**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 20th June 2023 at 7.30pm**

**AGENDA**

Notice is hereby given of the meeting of Watchfield Parish Council on Tuesday 20 June 2023, commencing at 7.30pm in Watchfield Village Hall, Watchfield.

The Press and Public are welcome to attend this meeting and can participate during the public participation session. Please note that the public and media have a right to record meetings of the Council. Please notify the Clerk prior to the start of meeting if you wish to record or take photographs during the meeting.

To: Members of the Parish Council: You are summoned to attend a meeting on Tuesday 20 June 2023 at 7.30pm for the purpose of transacting the following business:

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| **ITEM** |  | | |  |
| **27**  **28**  **29**  **30**  **31**  **32**  **33**  **34**  **35**  **36**  **37**  **38**  **39**  **40**  **41**  **42**  **43**  **44**  **45**  **46**  **47**  **48** | **To receive apologies for absence**  **To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**  **To take questions and comments from members of the public**  **To approve the minutes of the AGM meeting held on 09.05.23.**  **To address burial matters**  **To address planning matters**   1. **Update on current developments.**   **To Agree pavilion carpark overhead barrier quote.**  **To Discuss/Agree part sale of land at Oak Road/Oxford Square**  **To Discuss/Agree Play Area equipment repairs as recommended by the RoSPA report.**  **To Agree SO or DD payments for Bawden (Grass cutting Contractor) Leon Pearce (Bus Shelter Cleaning), Nano**  **To Agree Bank Charge Card for use by the clerk, maximum limit £500.**  **To Agree Bank Charge Card Policy**  **To Agree Internal Audit for the year ended 31 March 2023.**  **1. To receive, note and consider recommendations made in the internal audit 2022/2023 report carried out by Jane Olds.**  **2.Annual Governance and Accountability Return 2022/2023 Form 3 for the year ended 2022/2023.**  **a. To note Jane Olds, Internal Auditor has completed and signed the Annual Internal Audit Report 2022/2023.**  **b. To complete, approve and sign Section 1 Annual Governance Statement 2022/2023. To be signed by the Chair and Clerk.**  **c. To approve and sign Section 2 Accounting Statements 2022/2023. To be signed by the Chair and RFO.**  **d. To approve the bank reconciliation for the year ended 31 March 2023.**  **e. To approve the explanation of variances. Paper 8.**  **f. To approve the dates for the Notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return for the year ended 31 March 2023. To commence on Thursday 22 June 2023 and end Wednesday 2 August 2023.**  **To Agree Shrivenham FC Royals and youths pavilion and recreation ground hire for 2023/24 season – Dates circulated.**  **To Agree Acceptance of Conditions document for S106 application for the Watchfield footpath improvements project- £1,156.13**  **To Agree/Discuss moving council office meetings to the Pavilion**  **To Agree/Discuss the purchase of a post box for the pavilion and postal redirection charge - 3 months £ 237, 6 months £ 352 and 12 months £570**  **To Agree/Discuss Dangerous parking in and around South Street, Watchfield – School traffic.**  **To Agree Scheme of Delegation Policy**  **To Agree Pavilion barrier quote £2,448.00 Inc. VAT, delivery £185, Shrivenham fencing £700 for installation.**  **Finance to Agree**   |  |  |  |  | | --- | --- | --- | --- | | **Statutory Power** | **Payment due** | **Description** | **Total** | | LGA 1972 s111 | C Arnold | ZOOM payment 2022/23 | £ 143.88 | | LGA 1972 s111 | S Nodder | Postage of Bank Documents | £ 3.75 | | LG (misc) Act 1976 s19 | S Nodder | Mould and mildew stain remover- pavilion | £ 8.99 | | Litter Act 1983 | S Nodder | Tape for litter picker- to hold bon bags in bins | £ 23.88 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Payment to Note**  **INCOME RECEIVED**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | |  | |  | | | **Statutory Power** | **Income received** | | **Description** | | **Total** | | | **RV621 LA Cemeteries Order 1977** | **B Lane** | | **Memorial Stone** | | **£50.00** | | | **RV622 Small holdings & Allotments Act 1908** | **S Nodder** | | **Cemetery grazing rent** | | **£30.00** | | | **RV623 Small holdings & Allotments Act 1908** | **Woodland Ponies** | | **Backlands grazing rent** | | **£200.00** | | | | | | | |  |  |  |  | | | |  |
| **49**  **50**  **51**  **52** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **PAYMENTS DUE** |  |  |  |  | | **Statutory Power** | **Payment** | **Description** | **Total** | **Agreed (Date & item no.)** | | PV1734 Small Holdings & Allotmenstes Act 1908 | Ancala Water Services | Allotment water | £ 10.51 | Contract | | PV1735 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | Bawden Managed Landscapes | Grass cutting at various sites | £ 1,233.05 | Contract | | PV1736 Public Health Act 1875 | Nanogreen Cleaning Ltd | Pest control | £ 42.00 | Contract | | PV1737 Local Audit (Smaller Auth) Regs 2015 | Jane Olds | Internal Audit | £ 250.00 | Agreed 27/09/2022 item 99 | | PV1738 Parish Councils Act 1957. | Leon Pearce | Bus stop cleaning | £ 112.00 | Contract | | PV1739 Litter Act 1983 | Click Waste | Waste management | £ 7.82 | Contract | | PV1740 LGA 1972 s112 | Clerk | MaySalary | £ 719.40 | Payroll | | PV1741 LGA 1972 s112 | RFO | MaySalary | £ 252.45 | Payroll | | PV1732 Litter Act 1983 | Paul Spencer-Matthews | Waste management | £ 25.00 | Contract owed price increase | | PV1742 Litter Act 1983 | Paul Spencer-Matthews | Waste management | £ 275.00 | Contract | | PV1743 LG (Misc) Act 1976 s19 | Castle Water | Pavilion water | £ 20.11 | Contract | | PV1744 LG (Misc) Act 1976 s19 | British Gas | Electricity - sports pavilion | £ 22.32 | Contract | | PV1745 Litter Act 1983 | Click Waste | Waste management | £ 70.42 | Contract | |  | S Nodder | Rotivator hire for wildflower planting on Meadow View | £ 162.30 | Agreed | | PV1746 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | Bawden Managed Landscapes | Grass cutting at various sites | £ 1,233.05 | Contract |   **Agenda Diary**   1. **Employer PAYE** 2. **Allotment inspection** 3. **Certificates of Appreciation - Nomination** 4. **Registration of Members’ Interests** 5. **Update Planning Register** 6. **Section 137 Payments** 7. **Send copies of all minutes to archive centre** 8. **Negotiation of fixed price energy plan for pavilion – To Agree energy plan renewal charges-**   **File back-up Storage**  **To note correspondence**  **Any other items to be added to next agenda, 18.06.23**    **Meeting Called by Claire Arnold, Clerk to Watchfield Parish Council 14/06/23**        **clerk@watchfield.org**  **Please be aware of the following points regarding online meetings.**  **a. The meeting wil be recorded by the clerk, this will be for the purpose of taking minutes.**  **b. Time for public comments (Item 29) is 3 minutes per individual. After item 29 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.**    **Claire Arnold**  **Clerk to Watchfield Parish Council 14/06/23** | | |  |
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