**MINUTES OF WATCHFIELD PARISH COUNCIL**

**HELD AT**

**WATCHFIELD VILLAGE HALL**

**ON**

**TUESDAY OCTOBER 15th 2013**

**AT 7.30pm**

Present-

Cllrs Nodder, Holman, Bell, Rawle, Skeffington, Bailey

Clerk - Sally Mckendrick

2 members of the public (Mrs Douglas & Mrs Griffiths) **Action**

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| **Item 96 To receive apologies for absence** |  |
| Apologies received from Cllr Bush |  |
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| **Item 97 To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda of this meeting** |  |
| Cllr Skeffington will abstain from the vote on item 114 due to being a representative for the village hall.Cllr Nodder abstaining from vote on item 114 due to being village hall treasurer. Advice from ORCC is that other members of VH committee can vote as there is no personal pecuniary advantage |  |
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| **Item 98 To approve the minutes of the ordinary meeting held on 17th September 2013.** |  |
| The minutes were agreed. **Proposed by Cllr Nodder, seconded by Cllr Skeffington**, Cllr Bailey abstained due to not being at meeting. |  |
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| **Item 99 Matters arising from the ordinary meeting held on 17th September 2013.** |  |
| * Item 79 Cllr Nodder has re contacted OCC re the overhanging hedges. |  |
| * Item 80 The clerk researched into the possibilities of the council having its own bye-laws with the outcome being that the work and costs involved made this unviable. Cllr Nodder is attending LLG meeting tomorrow and will bring up dog etiquette. Cllr Nodder has put info on the noticeboards on how to report noise nuisance, dog mess, street lights etc. |  |
| * Item 83 – Cllr Bell sent letter re travellers site, Cllr Nodder sent letters re Thames Water (response under correspondence) |  |
| * Item 84 – Cllrs Bell and Nodder checked gas meter readings – they are OK and will balance out over the year |  |
| * Item 86 – Agenda item |  |
| * Item 87 – Agenda item |  |
| * Item 90 – Agenda item |  |
| * Item 91 – Cllr Nodder has contacted Anna Robinson re setting up meetings – reply will go to clerk |  |
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| **Item 100 To approve the minutes of the extraordinary meeting held on 1st October 2013** |  |
| Minutes agreed **Proposed by Cllr Nodder and seconded by Cllr Bailey.** Cllr Bell abstained from vote as he wasn’t at the meeting. |  |
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| **Item 101 Matters arising from extraordinary meeting held on 1st October 2013** |  |
| Cllr Skeffington has circulated the new contracts. The clerk has a copy on file. |  |
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| **Item 102 To take questions from the public** |  |
| Mrs Douglas asked about dogs on the recreation ground and dog fouling. Cllrs Nodder and Holman explained the Vale had been consulted and Dogs on Leads signs are only advisory and cannot be enforced. Temporary new Dog Fouling notices had been erected by the Vale – new notices are an agenda item. Mrs Douglas explained that she had been in contact with Environmental Health at VHWDC who are monitoring the rec. Mrs Douglas expressed concern that dogs were entering her garden over the low wall. Cllr Bailey explained that WPC has previously paid for the erection of fences as a ‘one time’ expense – subsequent fencing to be paid for by the householder. Mrs Douglas asked if a fence around the play park area of the rec applicable. Cllr Nodder explained fencing in the play area is under consideration however funds need to be sought. |  |
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| **Item 103 To take questions and comments from members of the council** |  |
| None |  |
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| **Item 104 To address burial matters** |  |
| Request from the Haviland family to transfer exclusive right of burial to Michael Haviland. |  |
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| **Item 105 To address planning matters** |  |
| Planning application P13/V2124/HH - needs to be in by 31 Oct. No objections. Clerk to submit response | Clerk |
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| **Item 106 Finance** – payment |  |
| 1. Elwyn Jones – litter collection - £195.60 |  |
| 1. Clerk’s pay - £283.44 plus £18.00 home use allowance = £301.44 |  |
| 1. Clerk’s overtime - £102.80 |  |
| 1. Clerk’s expenses – postage £6.00 |  |
| 1. Bawdens - £319.62 + VAT £63.92 = £383.54 |  |
| 1. VWHDC- Invoice for emptying of dog bins - £20.33 + VAT £4.07 = £24.40 |  |
| 1. Thames Water – Pavilion water 10 May 2013 to 18 Aug 2013 £45.11 + VAT £4.38 = £49.49 **Proposed by Cllr Holman, seconded by Cllr Bailey All agreed** |  |
| 1. To agree under section 137 |  |
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| 1. To agree |  |
| 1. Cllr Skeffington’s expenses for allotment contracts printing – (printer cartridge) £10.04 + VAT £2.01= £12.05, stationary £3.35 |  |
| 1. Leon Pearce – Bus stop cleaning - £35.00 |  |
| 1. Humphreys – Replacement heat detector in Pavilion £44.00 + VAT £8.80= £52.80 |  |
| 1. The Net Result – Payroll charges July- September - £55.50 |  |
| 1. OALC – Training course attended by Clerk - £65.00 + VAT £13.00=£78.00 The clerk attended a Data Protection Course in Didcot |  |
| 1. Training course traveling expenses = £9.40 |  |
| 1. Software update for Clerk laptop = £119.99 Clerk explained this cost was due to difference in software requirement and the original expense had been refunded. |  |
| **Proposed by Cllr Bailey, seconded by Cllr Bell All agreed** |  |
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| **Item 107 Renewal/Erection of notices** |  |
| Cllr Nodder reported the following quote for aluminium signs from [www.buildasign.co.uk](http://www.buildasign.co.uk) |  |
| 20cm x 30cm £10.12, 30cm x 45cm £13.26, 40cm x 60cm £25.51, 600cm x 900cm £60.00 |  |
| Mrs Douglas offered to help research costs further and will enquire if there is a local sign company on the Shrivenham 100 business park. Cllr Bell suggested a maximum cost for signs, suggesting 10 signs with a budget of £200. **Proposed by Cllr Skeffington, seconded by Cllr Bell All agreed.** Cllr Bailey suggested that an emergency contact details notice may be required at both entrances of the recreation ground and pavilion. This will be an agenda item at November’s meeting. | **Mrs Douglas** |
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| **Item 108 To agree hedge trimming of church paddock £150.00** |  |
| Cllr Holman has obtained a quote for hedge trimming of £150.00 as this is the first cut of this laid hedge. **Proposed by Cllr Holman, seconded by Cllr Rawle** **All agreed** |  |
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| **Item 109 To agree further grass cutting as required** |  |
| There are 2 extra grass cuts allowed for in the budget, normal grass cutting has finished however the grass still needs cutting therefore the 2 extra cuts to be carried out. **Proposed by Cllr Holman, seconded by Cllr Rawle All agreed** |  |
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| **Item 110 Attendees of Town and Parish Forum** |  |
| Cllrs Nodder and Holman attended this last year. The invitation is for the Chair plus one, Cllrs Bell and Bush will also attend along with Cllr Nodder (Chair) | **Cllrs Nodder/Bell/Bush** |
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| **Item 111 Parish News Article** |  |
| Cllr Nodder agreed to submit the following content by October 17th- Dog fouling issues, Thames Water update, how to report problems, notification of road works, that planning enforcement was awaiting correspondence. | **Cllr Nodder** |
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| **Item 112 Information packs for new developments** |  |
| Cllr Nodder suggested information packs are produced for the new housing developments, containing local information. Cllr Nodder will circulate a first draft to councillors for additions. | **Cllr Nodder** |
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| **Item 113 Dog bins- to discuss implications of Vale price increase for collection** |  |
| Emptying of 2 dog waste bins price rise from £0.68/week to £4.63/week – an increase of £3.95 per week. Cost of a waste bin = £125 so 31.6 weeks of inc. cost would pay for a new bin. Will have to pay for installation & educate village regarding new Vale rules on disposal. Clerk to look into cost of waste bins/design and emptying if on Parish land with the waste team at the Vale, this will be on the agenda of November’s meeting. | **CLERK** |
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| **Item 114 To agree payment for the hire of the village hall for Watchfield Parish Council meetings** |  |
| Cllr Bell proposed payment to formalise rental there was then a discussion where Cllr Holman stated that free use was quid pro quo for use of field and pavilion for summer fete. |  |
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| **Item 115 Community Governance Review** |  |
| Comment required over whether boundaries need to be reconsidered. Consensus was they should remain same. **Proposed by Cllr Bailey, seconded by Cllr Holman All agreed** |  |
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| **Item 116 Agenda diary** |  |
| * Online VAT return- Clerk to submit return by the end of the month. | **CLERK** |
| * Registration of Members Interests- no changes. |  |
| * Section 137 payments- covered in item 106 |  |
| * Bank reconciliation- quarterly review, the reconciliation has been circulated and was also available at the meeting. **Proposed by Cllr Nodder, seconded by Cllr Holman All agreed** |  |
| * Budget – quarterly review, circulated and available at meeting. Income £30,700.00 which is £30 over budget this is due to burials income being higher than budgeted for. Cllr Nodder reminded the council that there is a budget of £1000 for projects so please consider for next meeting. **Proposed by Cllr Holman, seconded by Cllr Skeffington All agreed** | **ALL** |
| * Audit Plan update – quarterly review- updated by clerk and circulated this was accepted by council. **Proposed by Cllr Nodder, seconded by Cllr Skeffington All agreed** |  |
| * New Audit Plan – annual review, the clearing of guttering has been removed from September as per September’s meeting. Cllr Holman would like the guttering clearing re looked at this will be an agenda item in November. It was discussed that the audit plan was a working model and could therefore be altered as and when required. **Proposed by Cllr Nodder, seconded by Cllr Bailey All agreed** | **CLERK** |
| * Code of Conduct – annual review Cllrs present signed the reviews sheet for the Code of Conduct **Proposed by Cllr Holman, seconded by Cllr Bailey All agreed.** Standing Orders review sheet was also signed by all Cllrs present. **Proposed by Cllr Nodder, seconded by Cllr Bailey All agreed.** The clerk will ensure **all** councillors sign the review sheets. | **CLERK** |
| * Assets Register – update, the clerk reported that there was ongoing research into VAT on charges. **Proposed by Cllr Nodder All agreed** | **CLERK** |
| * Appointment of Internal Auditor- Arrow Accounting have been appointed as the Internal Auditor. **Proposed by Cllr Holman, seconded by Cllr Bell All agreed** |  |
| * Acceptance/approval of External Auditor – Acceptance not required as appointed by Vale. Clerk to write thank you letter to Cindy Matthews the previous clerk to express thanks for all her hard work especially with audit matters. | **CLERK** |
| * Grass cutting contract – annual review, Cllr Holman to ask Bawdens for clarification on new contract. **Proposed by Cllr Bailey, seconded by Cllr Bell All agreed** | **Cllr Holman** |
| * Leaf clearing May not be needed if street cleaning by Vale is in place. |  |
| * Remembrance Attendance – Defence Academy - Cllr Nodder and St Thomas’- Cllr Skeffington. Cllr Nodder to pick up wreaths | **Cllrs Skeffington/Nodder** |
| * Paddock rental review- Cllr Holman suggested the rental to be increased from £90 per month to £100 per month. **Proposed by Cllr Holman, seconded by Cllr Bell.** Cllr Bailey abstained from the vote. |  |
| * Budget Forecast for next financial year – Start considering and suggestions for next meeting. | **ALL** |

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| **Item 117 Village website progress report**  Cllr Skeffington reported this was an ongoing process and that the Clerk would be granted admin rights.  **Item 118 Flood group progress report**  None  **Item 119 Pavilion/Recreation Ground- maintenance and inspections; other updates**   * To discuss quotes obtained to roll and top dress the field- It was agreed that the pitch needs to be maintained, the work necessary is to roll, top dress and seed the field. The rabbit holes need addressing, quote for work is £3296.55. This will come from the contingency budget as it’s over the budgeted amount for grass and pitch maintenance. Cllr Bailey asked that there is no more weed killer used for marking out the pitch. Royals FC to be updated on works after this meeting and Clerk to chase Royals for dates for a meeting. **Proposed by Cllr Bailey, seconded by Cllr Bell All agreed** * Playdale quote for repairing of zip wire- quote accepted agreed for work to be carried out **Proposed Cllr Holman, seconded Cllr Skeffington All agreed** * An emergency repair has been reported to Humphries for the capping off/repair of an outside light, estimated at £50-£80 **Proposed Cllr Rawle, seconded by Cllr Skeffington All agreed**   At 9.30 pm **Cllr Rawle proposed** suspension of standing orders and was **seconded by Cllr Skeffington**.  **Item 120** **To note Correspondence**   * FOI request received from Cllr Kenton Bush re IT used by Parish Council * FOI request received from Eversheds solicitors re Village Green Application on Cowan’s Camp development   **Item 121** **To take any other business**   * £500 donation has been received from Bovis Homes for use of the pavilion car park – Clerk to write thank you letter * Invitation to Defence Academy update 07/11/13 – Cllr Nodder and Clerk to attend * Cllr Nodder and Clerk attended council tax calculations seminar. Presentation will be on OALC website. Cllr Nodder and Clerk to circulate with note | **Cllr Holman/CLERK**  **Cllr Holman**  **Cllr Rawle**  **CLERK**  **Cllr Nodder/CLERK**  **Cllr Nodder/CLERK** |

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| At 10.00 pm. Cllr Rawle proposed reinstatement of standing orders and Cllr Nodder and closed the meeting. |
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| Sally Mckendrick  Clerk  25.10.13  Approved:  Cllr Nodder  Chairman  Watchfield Parish Council  Date: |