Sibford Gower Parish Council

Minutes of a meeting of the Parish Council held on **Tuesday 10th May 2022** at **7pm** in Sibford Village Hall, Sibford Gower

Present: Cllr David Allen (outgoing Chairman), Cllr Alan Berks, Cllr Jackie Noquet, Cllr Geoff Noquet.

In attendance: 12 members of the public, Clerk.

Business

1. **Election of Chairman** – It was proposed and agreed to elect Cllr Jackie Noquet as the Chairman. Cllr Jackie Noquet completed her Declaration of Acceptance of Office which was countersigned by the Clerk.
2. **Apologies for absence** – County Cllr George Reynolds.
3. **Co-option of new councillors** – It was proposed and agreed to co-opt James Garstin, and Andrew Downes onto the Parish Council. James and Andrew completed their Declaration of Acceptance of Office forms which were countersigned by the Clerk.
4. **Election of Vice-Chairman** – It was proposed and agreed to elect James Garstin as Vice-Chairman.
5. **Members' declarations of interest for items on the agenda** – None.
6. **To approve the minutes of the Parish Council (PC) meeting held on 25th April 2022** – The minutes were proposed, agreed, and duly signed.
7. **Outstanding matters/actions from previous meetings**
   i) Update re Parish Council document archiving – The following documents have been deposited with the Oxfordshire History Centre in Cowley under Accession number 6977:

      Parish Council Minute Books (4)
      March 1966 - March 1980
      April 1980 - April 1997
      May 1997 - November 2007
      January 2008 - October 2019

      Receipts and Payments Accounts (4)
      1921 - 1943
      1944 - 1968
      1969 - 1991
      1992 - 2005

      Parish Councillors` Declarations (1)
      1894 – 2002

   ii) Recruitment of new Clerk/RFO – Closing date is Friday 13th May. To date no applications have been received.
8. **Feedback from District/County Councillors** – None.

Assets and services

9. **Assets - To agree an asset inspection schedule/rota** – It was agreed that the councillors will complete quarterly checks on a rota. **Clerk to send out rota and inspection forms to all councillors.** Cllr Downes agreed to complete the monthly checks on the defibrillator.

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Finance

10. **AGAR 20/21**
    i) To receive the internal auditor's report for 21/22 and agree any actions required – The report was received with no concerns raised.
    ii) To complete and approve the annual governance statement for the 21/22 audit - It was proposed and agreed to tick the 'yes' box for all statements except statement 9 which is 'not applicable' and for the document to be signed.
    iii) To approve the accounting statements for the 21/22 audit - The accounting statements were approved and duly signed by the Chairman.
    iv) To review the analysis of variances and bank reconciliation for 21/22 – Approved.
    v) To approve completion of the Certificate of Exemption for 21/22 - The Certificate of Exemption was approved by all and signed by the Chairman.
    vi) To agree dates for the notice of public rights 21/22 – The dates were agreed as 6th June to 15th July.
11. **To appoint an internal auditor for 2022/23** – It was proposed and agreed to appoint Sue Rowley as the internal auditor for 2022/23.
12. **Bank reconciliation as at 05.05.22:**

    Bank balance: £19,969.73
    Outstanding payments: £0
    Outstanding income: £0
    Cashbook balance: £19,969.73
13. **To note and approve the following payments and receipts since the last meeting:**

    Payments: Proposed and agreed.

26.04.22	Kirsty Buttle	Salary April	£208.80
26.04.22	HMRC	Tax April	£37.80

Receipts: Noted.

25.04.22	Town Estates Charity	Millennium Field 50% share 2021-22	£760.12

To approve payment of the following invoices: Proposed and agreed.

W.C. & E.F. Lovesey & Son	Mowing Millennium Field 11th and 25th April	£120.00
Kirsty Buttle	Zoom and Mileage	£80.94
BHIB	Parish Insurance	£236.77
Thomas Fox	Mowing Churchyard 14th April	£136.32

Planning

14. **Planning applications received – None**
15. **Planning decisions received**

    22/00852/TCA - Buttslade House, Temple Mill Road, Sibford Gower. T1 x Liquid Amber – Fell. Approved.

Meeting closed @ 7:26pm.

Date of next meeting – 12th July 2022

Signed…… Date…….

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