**MINUTES OF WATCHFIELD PARISH COUNCIL**

**HELD AT**

**WATCHFIELD VILLAGE HALL**

**ON**

**TUESDAY NOVEMBER 19th 2013**

**AT 7.30pm**

**Present:**

Cllrs Nodder

Holman

Bell

Skeffington

Rawle

Bush

**In attendance**

Clerk- Sally Mckendrick

Dawn Griffiths- Member of public

The meeting was quorate.

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| 122. | To receive apologies for absence  Apologies received from Cllr Elaine Ware |  |
| 123. | To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting  Cllr Nodder will not be present for the discussion or decision of Item 130 |  |
| 124. | Casual vacancies- Co-option of Dawn Griffiths and signing of relevant documentation  Co-option of Dawn Griffiths and signing of relevant documentation.  **Proposed by Cllr Holman, seconded by Cllr Rawle All agreed** | DG  Clerk |
| 125. | To approve the minutes of the ordinary meeting held on 15th October 2013  Minutes agreed **Proposed by Cllr Holman, seconded by Cllr Rawle** |  |
| 126. | Matters arising from the ordinary meeting held on 15th October 2013   * Item 105- SM submitted * Item 107- Agenda item * Item 110- SN attended Town & Parish Forum, packs circulated and will be available on VWHDC website * Item 111- submitted * Item 112- underway, call for content from other Cllrs * Item 113- Agenda item * Item 116- VAT return- refund of £553.19   Budget – Agenda item  Audit plan- updated  Cllr Bell signed standing orders review  Clerk investigating VAT on WPC charges  Clerk sent letter to CM  Clarification of Bawden’s contract  Remembrance attendance- Cllr Skeffington representative at village and Cllr Nodder at Academy  Budget forecast- Agenda item   * Item 119- Top dressing- Cllr Holman reported underway   Zip wire update- Cllr Holman to chase  Humphries exterior light update- Cllr Rawle to chase   * Item 121- Defence Academy updated attended by Cllr Nodder and the Clerk. Station Commander will attend any meeting required | ALL  Clerk  RH  RH  AR |
| 127. | To take questions and comments from members of the public  None |  |
| 128. | To take questions and comments from members of the council  Cllr Bush expressed opinion that Item 69 from July 2013 minutes the change in the day of PC meetings was not agreed at the July meeting. Cllr Bell stated that his recollection reflected the minutes that the change had been agreed. |  |
| 129. | To address burial matters  Application to erect memorial headstone for Mr R Sproule Two feet X One foot - £40 fee **Proposed by Cllr Holman, seconded by Cllr Skeffington All agreed** |  |
| 130. | To address planning matters  Cllr Nodder stepped out of meeting Cllr Holman chaired this part of meeting   * P13/V2359/RM Application for approval of Reserved Matters following Outline permission P12/V2283/O for design layout, appearance, scale, landscaping and access.   Hard copies of the plans and drawings were discussed. It was suggested that the plans needed to be made available on display in the village hall, dates agreed Friday 22nd November 6.30-8.30pm and Monday December 2nd 2.30-4.30 pm. A leaflet would be sent out to all residents regarding the dates and the way to comment on the plans as an individual. A letter to the planning dept commenting on the plans and a separate letter with regard to Section 106 details were proposed.  **Proposed by Cllr Rawle, seconded by Cllr Bell All agreed**  Cllr Nodder re-joined the meeting.   * P13/V2444/FUL Application to extend the village hall   Due to the date this application was received and it missing the agenda the application was unable to be discussed. It was noted that Cllrs Nodder, Rawle, Nodder, Griffiths and Skeffington cannot vote as members of the Village Hall management committee. Clerk to consult VWHDC as to Cllr Bush position due to being a consultee on the application. | Clerk |
| 131. | Finance payment   1. Elwyn Jones – litter collection £195.60 2. Clerk’s pay - £283.44 plus £18.00 home use allowance = £301.44 3. Clerks overtime - £93.45 4. Clerks expenses- postage £6.00, stationary £2.99 = £8.99 5. Bawdens - £319.62 + VAT £63.92 = £383.54 6. British Gas (electricity, pavilion) - £64.29 (DD) 7. SWALEC (gas, pavilion) - £63.66 (DD) 8. H. Davies (hedge trimming- laid hedge) = £150.00 9. BGG- grass cutting = £70.00 + VAT £14.00= £84.00   **Proposed by Cllr Holman, seconded by Cllr Rawle All agreed**   1. **To agree under section 137**  * South & Vale Carers Centre * Oxfordshire South & Vale Citizens Advice Bureau   **£50 each Proposed by Cllr Holman, seconded by Cllr Skeffington All agreed**   1. **To agree** 2. Royal British Legion – Poppy Appeal Wreaths x2= £37.00   **Proposed by Cllr Holman, seconded by Cllr Skeffington All agreed** |  |
| 132. | Renewal/Erection of notices   * Update on dog fouling signs Clerk contacted Mrs Douglas re quotes- unable to find a more competitive quote. Order online, chase John Russell for design. **Cllr Holman proposed order, Cllr Rawle seconded, all agreed.** * Discuss need for emergency contact signs at the pavilion/recreation ground entrances   Signs need to display postcode, stating recreation ground responsibility of WPC and to contact Clerk. Cllr Nodder to circulate quotes for signs prior to next meeting | SN |
| 133. | Dog waste bins  Clerk still awaiting a response from VHDHC waste team with regard to cost of replacing dog bin- will chase again. Clerk to contact Shrivenham PC to find out what actions they are taking. Cllr Bush noted that the MOD have bins with notices saying no dog waste. Agenda item for December 2013 | CLERK |
| 134. | Guttering clearing  Due to BIFFA now monitoring the area for street cleaning every 8 weeks, Cllr Skeffington to contact Cllr Holman when all leaves are down in order that Cllr Holman can contact BIFFA for street cleaning. | SS |
| 135. | Discuss long terms plans of backlands area  Cllr Griffiths sees no reason for use to change. Cllr Bell concerned that with new developments less open space. Review in the next few months. Cllr Holman in favour of a working paddock, feels subcommittee needs to look at environment issues. Adding as land owners (WPC) work needs to be done. Cllr Nodder feels it’s good that income is being generated from the paddock. Need to know community feeling on this, this will come up in any discussion regarding neighbourhood/community led plans as land always does. Cllr Rawle agrees with Cllr Holman enjoys the horses and allotments would like to stay the same with attention. Cllr Skeffington need to get community feeling/view. Cllr Bush feels it is village open space and it could have a village green application on it.  Community Led Plan or a Neighbourhood plan could be the tool to gauge opinion of the village. |  |
| 136. | Emergency planning update  Cllr Nodder circulated emergency planning meeting notes and has submitted Watchfield basic return. Cllrs to look at templates to see what info they can supply. Look at Long Hanborough plan as a good example | ALL |
| 137. | To discuss possible village projects  Council were reminded of £1000 in 2013/14 budget for village projects and asked to think of projects | ALL |
| 138. | Clerk’s contract  Clerk stepped out of room.  Discussion of hours, pay scales etc. Cllr Nodder circulated costs of options. **Cllr Bell proposed transferring to permanent contract, Cllr Skeffington seconded, Cllr Bush abstained all others agreed. Cllr Bell proposed increasing monthly hours to 40, Cllr Holman seconded, all agreed.** |  |
| 139. | Parish News Article  Fly tipping and Cowans Camp update including plans being available at village hall on Friday 22nd November 6.30-8.30 pm and Monday December 2nd 2.30-4.30pm |  |
| 140. | To discuss storage of council documents   * With a solicitor   Crowdy & Rose in Faringdon have agreed to store documents free of charge. Clerk to gather Land registry and other important documents.   * Clerks storage   Clerk explained need for lockable metal storage unit for home and eventually in WPC office. Agree to purchase cabinet from Viking Stationers | CLERK |
| 141. | Agenda Diary   * Budget forecast for 2014/15- extra ordinary meeting December 9th * Employer return- nil return * Registration of Members Interests- Cllr Bush stated his interests had not changed * Payment to Ron Pitts for the maintenance to the village sign- £150 for maintenance and flowers **Proposed by Cllr Griffiths, seconded by Cllr Skeffington All agreed.** | SM |
| 142. | Village website progress report  Cowan’s Camp RM update, Agendas/minutes added this month. Cllr Nodder to contact Rafe Aldridge re Clerk access | SN |
| 143. | Flood group progress report  None |  |
| 144. | Pavilion/Recreation Ground- maintenance and inspections  Cllr Nodder and Cllr Rawle to monitor the fridge function | SN  AR |
| 145. | To note correspondence   * Leaflets received re West Hanney half marathon * Email received from Thames Water regarding a meeting in January – wait for contact |  |
| 146. | To take any other business   * New Homes Bonus Scheme deadline for 30th November, £39,800 for whole of Western Vale. Cllr Nodder to submit application for picnic benches, benches and bins for recreation ground * Cllr Skeffington has circulated allotment contracts and collected payments, there is a waiting list of 3 and one allotment is coming up for rent in January 2014 rent will be £10 for remaining part of year   **Cllr Skeffington proposed reinstating Standing Orders, Cllr Nodder seconded ALL Agreed** | SN |

Meeting closed at 10.10pm

Sally Mckendrick- Clerk 29.11.13