

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

**HELD AT  
WATCHFIELD VILLAGE HALL**

**ON  
TUESDAY October 16<sup>nd</sup> 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 110 To receive Apologies for Absence**

Cllr Bailey sent apologies for her absence.

**Item 111 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**

There were no declarations.

**Item 112 To approve the minutes of the extraordinary meeting held on 2<sup>nd</sup> Oct 2012**

The minutes were approved. Proposed Cllr Skeffington, Seconded Cllr Nodder.

**Item 113 To address matters arising from the September meeting**

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

Clerk

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

Cllr Bush

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

Clerk

Item 76 – Cllr Gale has visited Lloyds bank again to transfer the WVFF bank accounts to Bourton PC. The closing balance is due imminently.

Item 78 – Cllr Holman will get quotes to repair the drain outside 100 High St. This matter is **pending**.

Cllr Holman

Item 91 – Cllrs Gale and Holman are checking quotes and producing firm costing to support the Knapp's Field Section 106 request. Cllr Gale will attend the next Local Liaison meeting and discuss the lack of response by the MOD to the WPC request to lease or buy MOD land.

Cllrs Gale & Holman

Item 99 – Cllrs Gale and Holman requested that the Clerk's salary increase should be added as an agenda item to the November ordinary meeting.

Item 104 – Should be amended to read "Mr Stillman suggested that the hole was filled with gravel or concrete. He offered to paint a white line to mark the dropped kerb".

**Item 114 To address matters arising from the extraordinary meeting held on 2<sup>nd</sup> Oct 2012**

Item 108 – Cllr Gale commended the comprehensive WPC response letter to the travellers planning application. Cllr Holman thanked Cllr Nodder for undertaking the traffic survey. Cllr Gale had checked the VWHDC website and the response had been received on 16<sup>th</sup> October. Cllr Gale also noted that the date of the village meeting was 25<sup>th</sup> October and that the developer of Cowan's Camp was expecting to submit an outline planning application within 2 weeks.

There was a discussion regarding who should be invited to the village meeting and details of leaflet/poster production.

Cllr Bush asked for an update on village green registration (for part of Cowan's Camp) and Cllr Nodder responded that she had sent out 50 questionnaires on request by residents.

Cllr Bush expressed a wish to oppose Knapp's Field Development and apply as an individual to register the site as a village green.

**Item 115 To take questions and comments from members of the public**

Mr Shepherd commented that he supported the activities that he had been hearing about in this meeting. He thanked the Clerk for the invitation to the village meeting and was pleased 50 questionnaires had been returned.

**Item 116 To take questions and comments from members of the Council**

Cllr Nodder asked the Council to make known to her any individuals who had lived in the village a long time, so that she could send out a questionnaire to them. She noted that each person in a couple could fill out a questionnaire if they wished.

Cllr Gale reported that he had spoken to Mr Lethardy to find out when the access signs were put up on Cowan's Camp. He was unable to give Cllr Gale this information. Cllr Holman suggested that Mr Stillman may have a record from his time as Footpath Officer.

**Item 117 To address burial matters**

There were none.

**Item 118 To address planning matters**

- Co-op extension of alcohol licence - There were no objections.
- Discussion with Anna Kennedy (ORCC) on affordable housing and local lettings agreements – Ms Kennedy explained the function of ORCC as being an independent charity specialising in affordable housing. Ms Kennedy suggested WPC work with ORCC (this is a free service) to produce a housing needs survey. If a community has a housing needs survey, the district council will enter into a local lettings (first occupancy) policy for affordable/social housing. Cllr Gale explained that the Knapp's Field developer has agreed to operate a local lettings policy and that WPC does not have a housing needs survey at present. There was a discussion regarding who the surveys might be sent out to and Cllr Nodder asked if planning authorities had to satisfy the needs that the survey identifies. Ms Kennedy responded that they didn't. From the population of Watchfield she would expect to find a need for no more than 20 families (with links to Watchfield). Families would need to be registered for the district council to become eligible for one of these homes.

**Item 92 Finance  
Payments**

- i. Elwyn Jones – litter collection for September - £195.60
- ii. Clerk's pay – for Sept £280.65 plus home use allowance @ £50 = £330.65
- iii. Clerk's expenses – Stamps - £15.50
- iv. Bawden – account for Sept - £379.52

**These payments were approved – Proposed Cllr Skeffington,**

**Seconded Cllr Holman.**

To agree under Section 137

There were no requests this month.

To agree

- v. Mr P Hood – internal audit fees (2012/13 audit) - £306 (plus travel @ 0.55 p/mile)

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

**Item 120 Agreement for Pavilion water softener purchase - £150.00**

Cllr Bush explained he had free a water softener and asked whether WPC would consider installing it in the pavilion. It was agreed that installation quotes could be sought.

Cllr Bush

**Item 121 Agreement for Backlands gate repair or replacement**

Cllr Holman had received a quote to re-hang the existing gate on new posts (£262) or replace the gate and posts (£382). It was agreed that the second option would be undertaken. **Proposed by Cllr Nodder, Seconded Cllr Skeffington.**

Cllr Holman

**Item 122 Discussion of cemetery maintenance issues and quotes**

Cllr Holman noted that Ben Gristwood had maintained the cemetery in October (£140). This was an emergency expense. **Proposed by Cllr Skeffington, Seconded Cllr Rawle.**

Cllr Holman

**Cllr Gale proposed** seeking a quote for one cut (if needed) in November and leaf clearance until the end of December. This was **seconded by Cllr Skeffington.**

**Item 123 Discussion of alternative street maintenance offer by Mr Parrott**

Cllr Gale noted the need for any contractor to have Public Liability Insurance. Mr Parrot had not responded to the Clerk's enquiry whether he had this insurance. It was **agreed** the Cllr Skeffington would ask Mr Parrot (if he was still interested) to submit a formal quote and whether or not he would be prepared to take out PLI.

**Item 124 Discussion of grass cutting arrangements for next year.**

Cllr Holman reported that she had asked companies to quote based on 12 cuts per year (to make the quotes comparable to the current contract). Cllr Gale asked Councillors whether they wished to move from Bawden considering Bawden had rearranged their staffing since the problems experienced during the summer. Cllr Holman had received quotes from BGG (£3240), Bawden (£3835) and Countrywide (£4120 this quote included two recreation ground boundary cuts). Cllr Gale suggested Cllr Holman should negotiate with Bawden to reduce their price due to a lower quote being received.

Cllr Holman

**Item 125 Agreement of Royals FC pavilion hire discount for this quarter**

Cllr Holman has spoken to RFC and they are looking for a discount on the hire charges due to grass cutting issues during the summer. Cllr Gale will contact them to determine how much of a discount they are asking for.

Cllr Gale

**Item 126 Rabbit Cull**

The annual cull quote of £385 was **approved**. **Proposed by Cllr Holman, Seconded Cllr Skeffington.**

**Item 127 To discuss arrangements for the village meeting about Cowan's Camp potential development**

This item was discussed under item 114 above.

**Item 128 Agenda Diary**

- Review of Backlands paddock rent – It was **agreed** that the rent should remain at £90 per month and that the licence could be prepared and issued by Cllr Holman. **Proposed by Cllr Skeffington, Seconded Cllr Nodder.**
- Gutter clearing review – It was agreed that Cllr Holman could obtain a quote from Bawden.
- Pavilion charges review – It was agreed that the hire charges should remain

Cllr Holman

the same. **Proposed by Cllr Gale, Seconded Cllr Skeffington.**

- Online VAT return – This has been submitted by the Clerk.
- Bank reconciliation – The Clerk explained the reconciliation and reported a balance carried forward of £36, 248.19 (30.09.12).
- Budget review – Cllr Nodder (Finance Member) explained variations in the budget compared to the actual expenditure to date. She noted the pavilion rates refund (£4308) as this was a large amount of unexpected income. WPC has operated within the total budget to date in this financial year.
- Audit plan update – This is prepared and will be circulated in this month's correspondence pack.
- Standing orders review – The standing orders were considered to be appropriate and did not require amendment. **Proposed by Cllr Holman, Seconded Cllr Skeffington.**
- Code of conduct review - This has already been completed during 2012.
- Assets register update - The Clerk will update this document to include the Backlands dog bin and paddock gate (near the cemetery).
- Appointment of internal auditor -It was **agreed** that Mr P Hood (Arrow Accounting) will be appointed for the 2012/13 audit. **Proposed by Cllr Holman, Seconded Cllr Skeffington.**
- Acceptance/approval of external audit - This has already been completed during 2012.
- Grass cutting contract – This was discussed under item 124.
- Contact Bawden about leaf clearing (Cllr Holman) – This matter is **pending**.
- Remembrance attendance – Cllr Skeffington offered to attend the Watchfield Village Service and Cllr Nodder offered to attend the Defence Academy Service.

Clerk

At 9.30pm **Cllr Skeffington proposed** suspension of standing orders and was **seconded by Cllr Nodder**.

- Begin budget forecast for next financial year (Clerk/Chair/ Finance Member) – This matter is **pending**.
- Employer's tax return – The Clerk reported that this had been submitted for this quarter and the relevant payment made.

**Item 129** **Village website progress report**

This matter was postponed to the November meeting.

**Item 130** **Flood Group – progress report**

This matter was postponed to the November meeting.

**Item 131** **Pavilion – maintenance and inspections; other updates**

This matter was postponed to the November meeting.

**Item 132** **To note Correspondence**

The October correspondence pack was circulated at the meeting.

**Item 133** **To take any other business**

Cllr Nodder reported on her attendance at the ORCC AGM. She noted the VWHDC core strategy has now been devised and is due to go out for consultation. Cllr Gale will contact Mike Murray to ensure WPC has input into the core strategy. Cllr Nodder explained the importance of having an "emerging" Neighbourhood Plan as it would be given weight in the planning process. She described a "self help" NP package available from ORCC which negates the need to employ external consultants. Cllr Nodder suggested WPC meets with SPC to discuss production of the NP (for the villages) as WPC would need to register as soon as possible for funding (£5000). Cllr Nodder also reported that she had prepared a document of objections WPC could use to planning applications under the National Planning Policy Framework and sustainability criteria. She noted that noise levels at Cowan's Camp had been measured and they were higher than acceptable levels due to the A420.

Cllr Gale

Cllr Holman asked what the insurance excess was for replacement of the burnt (vandalised) balance beam and the Clerk responded £100. Cllr Bush had obtained a quote for replacement and this will be put on the agenda for the November meeting.

Clerk

Cllr Holman reported that she was seeking quotes for hedge laying. This matter will be added to the November meeting agenda.

**Cllr Holman**

Cllr Bush attended the Highways winter meeting and a suggestion was made that the filter lane by Mc Donald's was causing accidents. Cllr Bush had witnessed three accidents on one day and asked whether WPC should report this. Cllr Bush will do this as a private individual.

Cllr Bush suggested WPC considers applying for the MOD covenant fund. This matter will be added to the November meeting agenda.

**Clerk**

Cllr Gale had received a copy of an email from Mr Kevin O'Donoghue asking the MOD if there were any plans for Folly Field. The response was "We have no plans for it at present".

Cllr Bush asked whether WPC would consider purchasing a push along grit spreader for the village. This item will be discussed further at the November meeting.

At 9.52 pm **Cllr Holman proposed** reinstatement of standing orders (**seconded by Cllr Skeffington**) and Cllr Gale and closed the meeting.

Dr C Matthews  
Clerk  
15.11.12

Approved:

Cllr D Gale - Chairman  
Watchfield Parish Council

Date: