**Swerford Parish Council**

Parish Council Committee Meeting, Wednesday 15th February at 7:30pm

in Swerford Village Hall

**Present:**

Councillors:

Nick Davies Chair, (arrived at 8pm), Jonathan Drinkwater, Jill Tinsley, Roger Huyton, Leonard Tustian,

Visitors:

Colin Ford, Annette Huyton, Tina-Marie Poke

1. **Declarations of Interest: None**
2. **Apologies: Jarvis Morley, Clerk**
3. **Code of Conduct: Noted**
4. **Approval of Minutes:**

Parish Council Meeting Minutes from the 22nd November 2023 approved

1. **Matters Arising**
2. Council proposed 20mph limit- update from Nick.

At the November Parish Council meeting objections were raised by visitors to the proposed speed limit plan. There was particular objection to the number of signs required to mark the zone.

The continuing dialogue as to a final proposal from OCC on the matter of a speed limit for Swerford continues. The concerns of certain members of the village to the extent of the coverage (where initial plans did not include one area considered to be a speeding area) and the visual impact of additional posts for signage are being discussed. The hope is to have a revised plan for the next Parish council meeting.

It was also stated that while there has been great public interest and input to the question of a speed limit to the village, it is the parish council who retain the right to decide on that matter once any final plan is put forwards.

Colin also raised the issue of the reflector posts being knocked over at the top of the hill, which he’s put back upright on a number of occasions.

1. Defibrillator

Nick spoke to Claire Field and she is now the guardian of the defib

However Colin said that inspections aren’t being recorded

**Action Nick** to speak to Claire Field

1. Griffin corner

Chevrons are now in place.

1. Overgrown footpaths

The overgrowth on the footpath from Lansdown Cottage has now died back for the winter. The council hopes that neighbouring houses can cut back the growth this summer to avoid the same problem arising.

The footpath opposite Swerford park has been cut back.

1. Village Website

Council matters are added to the website but we have capacity to add other information from other groups.

**Action Jill** to ask for volunteers via the “Swerford News”

1. **Financial Governance**

The attached documents were reviewed and ratified:

1. Statement of receipts and payments, actual versus forecast, together with a summary of balances held

It was noted that Gavin had been subsidising spending but he had now been repaid.

1. List of payments made since the last meeting on the 22.11.23

The document was agreed.

1. Quarterly reconciliation of bank statements as at 31.12.23 and minute accordingly.

It was noted that we are now using Unity Trust Bank

1. Internal audit letter of engagement

Agreed and signed by Nick.

**Action Nick** to obtain Jarvis’ signature

1. **General Governance**

Items scheduled for review:

Register of Assts

It was noted that one bench from the playground had been moved to the village hall grounds, and the picnic table to the orchard. A Hawthorne tree has been planted under the power line by OCC. Otherwise the register was agreed as an up to date record.

Register of Assets

We will postpone this item until next meeting when Jarvis is here to advise

**Action Jarvis** to add to matters arising on the agenda for the next meeting.

1. **Planning Applications:**

None

1. **Playground:**

It was agreed that, following maintenance work carried out by working parties in the autumn, the playground could be reopened

Following advice from the ROSPA report overhanding trees have been cut back, foliage around the gate cleared, the picnic table removed from under the tree and the loose bench removed to the village hall grounds. The willow tunnel was cut back and rethreaded.

**Action Jill** to notify the village and to agree a timetable for grass mowing for 2024

**Action Nick** to set up meeting with families to agree a plan for new equipment

**Action Nick** to continue monthly visual checks

1. **Village Hall responsibilities**

Roger has spoken to ex parish councillors John and Gavin, and confirmed that in an agreement dated1980, the Hall committee pay for the insurance premium, in exchange for free rent.

**Action Tina-Marie** from the Village Hall Committee, to sign the insurance renewal document and continue as the contact with the insurance company.

It was noted that Sedgwickes have agreed to remove the trees which are causing further movement of the hall foundations.

We also noted that a new leak in the kitchen has occurred.

1. **Swerford Charity**

The Parish Council met informally with the new trustee Jonathan Warr at his request and heard about his proposed plans for the charity’s field. The Parish Council will now invite Kate Campion trustee, to meet with the Parish Council.

**Action Roger** to contact Kate

1. **Any other Business**
2. It is with sadness that the Parish Council notes the death of Annabel Hall and sends condolences to Richard and her family.
3. The annual community emergency plan was reviewed. It was agreed that a WhatsApp group should be set up, separate to the group already in use, to notify villagers of emergencies. Arrangements for those not using WhatsApp will be made separately.

We will review this again with a plan to action, plus any necessary GDPR implications, under Matters Arising at the next meeting when Jarvis is here to advise

**Action Jarvis** to put on the agenda under Matters Arising next meeting

1. The Parish Council met with Jonathan Warr, trustee for Swerford Charity at his request and will also arrange to meet with Kate Campion to hear about their suggested ways forward for the charity.
2. Request to renew Community First Oxfordshire support

We will review this under Matters Arising at the next meeting when Jarvis is here to advise

**Action Jarvis** to put on the agenda under Matters Arising next meeting

1. Review of the Financial risk and management document

We will review this under Matters arising at the next meeting when Jarvis is here to advise

**Action Jarvis** to put on the agenda under Matters Arising next meeting

1. Water on Chapel Hill

Leonard believes water is coming from a spring at the top of the hill which was the old source of water for the village. It’s possible that some pipes are broken. The water could be fed into the village pond.

**Action Jonathan** to chase council gully clearance

**Action Colin Ford** to ask Paddy to look at the spring or otherwise ask Leonard’s builder to investigate the problem

1. Jubilee bench and Notice boards:

Both the bench and boards need repair and wood treatment.

**Action: Nick** to ask Roy to look at the bench and boards

1. Future EV Chargers

Jonathan said that BT intend to create car charging points from their green boxes, and hoped that the village could benefit from these, particularly as 4 or 5 houses have no space to charge cars

1. Village Pond

The unsafe trees have been cut down. Jonathan agreed to look at further improvements for the pond in the summer

**Action Jonathan**

1. Burglaries

A number of burglaries have occurred recently in the village. The police have investigated, interviewed villagers and remain alert to the issue. Villagers have kept each other informed via the village WhatsApp group.

**Action All Villagers** are asked to be vigilant and to review and report anything suspicious particularly anything picked up on cameras.

**Next Meeting**

8th May 2024 at 7.30pm in the village hall

**Village Assembly 2024**

17th May 7.30pm