

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.

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
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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.....