

**MINUTES OF THE ORDINARY MEETING
OF WATCHFIELD PARISH COUNCIL**

**HELD AT
WATCHFIELD VILLAGE HALL**

**ON
TUESDAY November 20th 2012**

AT 7.30pm

Present:

- Cllr D Gale
- Cllr R Holman
- Cllr Skeffington
- Cllr Rawle
- Cllr Nodder
- Cllr Bush

Clerk – Dr C Matthews
2 members of the public

Item 134 **To receive Apologies for Absence**

Cllr Bailey sent apologies for her absence.

Item 135 **To receive declarations of personal, or personal and prejudicial interest, in respect of items on the agenda for this meeting. To note any changes in Councillors' interests**

Cllr Skeffington noted that as she is the Village Hall Committee representative to WPC she would abstain from voting on or discussing part of item 142 (Finalisation of Knapp's Field Section 106 request).

Item 136 **To approve the minutes of the ordinary meeting held on 16th Oct 2012**

The minutes were amended on Item 133 and then **approved**. **Proposed Cllr Holman, Seconded Cllr Skeffington.**

Item 137 **To address matters arising from the October (ordinary) meeting**

Item 86 – VAT deregistration – This item is **pending**.

Clerk

Item 71 – The WPC website link to VWHDC register of interests will be actioned by Cllr Gale.

Cllr Gale

Item 73 – A new key is needed for the filing cabinet lock and will be sourced by the Clerk.

Clerk

Item 76 – Cllr Gale reported the Lloyds Bank had failed, for the second time, to transfer the WV accounts to the new Bourton PC Western Vale Fighting Fund account. Cllr Gale has found an alternative method of making the transfer and has started the process with Cllr Skeffington. They had transferred the balance of the deposit account to the current account. All funds will be paid to Bourton PC by cheque. When this has cleared the WPC held WVFF accounts will be closed.

Clerk/Cllr Gale

Item 78 – Cllr Holman commented that is too wet to repair the drain behind 100 High St at the moment. This matter is **pending**.

Cllr Holman

Item 122 – Discussion of cemetery maintenance issues and quotes - This matter is

Cllr Holman

pending.

Item 123 – Discussion of alternative street maintenance offer by Mr Parrott - This matter is **pending**.

Item 126 – The rabbit cull will be done in December. Cllr Holman is waiting to be contacted by Vale & Game.

Item 128 – The Backlands paddock rental licence has been issued.

Item 133 – Cllr Gale notified the Council about the VWHDC Core Strategy (planning) review. The first part of the review is currently being undertaken but this part will have no “place specific” changes. These will be made in the second part of the review (next year) and WPC may have an input into this process then.

Cllr Nodder attended a Neighbourhood Planning meeting and noted that VWHDC would like villages to undertake a Neighbourhood Plan (NP) to “slot into” the Core Strategy. Cllr Nodder suggested going ahead with “free parts” of the NP. It is unlikely that we would get funding for a NP as previously advised as the funding is ceasing in December 2012 and is only available on completion of the NP.

Item 138 To address matters arising from the village meeting held on 25th October 2012

Cllr Gale commented that the meeting was well attended, parishioners had strong opinions and no one was in favour of development at Cowan’s Camp.

Item 139 To take questions and comments from members of the public

There were none.

Item 140 To take questions and comments from members of the Council

There were none.

Item 141 To address burial matters

The design of a memorial to Thomas and Mabel Adams was **approved. Proposed by Cllr Holman, Seconded Cllr Rawle**. The Clerk will notify Hamels Memorials.

Item 142 To address planning matters

- 34 High Street, P12/V2116/HH – There were **no objections** to this planning application to widen the driveway by 5 metres.
- College Farm Premises Licence Minor Variation Application – The majority decision was **no objections**.
- Finalisation of Knapp’s Field Section 106 request – Cllr Gale discussed quotes he had obtained from Monster Play (Norwell) and The Great Outdoor Play Company for outdoor gym equipment which could be located behind the pavilion. The Monster Play quote £58,000 (inc. VAT) included a range of equipment, installation and 5 years’ maintenance.
Cllr Bush asked whether WPC had received a response to our request for a copy of the outdoor space calculation used for Knapp’s development. The Clerk reported that there had been no response from Mr Rothery about the request. Cllr Bush reported that he had calculated that there was a 4992 m² shortfall of open space provision from the developer.
Cllr Gale informed the Council that he had been advised by Mr Rothery that a 1/3 increase in the size of the village hall was not unreasonable. WPC has requested 1/3 of the cost of the proposed village hall extension backed up by a quote by Heath Builders.
Regarding Folly Field, Cllr Gale reported that he had spoken to Guy Sawyer and the MOD was not looking to sell or lease this land. However, he is keen to work with WPC to apply for the Military Covenant Fund to develop this land as a sports area for the community. Cllr Bush also suggested the possibility of providing football facilities on this land partly funded by the Football Foundation. Cllr Gale reminded WPC that the Section 106 agreement needed to be agreed by the developer, VWHDC and WPC and signed off by 12/12/12.
Cllr Gale **proposed** a request for £58,000 for outdoor play equipment and

Cllr Skeffington

Cllr Holman

Clerk

was **seconded by Cllr Nodder**. This request was **approved** by a majority decision.

Cllr Skeffington left the room. Cllr Gale **proposed** a request for £85,383 for 1/3 of the cost of the proposed village hall extension and was **seconded by Cllr Bush**. This request was **approved** unanimously.

Cllr Skeffington re-entered the room.

It was **agreed** that Cllr Bush would investigate the requirement for open space (and associated costs further before the Section 106 request was finalised).

- Cowan's Camp demolition (P12/V2257/D) – this item was taken before the Cowan's Camp planning application item at the discretion of the Chairman. The Clerk sent the additional demolition response letter prepared by Cllr Nodder to Mr Deans at VWHDC planning department. This letter notified WPC concerns regarding the protection of species found at the site including: Great Crested Newts, Grass Snakes, Pipistrelle Bats and Brown Long-Eared Bats.
- Cowan's Camp planning application (P12/V2283/O) - Cllr Nodder presented the draft response to the planning application based on material grounds for objection. The grounds included: contravention of national policies, destruction of the character of an area, excessive noise/disturbance, air and soil quality. **Cllr Gale proposed** sending the response to VWHDC and was **seconded by Cllr Holman**.
- A draft leaflet informing parishioners about Cowan's camp was circulated at the meeting. Cllr Gale proposed that the leaflet was distributed and was seconded by Cllr Holman

Cllr Nodder

Item 143 Finance
Payments

- Elwyn Jones – litter collection for October - £195.60
- Clerk's pay – for Oct £280.65 plus home use allowance @ £50 = £330.65
- Clerk's expenses – Stationery, ink & stamps - £55.36
- Bawden – account for October - £379.52
- Mr & Mrs Pitts – Maintenance of the village sign - £150.00
- Mr L Pearce- Bus shelter cleaning - £35.00

These payments were approved – Proposed Cllr Holman, Seconded Cllr Rawle.

To agree under Section 137

- South & Vale Carer's Centre – The Council **agreed** the benefit is commensurate with the spend (£75) and is making a grant to the charity to allow them to do their work in our area.

To agree

- Mr K Bush – Roundabout thread seal - £5.59
- Mr K Bush – Hinges for bin store - £8.06

These payments were approved – Proposed Cllr Holman, Seconded Cllr Skeffington.

To note

Thames Water – Pavilion - £18.98

This payment was approved – Proposed Cllr Holman, Seconded Cllr Skeffington.

Item 144 Discussion about village green registration and associated legal costs

This item was postponed by the Chairman until later in the meeting.

Item 145 Agreement for Pavilion water softener purchase (installation) - £150.00

This item is **pending**.

All

Item 146 Agreement for balance beam replacement - £347.71

It was **agreed** that the beam would be replaced after the recent vandalism.

Proposed by Cllr Holman, Seconded Cllr Skeffington.

Cllr Bush

<u>Item 147</u>	<u>Agreement of quotes to replace newell post in Oxford Square - £50</u> It was agreed that the post would be replaced. Proposed by Cllr Skeffington, Seconded Cllr Nodder.	Cllr Holman
<u>Item 148</u>	<u>Agreement of Bawden Leaf Cleaning quote - £251.40</u> It was agreed that leaf clearing would be done by Bawden and the Clerk would return the signed leaf clearance contract as soon as possible. Proposed by Cllr Holman, Seconded Cllr Skeffington.	Clerk
<u>Item 149</u>	<u>Discussion of new cemetery maintenance contract</u> Cllr Holman reported that Mr Gristwood would be happy to continue to maintain the cemetery charging £100 per hedge cut (twice a year) and £40 per grass cut. Cllr Gale asked Cllr Holman to obtain 3 quotes based on fortnightly cuts.	Cllr Holman
<u>Item 150</u>	<u>Discussion of hedge laying quotes</u> Cllr Holman had obtained hedge laying quotes for the cemetery paddock and allotments (140 m) from Cotswold Hedge Laying Society (£11- £15 per m), Sticks and Stones (£11 per m) and Mr Robins (£14 per m / £1960). It was agreed that the quote of £1562 would be accepted from Sticks and Stones and the work would be done in "South of England" style. Proposed by Cllr Gale, Seconded Cllr Skeffington.	Cllr Holman
<u>Item 151</u>	<u>Agreement of 2013 grass cutting contractor</u> The Council discussed the quote of £3835.50 from Bawden. Cllr Holman noted that she had spoken to Richard Stone to ensure the additional work discussed was included in this quote. The Council was satisfied that the previous contract issues were resolved. Cllr Holman reported that she had negotiated over £1000 of "free" work this year to rectify service issues during the summer. It was agreed that this quote would be accepted and that the Clerk could sign the contract after Cllr Holman had checked that the additional work was included in the contract. Proposed by Cllr Skeffington, Seconded Cllr Rawle. At 9.30 pm, Cllr Skeffington proposed suspension of standing orders and was seconded by Cllr Holman.	Clerk/Cllr Holman
<u>Item 152</u>	<u>Revision of Royals FC invoice</u> The RFC have asked for a discount of £250 on their last invoice due to grass cutting issues in the summer. Cllr Holman informed the Council that it pays £60 per recreation ground cut. She proposed that the invoice was discounted by £120 (2 cuts) and was seconded by Cllr Rawle.	Clerk
<u>Item 153</u>	<u>Discussion about the purchase of a grit spreader</u> Cllr Bush asked WPC to consider purchasing a push along grit spreader for use in the village. If purchased, volunteers would be needed to use it to grit streets. Cllr Bush will contact Cllr Fitzgerald O'Connor to get advice on getting a grant for purchasing this item.	Cllr Bush
<u>Item 154</u>	<u>Clerk's salary review</u> The Clerk left the room for this discussion and was notified on returning that the hourly rate would not be changed.	
<u>Item 144</u>	<u>Discussion about village green registration and associated legal costs</u> Cllr Nodder had prepared an application for village green registration and notified WPC that a 1:2500 scale map was needed and that the application would need to be notarised by a solicitor. The Council discussed the pros and cons of making an application as WPC or an application as an individual person. Cllr Gale asked the Clerk to obtain advice from OALC about whether the Clerk must send the application. Cllr Gale thanked Cllr Nodder for the work that she had put into this application as it was the wish of the village (conveyed at the village meeting). At 10.00 pm Cllr Gale adjourned the meeting and arranged it to reconvene on Tuesday 27 th November at 7.00 pm in the Village Hall.	Clerk

At 7.00 pm on Tuesday 27th November, Cllr Gale re-opened the meeting. Cllrs present were Cllr Gale, Cllr Holman, Cllr Skeffington, and Cllr Nodder & Cllr Bush. The Clerk was also present along with one member of the public (Mr Shepherd). Cllr Rawle sent her apologies.

Item 142 **To address planning matters –**

Two parts of this item were deferred from 20/11/12 and discussion continued as follows:

Cllr Skeffington left the room.

- Finalisation of Knapp's Field Section 106 request – Cllrs Nodder and Gale presented the finalised Section 106 letter. In summary the letter requested: **£58,115.52** for older children/adult play equipment on the recreation ground - in place of providing on-site play equipment within the development.

£214,784 towards increasing the Sport and Recreation facilities commensurate with the increase in housing

£85,383 towards the cost of extending and improving facilities at Watchfield Village Hall – representing 35.8% of projected costs.

Cllr Holman proposed that this letter should be sent to VWHDC and was **seconded by Cllr Bush**. All agreed.

Cllr Skeffington re-entered the room.

- Cowan's Camp planning application – Cllr Nodder presented the draft response letter to VWHDC (Mr Doodles) **objecting** to planning application P12/V2283/O, mainly on the grounds of sustainability. **Cllr Gale proposed** that the letter should be sent to VWHDC and was **seconded by Cllr Holman**. All agreed.

Regarding Cowan's Camp, Cllr Gale agreed to put a link from WPC website to the planning application responses on VWHDC website.

Cllr Holman suggested inviting MP Ed Vaizey and the VWHDC planning committee to visit Cowan's Camp before the end of the consultation period. This was **agreed**. She also notified the Council that Gareth Pitts had offered to set up a village website and online petition and suggested asking Adam Twine to put some banners up on his land to increase awareness of the application. These items will be put on the agenda for the next meeting.

Cllr
Nodder/Clerk/Cllr
Gale

Clerk

Item 155 **Request from Graham Stephens (Highworth and District Lions Club) to meet with WPC.**

Cllr Gale read out the request letter to visit WPC to find out how the Lions Club can further benefit Watchfield residents. It was agreed to invite Mr Stephens to the January meeting. **Proposed by Cllr Holman, Seconded Cllr Nodder.**

Clerk

Item 156 **MOD Covenant Fund- Consideration of making an application.**

Cllr Bush asked WPC to consider making an application to the above fund as project funding of up to £250,000 may be available.

Cllr Gale reported that he had spoken to Guy Sawyer and OCC about a joint project to provide leisure facilities on Folly Field (Owned by the MOD). Cllr Bush noted that OCC may be interested in a large project with funding from additional sources to the MOD Covenant Fund. **Cllr Gale proposed** WPC continues to support working with Guy Sawyer to obtain and MOD Covenant Fund grant and was **seconded by Cllr Holman**. The Clerk was asked to invite Guy Sawyer to a future WPC meeting.

Clerk

Item 157 **Adoption of a Freedom of Information Policy**

Cllr Gale notified WPC that it is now obliged to have a Freedom of Information (FOI) policy in place as the Government want to increase transparency. Cllr Gale will research a suitable policy to be agreed by Council.

Cllr Gale

Item 158 **Agenda Diary**

- Allotment payments and agreements – Cllr Skeffington had collected all allotment payments and contracts. All of the allotments are now in use.
- Budget forecast for next financial year (Clerk/Chair/ Finance Member) – The Clerk has started this process to aid the Chairman and Finance Member prepare the budget. The Clerk suggested considering budgeting some funds for planning. Cllr Holman also suggested additional funds for extra grounds maintenance (as 3 more grass cuts are needed per annum) and grounds husbandry (e.g. tree work needed from neglect etc). Cllr Bush also mentioned consideration of website costs.

**Cllrs Gale &
Nodder**

Item 159 **Village website progress report**

Cllr Gale reported that the website now contained councillor's contact details. Cllr Bush reported that the last two month's minutes had also been uploaded. Cllr Bush asked if information about the local Girl Guides group could be posted on the site and this was **agreed**.

Item 160 **Flood Group – progress report**

Cllr Holman commented that the ditches were full due to high rainfall (coming off the Folly) and that she had seen children playing in these full ditches. Cllr Bush asked whether sandbags should be purchased to be stored at the village hall in case of flooding. Cllr Holman suggested that flood gates (which fit into slots) might be more appropriate.

Item 161 **Pavilion – maintenance and inspections; other updates**

Cllr Bush reported that the boiler has tripped again after the remedial work carried out in the summer. He noted that there may be a future need to replace the boiler but he was monitoring the boiler.

Item 162 **To note Correspondence**

The November correspondence pack was circulated at the meeting.

Item 163 **To take any other business**

Cllr Nodder asked whether WPC should invite Ed Vaizey to come to look at Cowan's Camp.

Cllr Gale adjourned the meeting at 9.00 pm to allow Mr Shepherd to speak.

Mr Shepherd informed the Council that he had invited Ed Vaizey to visit and that he had agreed to visit on a Friday. Cllr Gale responded that this visit would need to be done quickly as the consultation ends on 13/12/12. Mr Shepherd commented that he had asked Ed Vaizey to come using an emotional viewpoint and he hoped that VWHDC would take more notice as the MP is involved. Cllr Nodder suggested getting the local press involved at the same time. Mr Shepherd suggested 7th December as the meeting date and said that he would respond to Ed Vaizey directly. He also offered to help distribute any leaflets informing people of the MP's visit.

Cllr Gale reconvened the meeting at 9.08 pm.

Cllr Gale asked Cllr Bush if he would be happy to undertake the role of broadband champion and Cllr Bush accepted.

Cllr Holman informed the Council she will arrange for agreed tree work (Item 197, April 2012) to be carried out.

Cllr Holman noted that if the travellers' site planning application goes to committee, someone from WPC will be able to address the committee for 3 minutes. Cllr Holman will contact Elaine Ware to ascertain if the application is going to committee.

Cllr Holman

Cllr Nodder noted that the application for village green registration of part of the Cowan's Camp site was finished and will be delivered to OCC by hand this week. The Clerk sought advice from OALC between the two parts of this meeting and was advised that the weight of evidence of land use by villagers in this application was the

Cllr Nodder

most significant factor not whether an individual or a PC made the application. Cllr Nodder will make the application as an individual.

Cllr Nodder asked for the letters inviting officials to view Cowan's Camp be sent to VWHDC planning department and the relevant OCC departments.

Cllr Holman suggested writing a short letter to highways to highlight the fact that the traffic survey information was incorrect. This was **agreed**.

Clerk

Cllr Gale asked that email correspondence is used in moderation as too much information is being passed by email. He also noted the need to take care with irony, for example in email as it can be misinterpreted or upset people.

At 9.30 pm **Cllr Holman proposed** reinstatement of standing orders (**seconded by Cllr Skeffington**) and Cllr Gale and closed the meeting.

Dr C Matthews
Clerk
10.12.12

Approved:

Cllr D Gale - Chairman
Watchfield Parish Council

Date: