

**Meeting of Watchfield Parish Council
Watchfield Village Hall
Thursday 29th June 2023 at 7.30pm
MINUTES**

Present; Cllr S Coombs (Chair), E Markham (Vice), J Valadas
TB (RFO)
CA (Clerk)

ITEM

52 To receive apologies for absence

Cllr A Biggs, District Cllrs K Foxhall, V Patel

53 To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting

None

54 To take questions and comments from members of the public

None

55 To approve the minutes of the meeting held on 20.06.23.

Full Agreed

56 To Discuss/Agree part sale of land at Oak Road/Oxford Square

Council to defer decision till September meeting. Meeting to be arranged with two potential buyers – Tuesday 11th July. Clerk to organise meeting. Cllr JV to organise surveyor quote for value of land.

57 To Discuss/Agree Play Area equipment repairs as recommended by the RoSPA report.

To be added to next agenda. Clerk to chase quotes.

58 To Agree purchase of two bins with concrete base – one by MUGA, one by basketball hoop in play area.

Full Council Agreed. Council agree maximum spend of £500 plus VAT. Cllr SC to organise and send invoice to RFO.

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.

Full Council Agreed, recommendations considered – SLCC membership, reverse policy, delegation policy, risk assessment, update website, training budget, budget and precept to be developed with RFO and Chair, laptop for RFO and contract phone for the clerk – to be added to next agenda.

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.

Full Council note.

b. To complete, approve and sign Section 1 Annual Governance Statement 2022/2023. To be signed by the Chair and Clerk.

Full Council Approve and Cllr SC and clerk sign.

c. To approve and sign Section 2 Accounting Statements 2022/2023. To be signed by the Chair and RFO.

Full Council Approve and Cllr SC, RFO Clerk sign and date.

d. To approve the bank reconciliation for the year ended 31 March 2023.

Full Council Agreed

e. To approve the explanation of variances. Paper 8.

Full Council Agreed

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 Friday 30 June 2023 and end Thursday 10 August 2023.

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Statutory Power	Payment	Description	Total	Agreed (Date & item no.)
PV1739 Litter Act 1983	Click Waste	Waste management	£ 13.03	Contract
PV1740 LGA 1972 s112	Clerk	May Salary	£ 719.40	Payroll
PV1741 LGA 1972 s112	RFO	May Salary	£ 252.45	Payroll
PV1747 public Health Act 1875	Nanogreen Cleaning Ltd.	Waste management	£ 42.00	Contract
PV1751 LGA 1972 s112	HMRC	April-May TAX	£169.80	Payroll
EP1757 Litter Act 1983	S Nodder	Disposal of Tyre	£6.00	Health and safety

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PV1738 Litter Act 1983	Click Waste	Waste management	£7.82	contract
PV1759 LG (Misc) Act 1976 s19	Flow plates Ltd	Barrier to pavilion	£2,670.00	Agreed 20.06.2023 item 46
PV1760 Parish councils act 1957	Leon Pearce	Bus stop cleaning	£112.00	contract
PV1759 LG (Misc) Act 1976 s19	Amy and Jo cleaning	May pavilion clean	£68.00	contract

PAYMENTS TO BE AUTHORISED

Full Council Agreed

File back-up Storage

To note correspondence

Tree grant – clerk to apply – Meadow View land.

Clerk to contact Shrivenham PC regarding Golf course planning developers.

Any other items to be added to next agenda, 18.07.23

Item 58 (1).

Meeting Closed 8:20pm