Littleworth Parish Meeting agenda
19 May at 19:00 in the Churchyard

1. Approve minutes of precept setting meeting held 17 November 2020

2. Matters arising:
    - Web site
    - Old School Playground
    - A420 safety

3. Receive reports from District and County Councillors

4. Proposal and election for 2021-22:
    - Chairman
    - Clerk

5. Finances:
    - Receive and approve accounts for 2020/21
    - Approve the Certificate of Exemption Annual Governance and Accountability Return AGAR 2020/21
    - Approve AGAR Annual Governance Statement 2020/21
    - Approve AGAR Accounting Statements 2020/21

6.Parish reports:
    - Footpaths & rights of way
    - Neighbourhood watch
    - Speedwatch

7. Any other business

Draft Minutes of Littleworth Parish Meeting 17 November 2020 held by Zoom

- Present: A Margey (Chairman), A Pickett (Clerk), R&C Berry, A Corley, D Mackay, A Moger, T&R Nelmes, N Radcliffe, F Pickett, I&P Twine, J&A Woodward.
- Apologies: R&M Fecher, S Hyland, J&R Moss, J Smith, M&H Wilson.

1. **Minutes of the previous meeting** of 18 August approved as a true record.	Approved
2. Matters arising from minutes	
• The phone box has been painted and daffodils planted.	
• A420. Our MP David Johnson raised an Adjournment Debate on the A420 in the House of Commons. The Department of Transport recommended he engages further with Oxfordshire County Council who have responsibility for the A420.	Chairman to write to MP to maintain engagement
3. Parish meeting activity. The Parish meeting will use the themes of safety, sense of community and smooth running to provide direction for its activity and spend.	Agreed
4. Defibrillator - Chairman and Clerk authorised to buy replacement pads and batteries as needed with the costs being carried forward to the following year's budget.	Approved
5. Budget for 2020/2021 made up as below	Approved

Item	Notes	Cost
Parish Noticeboard	New larger village noticeboard, to include displaying an up to date village map, to be funded by a grant from the County Councillor's Priority Fund and sharing the remaining cost with the church.	£600
Parish web site	Establish a new web site using a common template which is designed and hosted specifically for Parish Meetings and Parish Councils. Discussion included using Facebook instead as it is free, but it does not have the necessary security/control required to meet requirements though it offers a good discussion forum. Agreed content to be controlled by Chairman and Clerk, and the Parish Meeting would own the site.	£200
School playground fund	Annual payment added to reserves for when repairs are needed.	£500
OALC subscription	Advice on requirements for Parish Meetings	£150
Insurance	Public liability insurance	£220
Expenses	Parish expenses	£100
Total		**£1,770**
Estimated cost per band D dwelling	Cost per dwelling in 2020/2021 was £12.28	**£15.53**

6. Authority for Chairman and Clerk to make payments for unexpected costs up to £100.	Approved
7. Approve Freedom of Information Act publication scheme	Approved
8. Meeting updated on Auditors acknowledgement of receipt of Certificate of Exemption	
9. Meeting updated on actions taken to safeguard Parish finances	

10. AOB	
A Woodward suggested ideas be sought to improve the appearance of the village centre area around the phone box/noticeboard in the Old School Playground. It would be logical to have a plan in place by the time the playground next needs resurfacing so the two do not conflict. An agreed creative concept may need to be followed by fundraising for implementation.	Chairman and Clerk to get input

Accounts 2020/21

Littleworth Parish Meeting

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	1312	1252	
2. (+) Precept	900	1400	Budget increased to cover the purchase of a defibrillator as agreed by parish meeting
3. (+) Total other receipts	55	1720	Grant received from County Councillor along with a contribution from the church for a parish noticeboard
4. (-) Staff costs	0	0	
5. (-) Loan interest/capital repayments	0	0	
6. (-) All other payments	1015	2859	Purchase of a noticeboard for the parish
7. (=) Balances carried forward	1252	1513	
8. Total value of cash and short term investments	1252	1513	
9. Total fixed assets plus long term investments	0	0	
10. Total borrowings	0	0	