections were last made by email on 3AUG21.)

1. **Playground.**
   1. To confirm that monthly visual playground checks, (required for insurance purposes), are being made.
2. **Village Hall**.
   1. Brief update.
   2. Insurance.
3. **Swerford Charity**.
   1. A copy of the Accounts submitted to the Charities Commission is expected when completed.
4. **Any Other Business.**
   1. **Winter Preparedness.** Any need for further salt bags or new bins (at £250 +VAT per bin) to be advised to WODC no later than 30SEP22. Nil returns are requested. WODC will fill existing bins reported to them. JC has advised no action is needed as bins were not used last winter.
   2. Ratification of renewal of **OALC Membership.** (£150 pa).
   3. **Hook Norton Village Museum** has asked for any guidance that we might be able to offer with regards to maintenance of their clock. This was passed on to JD for liaison with St Mary’s. JC has suggested Mel Poke might be the best point of contact.
   4. **20 mph restrictions.** Post the Parish Assembly, JC contact Cllr Geoff Saul to clarify the position vis a vis such restrictions . He has offered his support. To be taken forward (email of 8AUG22 to Councillors refers.)

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

* 1. **CPR training** originally targeted for JUL20.
  2. Re-institution of a village **‘Welcome Pack’** - volunteers needed!

W Haddon (Clerk) 8 August 2022