

SWALCLIFFE PARISH COUNCIL

MINUTES OF A REMOTE PARISH COUNCIL MEETING **ON 29TH JUNE 2020 AT 7.30PM**

Councillors Present

Neil Urquhart (NU), Chairperson
Steve Gandy (SG)
Ryan Smith (RS)
Victoria Taylor (VT)
Christine Coles - Parish Clerk

20/43. Apologies

Cllr Hodkinson (poor internet signal) and Cllr McCallum (work)

20/44. Declarations of Interest

Cllr Smith declared an interest as a Governor at Swalcliffe Park School.

20/45. To approve the minutes of the meeting held on 18th May 2020

The minutes of the last meeting were approved and signed as a true record.

20/46. Public Participation Session

No matters were raised.

20/47. To note any matters arising from the minutes not included on this agenda for report only

Cllr Taylor gave an update on Speedwatch. A new rota is in place and each village will have the speed camera for two weeks. A note is to be put on Facebook asking for volunteers ready for the next session. A report to be given at the next meeting. The bottom speed camera may not be working. The Chair is to check.

The Parish Clerk had received the signed Acceptance of Office form from the Chair. It will be kept on file.

The Councillor Responsibility list has been updated and put on the website.

20/48. To receive an update on the village/community hall

Cllr Gandy gave an update. He is in the process of getting the topographical survey quotes and architects' quotes. He has two and is waiting for a third. This information will be shared when he has it. The choice of architect is important as it will help with the tender process and project management. Once an architect has been recommended, Cllr Gandy will commission the survey work and concept drawings.

Cllr Gandy has drafted a set of Terms of Reference for the Village Hall Committee (VHC) based on the set for the Woodland Play Area. He will show these to the VHC first and then bring them back to the September council meeting.

20/49. To discuss the idea of a foodbank collection

Jane Fitzpatrick from Tadmarton has spoken of the idea of a foodbank collection which they have been running in Tadmarton. It has been extremely popular and helped families. She has been in touch with Martin Bell to do a leaflet drop in the village.

20/50. Financial Report

The following payments were approved under statutory powers:

£130.00 to R Fletcher (internal audit)

£200.90 to Parish Clerk (hours)

£50.00 to HMRC

AGAR 19/20 Part 2

The accounts are made up of income and expenditure. The Chairman reported a surplus of £10,224 (budgeted surplus £1,822) with the balance of all bank accounts at 31st March 2020 being £30,312. Costs were as budgeted throughout the year and the majority of the extra income was from the VAT reclaim. Village assets were discussed and the list is updated each year when the AGAR is completed.

Action: The Parish Clerk will circulate the latest Asset Register.

To approve and sign the Certificate of Exemption

This was approved and signed.

To approve and sign Section 1 - Annual Governance Statement 2019/20

This was approved and signed.

To approve and sign Section 2 – Accounting Statements 2019/20

This was approved and signed.

Action: The Parish Clerk to put the documents on the website.

20/51. To receive an update on Planning

One application had been received since the last meeting:

20/01456/F, Erection of 33.3sqm detached, flat roofed timber framed building for D1 educational use on school site at Swalcliffe Park School. No objections.

20/52. To receive the following correspondence:-

The following correspondence had been circulated:

OALC Annual report and Accounts AGM (cancelled)

OALC, NALC and BHIB Risk Assessment Guide

20/53. Councillors' Reports

The access payment due from Mountside in January is still outstanding. The Parish Clerk to chase again.

Guidance has been received from OALC about re-opening play areas. The Parish Clerk has read it briefly. A risk assessment may need to be shown to the insurance company.

The Chair has received an email from the Oxfordshire Wildlife Sites Project Officer. They want to designate Swalcliffe Common as a local wildlife site. A survey will find out current habitats and there are grants available for tree planting. The Chair will arrange a site meeting at the end of August. The Chair had seen a bike run in the woods which was being built by a group of boys and he has spoken to them.

There is still a vacancy on the Parish Council.

Action: The Chair is to make contact with someone.

20/54. Date and time of next meeting

Monday 14th September 2020 at 7.30pm

There being no other business the meeting closed at 8.15pm.