**Annual Swerford Parish Council Meeting**

**Wednesday 14th August at 7.30pm**

**Swerford Village Hall**

**AGENDA**

1. **Declarations of Interest**
2. **Apologies for absence**
3. **Code of Conduct to be noted**
4. **Election of Chair**

Note: Our Annual meeting and election of chair which should have taken place in May is now taking place at our August Meeting

1. **Approval and Signing of Minutes by Chair**

Annual Parish Assembly 31st May 2024

Parish Council Meeting 8th May 2024

Extraordinary Meeting 26th June 2024

1. **Matters arising from last minutes**

Insurance -to be considered later in the meeting

Playground -to be considered later in the meeting

Village Hall – to be considered later in the meeting

Communications -

Emails from those who would like to be on an emergency contact list have been forwarded to the clerk and then onto Sarah Heath. There is still time for others to add their email address. Please send to Swerfordparishclerk@hotmail.com

A section on the Village Website has been added for the Playground which now has the ROSPA reports on it

Charlie Campion to add information on the Charity to the website- update?

Sarah Heath to add the newsletter to the website – update?

1. **20mph zone – decision to adopt in the village**

Following consultations at previous parish meetings and the collection of written views a decision will be taken by the councillors as to whether to adopt a 20mph zone in the village

1. **Co-option of new Councillor**

Declaration of Acceptance of Office to be signed if agreement reached

WODC to be advised and Declaration of Interest to be sent to Clerk for completion by the new councillor

1. **Financial Governance:**

We urgently need to appoint a new RFO (Responsible Finance Officer) which is a mandatory requirement for the Parish Council.

Action to be agreed

In the absence of a RFO the Chair or a delegated councillor to present:

* Audited accounts for 2023 - 24
* The Quartely Bank reconciliation
* List of spends in this financial year

Due, but postponed for later when the RFO is appointed:

* Bank signatories review
* Internal Audit Effectiveness review
* Register of Assets review
* Approval of our Publication scheme review
* New NALC Financial Regulations to be adopted in 2024
* Appointment of our Internal Auditor for 2025

Budget Forecasts to be drafted by the PC ready for next meeting

Action to be agreed:

1. **General Governance**

Confirmation of appointment of Jill Tinsley as Clerk from the 17th June 2024

Additional Parish Council Meetings proposal

Due to the numbers of matters arising and the need to discuss planning applications at an open Parish Council within the timeframes given, the Parish Council would like to meet 6 times a year instead of 4.

Proposed revised dates for the following year as follows:

? September 2024 ???

20th November 2024 Parish Council meeting

? January 2025 Parish Council meeting

? March 2025 Parish Council meeting

? May 2025 Annual Meeting

? May 2025 Assembly

? July 2025 Parish Council Meeting

? August 2025 Parish Council Meeting

? September 2025 Parish Council Meeting

? November 2025 Parish Council Meeting

A change in the standing orders will be made to note this

1. **Planning Applications:**

Since the last meeting the following applications have been received.

The Parish Council to decide on responses during the meeting

|  |  |  |
| --- | --- | --- |
| 14.6.24 | Pomfret Castle 24/01561/S73 | No Objection already lodged |
| 26.7.24 | Pomfret Castle24/01794/LBC24/01793/HHD | Response needed by 16.8.24 |
| 2.8.24 | Leys Farmhouse24/01867/HHD24/01868/LBC | Response needed by 23.8.24 |
| 5.8.24 | Great Tew Quarry  | Note  |
| 5.8.24 | Land at Back End, Church End23/01193/FFUL | Appeal Lost  |

1. **Insurance**

Update from Roger

1. **Defibrillator**

Update report from Claire Field

Inspections are up to date. Claire is happy to continue to monitor the village defibrillator

1. **Trees on Parish Council land**

Inspection required

Action to be agreed:

1. **Playground**

**Update:**

The ROSPRA report was completed in July for 2024. (Available on our website).

In summary the playground is in poor condition and apparatus needs to be replaced/repaired and the playground permanently closed after the summer until it is carried out. Unfortunately, no one has come forward to form a playground committee so we are unable to take forward any ambitious projects, however the Parish Council is exploring the work and costs involved in keeping some parts of the playground open.

The mowing rota and the working parties have been successful however and need to be coordinated again next year if we keep the playground open. Fortnightly checks have been carried out by Jill Tinsley

**Proposal for remedial works**

Jill Tinsley and Roger Huyton met with Harlequin playground company on the 6th August 2024. They were recommended by OALC and have provided suggestions and costs. (Two other companies will be approached for comparative costs)

The following suggested works would cost approximately £9,000 incVAT

* Replacement of swings with like-for-like equipment. The current grass surface is adequate if the new swings are lower.
* Repair of the two balancing trails which have loose posts
* ‘A’ frame to be jet washed to improve grip
* Removal of tyre framed apparatus which is rotting and very loose in the ground and further reduction of the nearby tree is necessary if it remains
* Recommended finger trap protection added to gate
* Sign with maximum age of 13 and Parish Council contact to be added to gate
* Slide is currently adequate if we continue with frequent strimming of grass sides
* Willow tunnel to be repaired again by the village with another working party
* Weekly or Fortnightly checks to be continued using new proforma provided by ROSPA
* Mowing rota to be set up for 2025

Actions to be agreed:

**16 Village Hall.**

Update

**17 Winter Preparedness**

Actions agreed:

**AOB**

(No decisions may be made under AOB)

**Jillian Tinsley -Clerk to Swerford Parish Council**