

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

**HELD AT
WATCHFIELD VILLAGE HALL**

**ON
TUESDAY September 18th 2012**

AT 7.30pm

Present:

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

Clerk – Dr C Matthews
District Cllr Ware
2 members of the public

Item 82 To receive Apologies for Absence

Apologies were received from Cllr Bailey.

Item 83 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 (including signing of the Declaration of Acceptance of Office forms for new Councillors)

There were no declarations. Declaration of Acceptance of Office forms were signed by Cllrs Rawle and Nodder and witnessed by the Clerk.

Item 84 To approve the minutes of the extraordinary meeting held on 10th July 2012

The minutes were **approved**. Proposed Cllr Skeffington, Seconded Cllr Holman.

Item 85 To approve the minutes of the ordinary meeting held on 17th July 2012

The minutes were **approved**. Proposed Cllr Holman, Seconded Cllr Bush.

Item 86 To address matters arising from the July meeting

Item 116 – Cllr Bush has disposed of the bench.

Item 203 – VAT deregistration – This matter is **pending**.

Item 29 – Cllr Holman has received the burial records from Mrs Florey.

Item 61 – Mrs Turner has been invoiced for a double cremation plot and payment has been received.

Item 62 – The Clerk has written to VWHDC regarding planning enforcement and 41 High Street. A response has been received and VWHDC are investigating the matter.

Item 64 – A new electricity contract has been agreed with British Gas for the pavilion.

Item 65 – Weed killing around the village has been successfully performed.

Item 70 – Bawden have repaired the broken glass in the bus shelter caused by a stone

Clerk

hitting the glass during grass cutting.

Item 71 – The WPC website link to VWHDC register of interests is **pending**.

Cllr Bush

Item 73 – The filing cabinet has been moved by Cllrs Bush and Holman. A new key is needed for the lock.

Clerk

Item 75 – The Clerk suggested delaying making signatory changes to the bank accounts until the Western Vale accounts have been transferred to Bourton PC. This was **agreed**.

Item 76 – The Western Vale Fighting Fund bank account transfer to Bourton PC has been delayed by Lloyds Bank. Cllr Gale will progress this matter.

Cllr Gale

Item 78 – Cllr Holman will get quoted to repair the drain outside 100 High St. This matter is **pending**. Cllr Holman reported that this repair may be done as part of drainage work needed for Knapp's Field Development.

Cllr Holman

Item 81 – Cllr Holman is waiting for quotes for the dropped Backlands' gate repair.

Cllr Holman

Item 87 **Election of a new Finance Member**

Cllr Gale resigned from the post of Finance Member and **proposed** Cllr Nodder replaces him as Finance Member. This was **seconded by Cllr Skeffington. All Councillors were in favour.**

Item 88 **To take questions and comments from members of the public**

Mr O'Donoghue asked if WPC had a village plan. Cllr Gale answered that WPC does not have a village plan. Recently, Neighbourhood Plans (NP) have become more relevant. WPC does not have a NP as they are costly and complicated to produce. Mr O'Donoghue also asked "what is the vision for the village?" and commented that we need a plan. Cllr Gale responded that NPs are facilitated by a Council but not driven by it. The electorate make decisions and have a formal referendum. If the Council could justify the expense of producing a NP we would come to the electorate to seek their views.

Item 89 **To take questions and comments from members of the Council**

Cllr Bush commented that WPC had not sent a representative to the VWHDC planning meeting discussing the Knapp's Field development. He also commented about the lack of clarity about the type of SUDS (drainage system) to be used on the development.

Cllr Gale reminded Councillors that if they are carrying out an activity (related to the village) as a member of the public they must explicitly state that it is not to do with the Parish Council. Documents have recently been issued without clarity.

Item 90 **To address burial matters**

There were none.

Item 91 **To address planning matters**

- 34 High Street (dropped kerb) application – There were no objections provided the dropped kerb was within the boundary of the property.
- Section 106 request for Knapp's Field development – Cllr Nodder discussed her attendance at the planning meeting on 12th September and noted that Watchfield was the only parish with no representation in the 3 minute address time from whether the PC or district council. She suggested WPC lobbies District Councillors for any future developments. Cllr Bush made a statement which was critical of the Council's handling of Knapp's Field Development including the lack of representation at the planning meeting. Cllr Bush noted Faringdon Town Council is trying to procure Section 106 funds from the Knapp's Field development. Cllr Gale noted that the developer is committed to providing resources for Watchfield. **Cllr Gale proposed** that WPC seek £75,000 for play equipment and £75,000 towards a £150,000 extension for the village hall **seconded by Cllr Skeffington**. Cllr Holman asked for some money for purchasing/leasing land for recreational use. Cllr Bush suggested the provision of more allotments. It was **agreed** (5 votes for, 1 against) that

**Clerk/ Cllr
Holman/Cllr
Gale**

WPC would seek the above Section 106 contributions. It was **agreed** that Cllr Holman/Clerk would contact the MOD to see if it would be possible to lease/purchase part of Folly Field. It was **agreed** that the Clerk would write to VWHDC with the above request, indicate that WPC require a copy of the calculations for the open space (**Proposed by Cllr Bush, Seconded by Cllr Skeffington**) and involvement with decisions regarding street naming and street art.

- Meeting with Richard Brown on potential Cowan's Camp development – Cllr Gale gave a report of the meeting attended by himself, Cllr Holman and the Clerk. Cllr Gale reminded Mr Brown that WPC preferred no development to take place other than Knapp's Field. Mr Brown sought the views of WPC but none were expressed other than the above comment. He mentioned the possibility of building a care home and 50 units of sheltered housing. By the date of this meeting all residences had received notification of a public consultation on 21st Sept in the Village Hall and the intention to develop 75 residences. Cllr Gale urged Councillors to attend the consultation meeting. Cllr Holman suggested registering the land as a village green. This will be discussed at the next meeting. Cllr Bush suggested inviting district planning and district Councillors to advise WPC.
- Faringdon Neighbourhood Plan update – Cllrs Gale and Rawle attended a meeting in Faringdon and reported that Faringdon has been given £20,000 toward producing a NP. Cllr Gale noted that production of a NP is costly and time consuming. District Cllr Ware commented that local authorities are to be given £30,000 per NP for 2012/13. VWHDC would require some of this money. A referendum would also be required if there was no Local Plan in place. The estimated cost of a referendum for Faringdon is £14,000.
- Shrivenham Neighbourhood Plan update – Cllr Gale reported the Shrivenham PC is in the process of scoping (not producing) a NP. SPC have suggested that it would be beneficial for Shrivenham, Watchfield, Longcot and Bourton PCs to collaborate and have a single plan. The process could be started without a huge outlay. The design statement aspect could be considered for Watchfield i.e. "What makes Watchfield, Watchfield?" e.g. corner bricks, iron railings etc. New developments could then include these design elements. Cllr Day (SPC) has suggested meeting with WPC to discuss this matter and Cllr Gale will progress this further.

Item 92

Finance Payments

- i. Elwyn Jones – litter collection for July & August - £391.20
 - ii. Clerk's pay – for July & August £561.30 plus home use allowance @ £100 = £661.30
 - iii. Clerk's expenses – stationery - £6.25
 - iv. Mr R Glusing – cemetery maintenance - July £114.00 (note the agenda payment was £228.00 for July & August. Since production of the agenda it has been noted that Mr Glusing did not work during August, therefore the July payment only was approved).
 - v. Bawden – account for July & August - £759.04
 - vi. Mr L Pearce – bus shelter cleaning - £35.00
- These payments were approved – Proposed Cllr Gale, Seconded Cllr Rawle.**

To agree under Section 137

There were no requests this month.

To agree

- vii. Playsafety Limited – Play equipment annual check - £100.80
 - viii. Mrs S Skeffington – Ink and envelopes for allotment contracts - £17.48
- These payments were approved – Proposed Cllr Rawle, Seconded Cllr Holman.**

To note

- ix. SSE – Pavilion Electricity - £49.70
- x. Thames Water – Pavilion - £68.19
- xi. BDO – External Audit Fees - £340.00
- xii. Bawden – Weedkilling - £213.72 + VAT
- xiii. Mr K Bush – Playdale balance beam repairs - £196.33 (emergency

expense).

xiv. Mr K Bush – tool kit, gloves and light bulb - £31.92

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

<u>Item 93</u>	<u>Agreement for pavilion water softener purchase</u>	Clerk
	This item was postponed until the October meeting.	
<u>Item 94</u>	<u>Review of Cemetery maintenance issues</u>	Cllr Holman
	Mr Glusing contacted the Clerk to resign due to ill health and reported that he had not worked in the cemetery during August. Cllr Gale proposed getting quotes from known contactors to undertake this (emergency) work. Cllr Holman agreed to obtain the quotes.	
<u>Item 95</u>	<u>Discussion of alternative street maintenance offer by Mr Parrott</u>	Clerk
	This item was postponed until the October meeting.	
<u>Item 96</u>	<u>Grass cutting update</u>	Clerk/Clerk Holman
	Cllr Holman has been monitoring grass cutting and has been speaking to the contract manager and head office regarding the poor service. Cllr Holman will draft a letter for the Clerk to send asking for a refund. Cllr Holman is obtaining quotes from alternative suppliers and suggested considering 13 cuts per year instead of the current 12 cuts.	
<u>Item 97</u>	<u>Rabbit cull</u>	
	This item was postponed until the October meeting.	
<u>Item 98</u>	<u>Road salt order</u>	
	It was agreed that WPC did not require any road salt as last year's order has not been used.	
<u>Item 99</u>	<u>Agenda Diary</u>	Clerk/ Cllrs Gale & Holman
	<ul style="list-style-type: none"> • Budget review (from July) – Cllr Gale presented the budget review up to 30th June 2012 and explained that WPC was on target in terms of budget. • ROSPA check – The Clerk explained that the only action needed from the play equipment check was to tighten the bolts on the spinning pole. Cllr Bush reported that he had done this maintenance. • Review of the Effectiveness of the Internal Audit - The Council approved the review of the effectiveness of the internal audit document. Proposed by Cllr Skeffington, Seconded Cllr Nodder. • Audit Plan Update – The audit plan (agenda diary document) was approved. Proposed by Cllr Skeffington, Seconded Cllr Nodder. • Completion of external audit – The Annual Return has been received back from the External Auditor. There were no recommendations. The Annual Return was approved and accepted by WPC. Proposed by Cllr Holman, Seconded Cllr Rawle. The notice of the conclusion of the Audit has been displayed as required on the village notice board. The audit date for next year will be 28/06/13. • Members' Interests – Annual review – This matter was not needed due to the recent adoption of VWHDC declarations. • Update planning register – This matter is pending. • Clerk's salary increase – The Clerk suggested this matter should be discussed without her presence. Cllrs Gale and Holman will meet to discuss this matter. • Burial charges review – It was agreed that burial charges would not be increased this year. 	
<u>Item 100</u>	<u>Village website progress report</u>	
	This matter was postponed until the October meeting.	
<u>Item 101</u>	<u>Flood Group – progress report</u>	
	This matter was postponed until the October meeting.	
<u>Item 102</u>	<u>Pavilion – maintenance and inspections; other updates</u>	
	This matter was postponed until the October meeting. At 9.30 pm Cllr Holman proposed the suspension of standing orders and was	

seconded by Cllr Skeffington.

Item 103 **To note correspondence**

There was no correspondence pack this month

Item 104 **To take any other business**

Cllr Holman notified the Council that the balance beam had been burned and that she had reported the vandalism to the Police. Cllr Bush offered to remove the beam and to seek quotes to replace it. Cllr Holman reported that the hinges had come off the bin enclosure on the High Street near the church and that Colin Jones had offered to repair it. She also noted that Mr Stillman had offered to fill a hole near the church bench with gravel. Cllr Holman suggested WPC considers calling a village meeting depending upon the outcome of the consultation (21st Sept) on the proposed Cowan's Camp development. Cllr Gale discussed the invitation from the Defence Academy to attend the Remembrance Sunday service. Cllr Nodder will attend.

At 9.35 pm **Cllr Skeffington proposed** reinstatement of standing orders (**seconded by Cllr Rawle**) and Cllr Gale closed the meeting.

Dr C Matthews
Clerk
29.9.12

Approved:

Cllr D Gale - Chairman
Watchfield Parish Council

Date: