

Minutes of Charlton On Otmoor Parish Council Meeting held on 25th June 2020 at 7.30pm online via Zoom as permitted in the *The Local*

Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England & Wales) Regulations 2020 ("the 2020 Regulations") due to the COVID19 Coronavirus crisis.

Present: Bryn Walker – Chairman, Councillors; Dawn Channon, John Hudson, Colin Thompson, Lynn Roberts, Terry Pollard, Samantha Hatwell – Clerk. No members of the public.

1. **Apologies** – Cllr Jack Pearson.
2. **Requests for Dispensations, Declarations of Interest, gifts and hospitality** - None.
3. **Public Comments/Notices** – None.
4. **Emergency Delegation – COVID 19 report** previously circulated – The Council **RESOLVED** to accept the reports.
5. **Approval of the minutes from the meeting held on 27th February 2020** previously circulated. The council **RESOLVED** that the minutes be accepted as a true record and would be signed by the chairman at his home and passed back to the clerk for publication.
6. **Matters Arising from the meeting held on 27th February 2020.**
 - a) **VE day contribution** – The celebrations to commemorate VE day had to be cancelled due to the Coronavirus.
7. **Playground/field** – Slide – It was reported that before the lockdown the slide was in need of urgent repairs which have since been carried out and will be inspected by ROSPa in July 2020. The chairman reported that we will have to replace two more swing seats in the near future.
8. **Finance -**
 - a) **Payments already paid and agreed in accordance with emergency delegated powers to the Proper officer: -**
OALC – membership-£140.42, OPFA – Membership £42.00, M R Cross – grass cutting £840.00(4 cuts), Kallkwik-back up of website £72.00, S Hatwell – pay March/April/May £591.45, OGBN membership £15.00, CDC – dog bin emptying £180.18, SLCC Governance & Accountability guide £24.80, ALD-UK – water supply £1,270.20, Zurich-insurance £689.72, Oxford Fabrication Ltd – repair to slide £276.00.
 - b) **Approval of the accounts 2019/2020;**
Statement of Accounts – to consider and approve the Statement of Accounts for the year ending 31st March 2020.
The Council **RESOLVED** to agree to approve the Statement of accounts which had been previously circulated.
External Audit – to complete the External Audit Accounting Statements for 2019/2020. The clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The chairman and clerk/RFO would sign the form when possible.
External Audit – to complete the External Audit Annual Governance Statement for 2019/2020. The Council **RESOLVED** to agree to all the Governance questions. The chairman and clerk would sign the form when possible.
AGAR – to complete the certificate of exemption – AGAR 2019/20 Part 2. The Council **RESOLVED** to agree to the figures. The chairman and clerk would sign the form when possible and the clerk will then send to Moore Stephens- external auditor.
9. **Allotments** – The grant had been received from the Councillor Priority Fund 2019/20 to have a water supply installed which had been carried out over the lock-down period, however we had a few issues with the external housing to the tap which the contractor had to come back and replace on two

DYH 16-7-2020

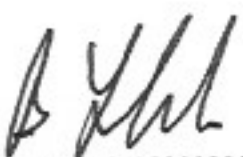
occasions. The clerk has since received an email from Thames Water confirming that they had received the TAPS 5 certificate but the contractor had omitted to include the size and material of the pipework.

The clerk had emailed the contractor asking them to re-submit the form with the correct information on to Thames Water as soon as possible.

The members discussed on how we can get the spring fed water hole made safe. It was agreed that Cllr Hudson will look into cylindrical pipes that can be inserted around the hole with a lid on.

10. Date of next meeting – July 16th 2020 on line or in the Community Hall if possible.

There being no further business the meeting closed at 8.45pm.

.......... Date..........
Chairman – B Walker.