

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

**HELD AT  
WATCHFIELD VILLAGE HALL**

**ON  
THURSDAY May 16<sup>th</sup> 2013**

**AT 7.30pm**

**Present:**

- Cllr Nodder
- Cllr Holman
- Cllr Skeffington
- Cllr Rawle
- Cllr Shepherd
- Cllr Bell

Clerk – Dr C Matthews  
No members of the public

- Item 1**     **To elect a Chair of the Council for the coming year**  
Cllr Holman **proposed** Cllr Nodder to be elected as Chair. She was **seconded by Cllr Shepherd. All agreed.** Cllr Nodder accepted and thanked Cllr Holman for her previous work as Chair.
- Item 2**     **To elect a Vice-Chairman of the Council**  
Cllr Skeffington **proposed** Cllr Holman to be elected as Vice Chairman. She was **seconded by Cllr Rawle. All agreed.**
- Item 3**     **To appoint committees and sub-committees**  
Cllr Nodder **proposed** setting up advisory sub-committees as and when the Council deemed necessary, for topics deemed necessary. She was **seconded by Cllr Skeffington. All agreed.**
- Item 4**     **To appoint any officers to the Council**
- Finance Member – Colin Bell (**Proposed by Cllr Rawle, seconded by Cllr Sheffington**)
  - Allotment Officer – Cllr Skeffington (**Proposed by Cllr Skeffington, seconded by Cllr Rawle**)
  - Pavillion Officer – Cllr Rawle (**Proposed by Cllr Skeffington, seconded by Cllr Rawle**)
  - Parks, Recreation and Grounds Officer – Cllr Holman (**Proposed by Cllr Skeffington, seconded by Cllr Rawle**)
  - Play Equipment Officer – Cllr Holman & Cllr Rawle (**Proposed by Cllr Bell, seconded by Cllr Nodder**)
  - Burials – Cllrs Holman and Rawle will support the Clerk (**Proposed by Cllr Skeffington, seconded by Cllr Nodder**)
  - Website Officer – Cllr Shepherd (**Proposed by Cllr Nodder, seconded by Cllr Rawle**)
- Item 5**     **To receive apologies for absence**  
Apologies were received from Cllrs Bush and Bailey.
- Item 6**     **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 7** **To approve the minutes of the meeting held on the 11<sup>th</sup> April 2013**  
The minutes were approved. **Proposed by Cllr Skeffington, seconded by Cllr Rawle.** Cllrs Bell and Shepherd **abstained.** **All Agreed**
- Item 8** **To approve the minutes of the ordinary meeting held on 18<sup>th</sup> April**  
The minutes were approved. **Proposed by Cllr Bell, seconded by Cllr Rawle.** **All agreed.**
- Item 9** **To address matters arising from the 11<sup>th</sup> April meeting**  
**Item 278** – The Level 2 complaint letter had been sent to Mr Buckle (VWHDC).
- Item 10** **To address matters arising from the 18<sup>th</sup> April extraordinary meeting**  
**Item 73** - Cllr Holman has emptied the old filing cabinet and filled the new one.  
  
**Item 126** – Cllr Holman is still waiting for a response despite contacting the contractor again.  
  
**Item 288** – Cllr Holman has spoken to Thames Water, they are expecting to start work on the sewer pipe (from Knapp's development to the High Street) in July. She reported that the compensation to WPC will be < £1000. She was assured that the contractors will hand dig around the tree roots and that the surface will be restored. She informed the Council that WPC can object but TW will take the matter to court and noted that WPC had not received a formal letter from TW.
- Item 11** **To take questions and comments from members of the public**  
There were none.
- Item 12** **To take questions and comments from members of the Council**  
Cllr Rawle noted she was happy to carry out any physical tasks in the village as she wasn't good with computer work.
- Item 13** **To address burial matters**  
Permission was sought for the exclusive right of burial for Mr Brian Pitcher.  
**Proposed by Cllr Rawle, seconded by Cllr Skeffington.** **All agreed.**
- Item 14** **To address planning matters -**
- P13/VO787/FUL- Removal of existing nursery building and a new replacement modular building installed – There were no objections.
  - Discussion and decision regarding street names for Knapp's development – Cllrs decided to offer the following suggestions for the planners to choose from: Wackenfeld (or a derivative to be confirmed after the meeting), Fowler, Curtis, Charlesbury, Airfield & Lapwing. The Council felt these options reflected the history of Watchfield and prominent members of our community. **Proposed by Cllr Rawle, seconded by Cllr Skeffington.** **All agreed.**
  - Discussion of WPC response to offer from Kate Arnold/Matt Prosser to meet and discuss the Knapp's development S106 leisure contribution calculation – It was **agreed** that WPC would meet with Kate Arnold/Matt Prosser.
  - Consideration of escalation of complaints against VWHDC to level 3 – Cllr Nodder reported that WPC had not received a response to the level 2 complaint. **Cllr Holman proposed** escalating the complaint to level 3. She was **seconded by Cllr Skeffington.** **Cllr Shepherd abstained.** **All agreed.**
  - VWHDC Local Plan 2029 response from WPC. **Cllr Holman proposed** accepting the draft letter. Cllr Nodder to send. **Seconded by Cllr Skeffington.** **Cllr Shepherd abstained.** **All agreed.**
  - Management of planning applications between WPC meetings – The circulation system in use was explained for the benefit of the new

Clerk

Cllr Nodder

Councillors.

**Item 16**

**Finance payments**

- i. Elwyn Jones – litter collection for April - £195.60
- ii. Clerk's pay – £312.65 plus £18.00 home use allowance = £330.65
- iii. Clerks overtime – £120.29
- iv. BGG – cemetery maintenance - £84.00
- v. Bawden – account for April - £383.54
- vi. Leon Pearce – bus shelter cleaning - £35.00
- vii. Kelda water – allotments water supply - £28.00

These items were **approved except item iii, proposed by Cllr Skeffington, seconded by Cllr Rawle. Cllr Shepherd abstained. All agreed.**

**To agree under section 137**

There were no requests this month.

**To agree**

- viii. Humphries Pavilion PAT testing - £72.00
- ix. SWALEC – Pavilion Gas - £67.98
- ix. Clerk's overtime – for April, 12h 45m = £117.98

These items were **approved. Proposed by Cllr Skeffington, seconded by Cllr Shepherd.**

**Item 16**

**Conduct of Councillors**

Cllr Nodder outlined the expected conduct of Councillors and defined the role of the Clerk. A confidential discussion took place regarding the issue of conduct.

**Item 17**

**Request from Bourton Parish Council to financially support the transport assessment**

Cllr Bell **proposed** making a donation of £250 toward the transport assessment being carried out in conjunction with the Western Vale villages. The results will be useful in future planning matters. He was **seconded by Cllr Skeffington. There were 5 votes for and 1 against.** The Clerk will notify Bourton PC of this decision and it will be treated as a Section 137 request as the benefit to Watchfield residents will be commensurate with spend.

Clerk

**Item 18**

**Annual Assembly – Delegation of advertising**

This item was not discussed as the advertising had already been undertaken prior to the meeting.

**Item 19**

**Agreement of analytic review for external audit**

The analytic review was presented by the Clerk and **agreed. Cllr Nodder proposed** acceptance of the document and was **seconded by Cllr Skeffington. Agreed. Cllrs Bell and Shepherd abstained.**

**Item 20**

**Agreement of Section 2 – Annual governance statement 2012/13 of the Annual Return**

The Clerk presented the document to the Council and its' content was **agreed. Cllr Rawle proposed** acceptance of the document and was **seconded by Cllr Skeffington. All Agreed. Cllrs Bell and Shepherd abstained.**

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

**Item 21**

**Insurance review – response to questions from Zurich insurance**

The Clerk asked the Council whether they wished to index link the insurance cover and increase the dog bin cover from £500 - £1000. These items were agreed. Proposed by **Cllr Nodder, Seconded by Cllr Shepherd.**

Clerk

**Item 22**

**Freedom of Information Act – Discussion of WPC FOI policy proposal**

This matter was **pending.**

**Item 23**

**Pavilion gas contract – delegation to secure a new contract**

Cllr Rawle

Cllr Rawle volunteered to action this task.

**Item 24** **Consideration of pavilion hire by canal workers**

This matter was **pending**.

**Item 25** **Consideration of the installation of solar photo voltaic panels on the pavilion roof**

It was **agreed** that an advisory sub-committee would be formed to perform this task. **Proposed by Cllr Nodder, seconded by Cllr Skeffington.**

**Item 26** **Discussion of WPC response to the OCC consultation to expand Watchfield Primary School**

It was **agreed** that an advisory sub-committee would be formed to perform this task. **Proposed by Cllr Nodder, seconded by Cllr Skeffington.**

**Item 27** **Discussion of WPC response to the Watchfield Primary School, "Walking to School" Policy**

It was **agreed** that WPC would support the policy. **Proposed by Cllr Nodder, seconded by Cllr Skeffington.**

**Item 28** **Agenda Diary**

- Receipt of Grass cutting grant

This matter was **pending**.

**Item 29** **Village website progress report**

This matter was **pending**.

**Item 30** **Flood Group – progress report**

This matter was **pending**.

**Item 31** **Pavilion – maintenance and inspections; other updates**

This matter was **pending**.

**Item 301** **To note correspondence**

This matter was **pending**.

**Item 302** **To take any other business**

This matter was **pending**.

At 10.00 pm. Cllr Holman proposed reinstatement of standing orders and Cllr Nodder and closed the meeting.

Dr C Matthews  
Clerk  
16.6.13

Approved:

Cllr Nodder  
Chairman  
Watchfield Parish Council

Date:

Cllr Bell

Clerk