

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

**HELD AT
WATCHFIELD VILLAGE HALL**

**ON
TUESDAY February 19th 2013**

AT 7.30pm

Present:

- Cllr R Holman
- Cllr Nodder
- Cllr Bush
- Cllr Skeffington

Clerk – Dr C Matthews
No members of the public

Item 219 To receive Apologies for Absence

Apologies were received from Cllrs Bailey, Skeffington and Rawle.

Item 220 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 221 To approve the minutes of the extraordinary meeting held on 5th Feb 2013

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

Item 222 To address matters arising from the February extraordinary meeting

Item 73 – Cllr Holman will transfer the WPC documents from the old filing cabinet to the new filing cabinet.

Cllrs Holman

Item 126 – Cllr Holman has enquired when the cull will be performed and is awaiting a response.

Item 147 – Cllr Holman has contacted Shrivenham Fencing again. The newell post in Oxford Square should be replaced this week.

Cllr Holman

Item 189 – The Clerk received a response from Anthony Williams about the BT pole in Star Lane stating that it was a replacement.

Item 205 – Cllr Bush has left messages and emailed the Football Foundation and is awaiting a response.

Cllr Bush

Item 198 – Adoption of a Freedom of Information policy and agreement of policy wording. Cllr Holman will obtain the document from Mr Gale – This matter is **pending**.

Item 211 – The Clerk noted that no-one had formally come forward with an interest in either of the Casual Vacancies. Cllr Bush noted that his wife is interested. Cllr Holman noted that David Shepherd was interested. The Clerk asked that the Council encourage people to submit a formal notification to the Clerk.

Item 213 – The WPC response to the VWHDC Strategic Housing Land Assessment has been sent.

Item 223 **To take questions and comments from members of the public**

There were none

Item 224 **To take questions and comments from members of the Council**

Cllr Bush gave his apologies for the next ordinary meeting on Thursday 21st March.

Item 225 **To address burial matters**

Mrs E Waldron was interred in the cemetery.

Item 226 **To address planning matters -**

- To make a decision on planning application P13/V0187/HH – Willowbrook, 41B High Street. **Cllr Holman proposed** WPC had no objection to this planning application and was **seconded by Cllr Bush**. All agreed.
- Cowan's camp planning application update including result of the planning committee on 18th February. Cllr Holman reported that the Cowan's Camp outline planning permission had been approved with multiple conditions and building must commence within a year. Cllr Nodder noted that the movement of the newts and soil contamination mitigation must be done before building can commence. Cllr Holman was pleased that Robert Sharpe mentioned the Village Green application during the planning committee meeting. Cllr Nodder will contact OCC LEA about Watchfield School expansion plans and Swindon PCT regarding healthcare needs. Cllr Nodder reported that the planning committee has recommended that the planning officers and district councillors will need involvement in this development. This means that WPC will have some influence through the district Councillors.

Cllr Nodder

Councillor Bush noted that he had received confirmation (as an individual), from Anna Robinson (Strategic Director) that the Knapp's Development leisure contribution was calculated wrongly and that VWHDC are addressing the matter.

- Update of Section 106 discussion with Mark Doodes on Cowan's Camp. Cllrs Holman, Nodder and Skeffington had a 2.5 hr meeting with Mark Doodes (VWHDC). Mark Doodes noted that the 400K offer to maintain green space on the new development was developer led. Cllr Bush suggested asking for £750,000 for recreation in the village and that this money could be used to astroturf the recreation ground. Cllr Holman commented that people want open space and Cllr Bush responded that he didn't think WPC would get land as part of a Section 106 agreement. Cllr Nodder suggested arranging another meeting with Mark Doodes now that outline planning permission had been granted. One purpose of this meeting would be to find out what sort of level of funding could be requested by WPC. There was a discussion about the appropriate amount of funding and what it could be used for. There was a difference of opinion regarding potential uses of funding and Cllr Bush left the meeting. At 8.05 pm Cllr Holman adjourned the meeting as it was no longer quorate. Cllr Holman contacted Cllr Skeffington and she reconvened the meeting at 8.40 pm in the presence of Cllr Skeffington. Cllr Holman asked if there were any declarations of personal or personal and prejudicial interest and there were none.
- Travellers site update – There was no further information to discuss on this matter since the last meeting.

Item 227 **Finance**
payments

- i. Elwyn Jones – Litter collection for January - £195.60
- ii. Clerk's pay – For Jan £280.65 plus home use allowance @ £50 = £330.65
- iii. Clerk's expenses – Stationery and stamps - £37.69
- iv. Bawden - account for January - £379.52
- v. Mr P Hood – Internal audit fees & mileage - £348.90

These items were **approved - proposed by Cllr Skeffington, seconded by Cllr Nodder.**

To agree under section 137

Oxfordshire Playbus – The Council **agreed** the benefit is commensurate with the spend (£50) and is making a grant to the charity to allow them to do work in our area. **Proposed Cllr Skeffington, seconded Cllr Nodder. All agreed.**

To agree

- vi. Brush and ditch clearance - £1500 – Cllr Holman had received a combined quote for brush clearance and ditch clearance but the Council decided to defer a decision on ditch clearance. Cllr Holman **proposed** spending £500 on brush clearance alone and was **seconded by Cllr Skeffington.**
- vii. Recreation ground storage container - £2500 – this item was deferred to the next meeting when Cllr Bush will be present.

<u>Item 228</u>	<u>To discuss the need for additional grass cutting</u> Cllr Holman proposed that there should be an additional grass cut in April as this has already been allocated in the budget. The proposal was seconded by Cllr Skeffington.	Cllr Holman
<u>Item 229</u>	<u>WPC website link to VWHDC register of interests</u> This item is pending.	Cllr Bush
<u>Item 230</u>	<u>Discussion of street cleaning offer by Mr Parrott</u> Cllr Holman suggested that street cleaning was unnecessary as it is the responsibility of OCC. The Clerk will write to Mr Parrott to decline his offer.	Clerk
<u>Item 231</u>	<u>Adoption of a Freedom of Information policy- Agreement of policy wording</u> This item is pending.	Cllr Bush
<u>Item 232</u>	<u>Response to WVV consortium on the Eastern expansion of Swindon</u> Cllr Bailey was requested by the Clerk to attend this meeting but was unable to. Cllr Nodder drafted a response letter. Cllr Holman proposed sending the letter and was seconded by Cllr Skeffington.	Cllr Nodder/Clerk
<u>Item 233</u>	<u>Neighbourhood Plan</u> This item is pending.	All
<u>Item 234</u>	<u>Agenda diary</u> <ul style="list-style-type: none"> • Insurance review – The Clerk has reviewed the Insurance schedule and suggested that the dog bin insurance is raised from £500. Cllr Holman proposed making this change and was seconded by Cllr Nodder assuming that there was no change in premium. It was agreed by all that fidelity insurance of £100,000 was sufficient for WPC needs. • Risk Assessment – Cllr Holman proposed acceptance of the financial risk assessment prepared by the Clerk and was seconded by Cllr Skeffington. • Audit Plan Update – The completed 2012 audit plan with minutes and dates was agreed by the Council and will be used as a “proforma” for the 2013 audit plan. Proposed by Cllr Holman, seconded by Cllr Skeffington. 	Clerk
<u>Item 235</u>	<u>Village website progress report</u> This item is pending.	Cllr Bush
<u>Item 236</u>	<u>Flood Group – progress report</u> This item is pending.	Cllr Holman
<u>Item 237</u>	<u>Pavilion – maintenance and inspections; other updates</u> This item is pending.	Cllr Bush
<u>Item 238</u>	<u>To note correspondence</u> The Clerk has received a letter from DIO stating that Folly Field will be retained by the MOD but our interest in the land, should it become available for purchase, has been noted.	

Item 239 To take any other business

Cllr Nodder reported that she had contacted Environmental Services at VWHDC about declaring old Watchfield a “conservation area”. This item will be put on the agenda for the next ordinary meeting.

At 9.27 pm Cllr Holman and closed the meeting.

Dr C Matthews
Clerk
13.2.13

Approved:

Cllr Holman
Chairman
Watchfield Parish Council

Date:

Clerk