**Meeting of Watchfield Parish Council**

**Watchfield Village Hall and ZOOM**

**Tuesday 21st September 2021 at 7.30pm**

**Agenda**

**Join Zoom Meeting**

**https://us02web.zoom.us/j/84875719706?pwd=YVpBKzRiNCtNWjd1SWhFejdKQzdDdz09**

**Meeting ID: 848 7571 9706**

**Passcode: 545849**

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| **ITEM** |  |  |
| **52** | **To receive apologies for absence** |  |
| **53** | **To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting** |  |
| **54** | **Coronavirus update**1. **Restrictions and regulations**
2. **Other**
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| **55** | **To take questions and comments from members of the public**1. **Jacob Constable- AirBand**
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| **56****57****58****59** | **To take questions and comments from members of the Council****To approve the minutes of the ordinary meeting held on 15.06.21****To address burial matters**1. **Internment of Mr Poole, plot 106/6**

**To address planning matters**1. **Update on current developments**
2. **P21/V2527/HH - 4 Eagle Lane Watchfield Swindon SN6 8TF. Conversion of existing outbuildings into habitable accommodation**
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| **60** | **To Discuss/Agree resolution of Paddock complaint**  |
| **61** | **To Agree removal costs of Wasp nest on the allotments, £40.00** |
| **62****63** | **To Agree new internal Auditor, letter of engagement and costs.****To Agree purchase of tools for sports equipment inspections; A mallet, sureclip pliers, a 17mm socket and a flat head screwdriver.** |  |
| **64****65** |  **To Agree renewal of Allotment Society membership, £66.00****To Agree Allotment Tree-cutting for October** |  |
|  |  |  |
| **66** | **Finance to Agree**

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| --- | --- | --- | --- | --- |
| Payee | Spending Power | Invoice date | TOTAL Gross | Detail |
| Parkfield Tree and Garden Care | Open Spaces Act 1906 | 18/08/2021 | 540.00  | Grass cutting, strimmingand flailing paddock  |
| Amazon  | LGA1972 s111 | 07/072021 | 41.67 | Stationery |

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| **67****68****69****70****71** | **Finance to Note**

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| --- | --- | --- | --- | --- |
| Name | Spending Power | Date Paid | Total Gross | Detail |
| 707 resource management | Litter Act 1983 | 01/08/2021 | 63.89  | Litter picking |
| Wicksteed Leisure Ltd | LG (Misc) Act 1976 s19 | 30/04/2021 | 27,943.85  | Play equipment |
| Wicksteed Leisure Ltd | LG (Misc) Act 1976 s19 | 30/04/2021 | 51,425.12  | Play equipment |
| British Gas | LG (Misc) Act 1976 s19 | 28/07/2021 | 18.86  | Electricity at pavilion |
| BGG Garden & Tree Care | LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | 31/07/2021 | 1,272.00  | Grass cutting |
| ReQuestaPlan | LGA 1972 s145 | 03/08/2021 | 30.60  | Planning application for installation of Anglo Saxon-cross |
| Amy & Jo Cleaning | LG (Misc) Act 1976 s19 | 05/08/2021 | 65.00  | Pavilion cleaning - July |
| C Arnold | LGA 1972 s112  | 31/08/2021 | 577.20  | Aug Salary |
| T Brock | LGA 1972 s112  | 31/08/2021 | 227.05  | Aug Salary |
| Paul Spencer-Matthews | Litter Act 1983 | 28/07/2021 | 250.00  | Litter picking |
| 707 resource management | Litter Act 1983 | 15/08/2021 | 13.36  | Litter picking |
| Moore | Local Audit and Accountability Act 2014 | 18/08/2021 | 360.00  | External audit 2020-2021 |
| McAffee | LGA 1972 s111 | 20/08/2021 | 89.99  | Antivirus software |
| TJ Sansum | LG (Misc) Act 1976 s19 | 12/08/2021 | 103.04  | Repairs to Petanque Lane |
| Oxfordshire Playing Fields Assoc | LGA 1972 s143 | 20/08/2021 | 40.00  | Subscription |
| Leon Pearce | Parish Councils Act 1957. | 23/08/2021 | 105.00  | Bus stop cleaning |
| BGG Garden & Tree Care | LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | 31/08/2021 | 384.00  | Grass cutting |
| Click Waste (prev 707 resource man) | Litter Act 1983 | 07/09/2021 | 74.66  | Litter picking |
| Click Waste (prev 707 resource man) | Litter Act 1983 | 01/09/2021 | 63.89  | Litter picking |
| Virgin Media | Telecom Act 1984 s97 | 28/07/2021 | 28.00  | Office phone bill  |
| Virgin Media | Telecom Act 1984 s97 | 31/08/2021 | 28.00  | Office phone bill  |
| S Noddere | Open Spaces Act 1906 | 11/08/2021 | 100.00  | Backland bond returned |
| Castle Water | LG (Misc) Act 1976 s19 | 28/07/2021 | 13.38  | Pavilion water |
| Castle Water | LG (Misc) Act 1976 s19 | 31/08/2021 | 13.38  | Pavilion water |
| Paul Spencer-Matthews | Litter Act 1983 | 31/08/2021 | 250.00  | Litter picking |
| Amy & Jo Cleaning | LG (Misc) Act 1976 s19 | 05/08/2021 | 65.00  | Pavilion cleaning - August |
| Name | Spending Power | Date Paid | Total Gross | Detail |
| 707 resource management | Litter Act 1983 | 15/06/2021 | 45.72  | Litter picking |
| C Arnold | LGA 1972 s112  | 30/06/2021 | 577.20  | June salary |
| T Brock | LGA 1972 s112  | 30/06/2021 | 227.05  | June salary |
| Virgin Media | Telecom Act 1984 s97 | 28/06/2021 | 29.75  | Office phone bill  |
| British Gas | LG (Misc) Act 1976 s19 | 22/06/2021 | 14.64  | Electriity at pavioion |
| C Arnold | LGA1972 s111 | 28/06/2021 | 23.37  | Stationery |
| VWHDC | LG (Misc) Act 1976 s19 | 25/06/2021 | 58.00  | Planning application |
| Paul Spencer-Matthews | Litter Act 1983 | 28/06/2021 | 250.00  | Litter picking |
| Castle Water | LG (Misc) Act 1976 s19 | 28/06/2021 | 13.38  | Pavilion water |
| BGG Garden & Tree Care | LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | 30/06/2021 | 612.00  | Grass cutting |
| Castle Water | LG (Misc) Act 1976 s19 | 01/06/2021 | 26.17  | Water - pavilion |
| Inland Revenue | LGA 1972 s112 Contract/Pensions Act 2014 | 30/06/2021 | 150.60  | Staff costs |
| 707 resource management | Litter Act 1983 | 01/07/2021 | 63.89  | Litter picking |
| The Net Result | LGA 1972 s112 | 05/07/2021 | 66.00  | Payroll |
| Amazon | LGA 1972 s111 | 07/07/2021 | 217.00  | Printer |
| Amy & Jo Cleaning | LG (Misc) Act 1976 s19 | 11/07/2021 | 65.00  | Pavilion cleaning |
| Community Hearbeat | Public Health Act 1936 | 13/07/2021 | 324.00  | Defibrillator annual support |
| Leon Pearce | Parish Councils Act 1957. | 16/07/2021 | 105.00  | Bus stop cleaning |
| C Arnold | LGA 1972 s112  | 31/07/2021 | 577.20  | July Salary |
| T Brock | LGA 1972 s112  | 31/07/2021 | 226.85  | July Salary |
| Zoom | LGA1972 s111 | 17/07/201 | 143.88 | Video conferencing |

**Agenda Diary**1. **Registration of Members’ Interests**
2. **Section 137 Payments**
3. **Bank Reconciliation**
4. **Budget Review**
5. **Employer PAYE**
6. **Review of Effectiveness of Internal Audit**
7. **Audit Plan update**
8. **Online VAT return**
9. **Analysis and agreement of Internal audit report**
10. **Employer PAYE**
11. **Completion of External Audit**
12. **Members’ Interests – Annual review**
13. **Update Planning Register**
14. **Burial Charges Review**
15. **Review of Paddock Licenses and rental**
16. **Allotment Hire Charges and Agreement Review**
17. **Servicing pavilion pump**
18. **Employer PAYE**

**File back-up Storage** **To note correspondence**1. **FCC change in bus stops and times**
2. **Lighting along Majors Road**
3. **Maidens Close Parking**
4. **VWHDC extraordinary meeting on the suspension of garden waste**
5. **Watchfield Parish Council S106 application 13V25 and 15V40**
6. **MUGA opening and bookings**

**Any other business**  Meeting Called by Claire Arnold, Clerk to Watchfield Parish Council 16/09/21   clerk@watchfield.org 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. The meeting will be streamed using ZOOM to allow the public access to the meeting without attending due to inadequate social distancing.b. Time for public comments (Item 55) is 3 minutes per individual, unless arrangements have been made with the council. After item 55 the public will be muted via ZOOM and if you have a question or comment to make, please raise your hand to be unmuted. If attending the meeting in person we request, you follow the same instructions.c. Threatening or foul language will not be tolerated, and you will be removed from the meeting by the clerk.d. A Covid- Risk Assessment is available for the Village Hall. Please contact the clerk for a copy.e. Please follow the one direction system to enter and leave the village hall. Please use the hand sanitizer provided. |  |
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