**MINUTES OF WATCHFIELD PARISH COUNCIL**

**HELD AT**

**WATCHFIELD VILLAGE HALL**

**ON**

**TUESDAY SEPTEMBER 17th 2013**

**AT 7.30pm**

Present-

Cllrs Nodder

Holman

Bell

Skeffington

Rawle

Clerk- Sally Mckendrick

1 member of the public- Barry Reynolds

Cllr Nodder opened the meeting by welcoming the new Clerk- Sally Mckendrick and thanked those who have made her welcome. Reminded Council we have a duty of care as an employer and Sally is entitled to safe working environment free from harassment, stress, bullying and intimidation. Currently she is employed for 30.33 hours per month and so is not available instantly at all times.

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| **Item 76 To receive apologies for absence** | **Action** |
| Cllr Constance sent apologies. |  |
| **Item 77 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 78 To approve the minutes of the ordinary meeting held on 18th July 2013** |  |
| The minutes were approved with minor amendments to agenda items 65 & 75. |  |
| **Item 79 Matters arising from the ordinary meeting held on 18th July 2013** |  |
| Item 54-meeting has been arranged with Nick Shepperd Headteacher of Watchfield Primary School for Thurs 19th Sept at 6.30 pm at the school as notified by email and on the rolling calendar. |  |
| Item 60- The clerk has reported the overhanging hedges to OCC, Cllr Nodder has informed MOD of their areas and will speak to OCC again. | SN |
| Item 62- Clerk put in Council’s response to P13/V1256/DIS on 41 High Street. Outcome of planning complaints- agenda item. |  |
| Item 65- Agenda item |  |
| Item 66 – Casual vacancy is still open. |  |
| Item 67- Nothing received from other councillors - comment under AOB. |  |
| Item 68- Agenda item |  |
| Item 70- Agenda item |  |
| Item 74- Tattooing bye-law is on website |  |
| **Item 80- To take questions and comments from members of the public** |  |
| Barry Reynolds asked 3 questions. |  |
| 1. Concerns about dog waste around the village. Asked whether there is a way of enforcing bye-laws. Cllr Holman stated she had spoken with Colin Marshall from Environmental Health to ask about signs-not centrally issued but are available online. Cllr Holman has researched the Vale are changing rules and fines soon so we await new parameters. Cllr Holman asked if the Parish can have own bye-laws. Clerk will investigate. Cllr Holman has placed an extra bin by Recreation ground bin as it was not emptied on scheduled day. Cllr Nodder to bring up dog etiquette at the Local Liaison Group in October. Dog bin costs and options will be an agenda item in October. | **Clerk/SN** |
| 2. What was found out about the noise nuisance from the Trifle Festival? WPC had response from the Vale Temporary Event Notices granted for events up to 500 people with music and alcohol sales. There is no legal requirement to consult or inform local communities and do not refuse unless there are specific reasons. Now there have been complaints about an event on that land there would be grounds for refusal. WPC have received an apology from Trifle with an offer of services. Cllr Nodder will put contact details for reporting of noise nuisance on parish noticeboards. | **SN** |
| 3. Surface of Squires Road needs resurfacing. Cllr Nodder informed Mr Reynolds this was an OCC matter and can be reported through the website fixmystreet.com. OCC prioritise repairs so if a manhole is raised etc. so point that out- use photos. Encourage neighbours to also report. |  |
| **Item 81- To take questions and comments from members of the Council** |  |
| None |  |
| **Item 82- To address burial matters** |  |
| None |  |
| **Item 83- To address planning matters** |  |
| * Update on P12/V1901/FUL Traveller Site- Letter to be send regarding planning conditions discussed. Cllr Bell to amend and recirculate. Then agreed to send off. | **CB** |
| **Proposed by Cllr Holman, seconded by Cllr Skeffington**. All agreed. |  |
| * Update on P12/1329/FUL Knapp’s Field- letters to Thames Water and Planning Enforcement discussed. Cllr Nodder to amend and recirculate. Then agreed to send off. | **SN** |
| **Proposed by Cllr Holman, seconded by Cllr Skeffington.** All agreed. |  |
| * Update on P12/V2283/0 Cowan’s Camp- Cllr Nodder spoke to Mark Doodes from Vale prior to this meeting. He is expecting reserve matters to be submitted in 2-3 weeks time. |  |
| **Item 84- Finance- payment** |  |
| 1. Elwyn Jones- litter collection- £195.60 |  |
| 1. Clerk’s pay- 7 hours for August to be added to Sept pay £65.42, total £366.86 for Sept pay. |  |
| 1. Bawden- £319.62 + VAT £63.92= £383.54 |  |
| 1. SWALEC- pavilion gas (DD)- £237.72 + £11.88= £249.60 Check previous estimated bill and current usage. | **Clerk/CB** |
| 1. BGG Garden and tree care- cemetery maintenance- £70.00 + VAT £14.00= £84.00 |  |
| 1. Clerk’s expenses- printer cartridges- £11.99 |  |
| **Proposed by Cllr Holman, seconded by Cllr Rawle**. All agreed |  |
| 1. To agree under Section 137 |  |
| There were no requests this month. |  |
| 1. To agree |  |
| 1. Expenses incurred by change-over of clerk |  |
| 1. Swindon Advertiser advertisement- £109.00 + VAT £21.81= £130.81 (This item was purchased by Cllr Nodder and will appear in the accounts under her name) |  |
| 1. Change of address- £201.00 (This item was purchased by Cllr Nodder and will appear in the accounts under her name) |  |
| 1. Laptop & software - £293.17 + VAT £58.63 = £351.80 (This item was purchased by Cllr Nodder and will appear in the accounts under her name) |  |
| 1. Document storage & stationary - £19.50 + VAT £3.90 = £23.40 (This item was purchased by Cllr Nodder and will appear in the accounts under her name) |  |
| 1. Key cutting - £10.00 (This item was purchased by Cllr Holman and will appear in the accounts under her name) |  |
| 1. Certificate of appreciation - £6.18 (This item was purchased by Cllr Nodder and will appear in the accounts under her name) |  |
| 1. Play area inspection (RoSPA) - £83.00 + VAT £17.20 = £103.20 |  |
| **Proposed by Cllr Holman, seconded by Cllr Skeffington.** All agreed |  |
| **85. Noise nuisances** |  |
| Addressed under Item 80 |  |
| **86. Renewal/Erection of notices** |  |
| * Councillors asked to consider whether parking notice is required for pavilion car park to restrict use to pavilion and rec users only. | **ALL** |
| * Councillors asked to consider dog notices. See also point 80. |  |
| * Asked to consider whether signs are necessary on the pavilion to prevent ball games against shutters after concerns from a parishioner. |  |
| **87 Agenda Diary** |  |
| * Approval of Internal and External Audit Reports. Internal audit from Arrow Accounting – no recommendations. Cindy Matthews thanked for all her hard work on the accounts. Clerk to check time frames of next audit. | **Clerk** |
| **Proposed by Cllr Holman, seconded by Cllr Rawle.** All agreed |  |
| * External audit report- Everything passed external auditors inspection (BDO) with no recommendations. Report notice has been displayed on notice boards for statutory time period. |  |
| **Proposed by Cllr Rawle, seconded by Cllr Holman.** All agreed |  |
| * Member’s Interests – Annual Review |  |
| Councillors asked if there were any amendments to their register of interests. There were none. |  |
| * Registration of Members’ Interests |  |
| Clerk explained new system at the VWHDC for the registration of member’s interests. |  |
| * Burial Charges Review – Discussion of current charges. Proposed charges remain the same. |  |
| **Proposed by Cllr Holman, seconded by Cllr Nodder.** All agreed |  |
| * Pavilion Charges Review – Currently £5 per hour and annual fee for Royals Football Club. As aim is to increase usage it was proposed that review of charges is deferred. The Pavilion sub- committee will be meeting to discuss possibilities for increased usage to bring to Council. |  |
| **Proposed by Cllr Bell, seconded by Cllr Nodder.** All agreed |  |
| * Gutter Clearing Review – As this item has been moved to the review in March it was proposed it be removed from this time of year. | **Clerk/SN** |
| **Proposed by Cllr Nodder, seconded by Cllr Skeffington.** All agreed |  |
| Cllr Nodder stated she had spoken to Waste Management Team about road sweeping. Cllr Skeffington stated she had seen operatives in the Barrington Road area. |  |
| * Employer PAYE – Clerk spoken to NetResult who deal with employer PAYE, no action required by Council. | **Clerk** |
| * Update Planning Register—ongoing |  |
| * Football Club invoice – sent by the Clerk. |  |
| * Allotment Charges Review – Last year charges covered costs. It was proposed charges remain the same for this year. |  |
| **Proposed by Cllr Rawle, seconded by Cllr Holman.** All agreed |  |
| **88. Village website progress report** |  |
| Cllrs Nodder and Skeffington still uploading information, much more populated but still a lot of work to be done. The plan being that all major documentation will be available on the website. |  |
| **89. Flood Group – progress report** |  |
| * None |  |
| **90. Pavilion/Recreation Ground- maintenance and inspections; other updates** |  |
| * ROSPA Safety Report- everything satisfactory, low or very low risk. Cllr Holman continues to carry out weekly checks and has talked to Playdale. Points raised to be investigated. | **RH** |
| Proposed report accepted. **Proposed by Cllr Holman, seconded by Cllr Rawle.** All Agreed |  |
| * Fire Inspection- Fire system inspected by Cllrs Rawle and Nodder identified a faulty heat sensor in the away changing rooms which was mended as an emergency repair. Weekly checks of pavilion continue to be carried out by Cllr Rawle. | **AR/**  **SN** |
| * Football Foundation Monitoring & Evaluation- Football Foundation survey and health check completed by Cllr Nodder (despite saying Francis Nodder on the document). Points of action include a new Football Development plan in consultation with Royals, school etc. FF encourages use of building for non-football and commercial non-sporting use as long as use for football is maintained. Any planned changes to building should be run by them but will not be turned down if constitutes an improvement. |  |
| **91. To note correspondence** |  |
| * Anna Robinson response- Discussion of offer to arrange a meeting with OCC highways and/or planning officers. Suggested arrange meetings. | **SN/ Clerk** |
| **Proposed by Cllr Bell, seconded by Cllr Holman.** All agreed |  |
| **92.To take any other business** |  |
| * Maps to councillors for annotation/comment on road issues for discussion |  |
| * Dog waste bin costs will be an agenda item for October 2013 |  |
| * Free winter salt has been ordered |  |
| * Vandalism reported to Community Policing Team |  |
| * Nick Boles - Planning Minister in Wantage Civic Hall on 20th September 10.30-12 |  |
| * New Homes Bonus Scheme – begins Sept 30th – Please read |  |
| * Response to EV SPD sent |  |
| * Community Emergency Planning Event- 23rd Oct Abingdon |  |
| * Community Lead Plans- meeting today attended by Cllrs Nodder and Rawle- will circulate info for those who did not attend and discuss |  |
| * Letter of thanks should be sent to Cindy Matthews for her work on the accounts |  |
| * Street lights are out on High Street down from Hill Road- Cllr Holman to report |  |
| * The notice board outside the Post Office is being used and monitored for leaks |  |
| * Barry Reynolds thanked the Council for all their hard work and commented on efficiency of meeting |  |

Meeting closed at 9.30pm

Sally Mckendrick- Clerk 17.09.13