**AGM Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Wednesday 5th May 2021 at 7.30pm**

**AGM Minutes**

**Present: Cllrs S Nodder, D Griffiths, C Parker, S Coombs**

**Public; 2 Members**

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| **ITEM** |  |  |
| **1** | **To Agree and Sign Acceptance of Office. – To be signed when physical meetings are re-instated**  Councillors Agree.  **Proposed: Cllr CP Seconded: Cllr DG Agreed: All** | **CA** |
| **2** | **To elect a Chair of the Council for the coming year**  Council discusses and Cllr SC proposed and agreed**.**  **Proposed: Cllr DG Seconded: Cllr CP Agreed: All** |  |
| **3** | **To elect a Vice-Chairman of the Council**  Council discuss and agree to Cllr CP and Cllr DG sharing the role.  **Proposed: Cllr SN Seconded: Cllr SC Agreed: All** |  |
| **4** | **To appoint sub-committees**  Council will not appoint sub-committees at this time. |  |
| **5** | **To appoint officers to the Council**  **Allotment Officers**  Cllr DG, Cllr SC  **Proposed: Cllr SN Seconded: Cllr CP Agreed: All**  **Estates Officer**  Cllr JV, Cllr SN  **Proposed: Cllr DG Seconded: Cllr CP Agreed: All**  **Play-Ground Officer**  Cllr CP, Cllr JV  **Proposed: Cllr DG Seconded: Cllr SC Agreed: All**  **Pavilion Officer**  Cllr CP  **Proposed: Cllr DG Seconded: Cllr SC Agreed: All**  **Finance Officer**  Cllr SN  **Proposed: Cllr DG Seconded: Cllr CP Agreed: All**  **Burial Officer**  Cllr DG, Cllr SN  **Social Media**  Clerk to monitor. Cllr CP to assist**.** | CA |
| **6** | **To receive apologies for absence**  Cllr JV, District Cllrs EW, SH  **Proposed: Cllr DG Seconded: Cllr CP Agreed: All** |  |
| **7** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  None |  |
| **8** | **To take questions and comments from members of the public**  Member of the public asks if the grass is supposed to be cut on both sides of Star Lane. Cllr SN responds that it is, up to the ditch. Clerk to contact grass cutting contractor. Cllr CP notes a section along the High Street, by the military housing, is also not being cut, clerk to add this to the correspondence.  WiFi to be installed in the Village Hall next week, Cllr SC to inform Village committee Chairman when the installation is taking place. | CA  SC |
| **9** | **To take questions and comments from members of the Council**  None |  |
| **10** | **To approve the minutes of ordinary meeting held on 23.04.21 – To be signed when physical meetings are re-instated.**  Council Agree.  **Proposed: Cllr DG Seconded: Cllr CP Agreed: All** | CA |
| **11** | **To address matters arising from the ordinary meeting held on 23.04.21**  All matters are in hand or on the Agenda to discuss. |  |
| **12** | **To address burial matters**  None |  |
| **13** | **To address planning matters**   1. **Update on current developments** 2. **Update on S106**   Cllr SN reports we have 7 accounts of money that can be spent but we are waiting on confirmation of what the spending can be directly for. 18m-2 year time frame. |  |
| **14**  **15** | **To agree insurance provider and costs**  Waiting on quotes. To be agreed at an extraordinary meeting before June 1st.  **To agree Internal Audit Letter Report 20/21.**  Council Agree and Accept to Internal Audit Report 20/21  **Proposed: Cllr SN Seconded: Cllr CP Agreed: All** | CA  CA  TB |
| **16** | **To agree Delegation of Powers to the Clerk**  As advised by our internal auditor and OACL, the Council Agree to Delegation of Powers to the Clerk for 21/22.  **Proposed: Cllr CP Seconded: Cllr SN Agreed: All** | CA |
| **17** | **Finance to Agree -** None |  |
| **18** | **Finance to Note -** None |  |
| **19** | **Agenda Diary**   1. **Registration of Members’ Interests –** Clerk to re-send register to Cllr SC for completion 2. **Section 137 Payments**   Request from EnRich, a Charity for physically disabled people across Oxfordshire. Clerk to check charity number and contact them asking if they help anyone from Watchfield. To be added to next agenda.   1. **Employer PAYE – Carried out by Net Result** 2. **Agree to Code of Conduct - To be signed when physical meetings are re-instated.**   Council Agree.  **Proposed: Cllr CP Seconded: Cllr SN Agreed: All**   1. **Agree to Standing orders - To be signed when physical meetings are re-instated.**   Council Agree  **Proposed: Cllr DG Seconded: Cllr CP Agreed: All** | CA  SC  CA  CA  CA |
| **20** | **File back-up Storage -** Done by Clerk |  |
| **21** | **To note correspondence -** None |  |
| **22**  **23**  **24** | **Any other business**  Cllr SN offers help and advice for a handover with Cllr SC on Chairman Role.  Cllr CP and Clerk updating contracts for private hire of the pavilion.  Cllr CP, Cllr JV and RoSPA are checking the newly installed MUGA, Fitness and Playground equipment. Once RoSPA reports are received, Wixsteed will be informed and asked to complete the works.  Cllr SN to continue doing the defib checks and online questions.  Clerk would like to thank Cllr Sue Nodder for her many years as Chairman and the support, advise and knowledge she has given. Also, to welcome our new chairman Cllr Stacey Coombs.  Clerk and Council to organise social distancing, large hall hire, streaming of meeting, Covid questionnaires and risk assessment for June meeting.  ***Chairman asks for the public to leave the meeting.***  **Confidential Meeting – Interview of WPC potential councillor, Aaron Biggs.**  **To Agree co-option of Aaron Biggs onto WPC.** | CA  CP  CP  JV  ALL |
|  | Council discuss and Agree to the co-opt of Aaron Biggs. Council suggest Officer roles shadowing Cllrs in Playground, Pavilion and Estates. Clerk to inform Aaron Biggs and send all required documents for completion. Clerk to inform OCC. Cllr CP to set-up a new Watchfield email address.  **Proposed: Cllr SC Seconded: Cllr SN Agreed: All** | CA |
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|  | **Meeting Closed: 20:28** Claire Arnold, Clerk to Watchfield Parish Council 09/05/21. |  |
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|  | Please be aware of the following points regarding online meetings.  a. The meeting will be recorded by the clerk, this will be for the purpose of taking minutes.  b. Time for public comments (Item 8) is 3 minutes per individual. After item 8 the public will be muted and if you have a question or comment to make, please raise your hand to be unmuted.  c. Threatening or foul language will not be tolerated, and you will be removed from the meeting by the clerk. |  |
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