**MINUTES OF ORDINARY MEETING**

**OF WATCHFIELD PARISH COUNCIL**

**HELD AT**

**WATCHFIELD VILLAGE HALL**

**ON**

**TUESDAY December 17th 2013**

**AT 7.30pm**

Present:

* Cllr R Holman
* Cllr Skeffington
* Cllr Rawle
* Cllr Bell
* Cllr Bush
* Cllr Griffiths

In attendance:

* Sally Mckendrick- Clerk
* Ian Pearson – member of public

The meeting was quorate.

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| 147. | To receive apologies for absence  Apologies received from Cllr Nodder. |  |
| 148. | To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting.  None |  |
| 149. | To approve the minutes of the ordinary meeting held on 19th November 2013  Minutes approved **Proposed by Cllr Rawle, seconded by Cllr Skeffington All agreed** |  |
| 150. | Matters arising from the ordinary meeting held on 19th November 2013   * Item 124- Paperwork for Cllr Griffiths completed * Item 130- Letters sent to VWHDC in response to application P13/V2359/RM * Item 133- Dog bins – Agenda item 157 * Item 140- Agenda item 158 * Item 141- Budget forecast 2014/15 due to cancellation of Extraordinary meeting, Agenda item 160 * Item 142- Clerk has access to website, training to follow * Item 146- Application submitted, receipt email received | Clerk/SN |
| 151. | To take questions and comments from members of the public  *Ian Pearson raised the issue of the over flowing dog waste bin on the footpath next to his house a couple of weeks ago- was this the responsibility of the council, can the council advise who to contact if not*?  Cllr Holman replied that waste collection was the responsibility of the VWHDC. She was aware of the problem and had been in contact with BIFFA on a weekly basis to ensure the bin was emptied. Cllr Holman agreed to email contact details to Mr Pearson. The dog bin waste issue is an agenda item for discussion at this meeting. Mr Pearson also mentioned that there was a new problem with rats in the village which appears to be due to the sewers being disturbed during the ongoing building works in the village. *Mr Pearson also asked the Clerk when he could expect an answer to his recent Freedom of Information request.* The Clerk responded that this would be with him by the end of the week as per the FOI time guidelines. | RH  Clerk |
| 152. | To take questions and comments from members of the council  Cllr Bush explained that he had been in contact with the manager of the Co-op store in regard to placing a new noticeboard outside the store. The manager was keen for this to happen and asked that the notice board be lockable to avoid fly posting etc. It was discussed that monies awarded from Cllr Constance’s grant would be for notice boards so this could be discussed and seemed a good idea. |  |
| 153. | To address burial matters  There were none. |  |
| 154. | To address planning matters  There were none. |  |
| 155. | Finance- payment   1. Elwyn Jones – litter collection £195.60 2. Clerks pay- £373.80 + £18.00 home allowance = £391.80 3. Clerks overtime - £93.45 4. Thames Water – pavilion £20.61 5. Mr & Mrs Pitts – Maintenance of the village sign £150   **Proposed by Cllr Skeffington, seconded by Cllr Rawle All agreed**   1. **To agree under section 137**   The Independent Advice Centre- £50 donation agreed with a request for leaflets to display on noticeboards.  **Proposed by Cllr Holman, seconded by Cllr Rawle, All agreed.**   1. **To agree** 2. Document storage cupboard – Viking £194.00 ex vat   **Proposed by Cllr Skeffington, seconded by Cllr Bell, All agreed.** | Clerk |
| 156. | Renewal/Erection of notice   * Update on dog fouling signs.   Cllr Nodder had reported to the Clerk that as yet she had been unable to obtain the graphics required for the signs, she would be chasing. Council were reminded that £200 max had been agreed for the new signs in October’s meeting.   * Agree quotes for emergency contact signs at pavilion/recreation ground entrances   There was a discussion regarding the quotes supplied and it was agreed that the signs needed to be made from aluminium in order to be vandal proof. The sign needed to have postcode details plus responsibility of WPC and contact Clerk as its content. The size agreed was 60mx40cm £84.05 each - 2 required. **Proposed by Cllr Griffiths, seconded by Cllr Skeffington, All agreed.** | Clerk  Clerk |
| 157. | Advice from VWHDC regarding dog waste bins  A response from the waste team at the VWHDC had been circulated to council prior to the meeting. Cllr Nodder had attended a meeting with Biffa, waste team, Shrivenham PC & Elwyn Jones (employed by both parishes for litter picking) at which amongst matters discussed was the change in legislation awaited by all councils with regard to litter collection including charges. It was therefore the wastes opinion that at the moment it would be best to leave things as they are until the legislation is clear. Cllr Bush noted that council should recognise the potential cost due to the increase in the cost of the weekly dog waste bins being emptied as from January 2014 and that if the legislation were delayed there could be a considerable cost. However Cllr Bell stated that there didn’t appear to be an alternative at the moment. |  |
| 158. | Document storage update  The clerk has the council if there were any other documents that could be stored at the solicitors aside from the land registry documents. Cllr Holman commented that lots of confidential documents had been sent to Reading for archiving. Cllr Bell added the Football Foundation agreement should be stored, the Clerk would look into this. Mr Pearson then commented to council that in his experience when documents were stored by solicitors there was often a charge to view the stored documents, there was a discussion regarding this. The Clerk would speak with Cllr Nodder and this would be on January’s agenda. | Clerk  SN |
| 159. | To agree additional salt bins  Cllr Skeffington reported that she had been approached by a resident living in one of the bungalows in Barrington Road requesting an additional salt bin. Currently the salt bin located in the area is being used by the surrounding residents. Due to the inclines around the road and into Squires Road it would be helpful to have additional bins near to the bungalows in order that the senior citizens have easier access to the salt. This was discussed and it was acknowledged that there was an argument for lots more additional salt bins. However due to costs this would not be an option. The Clerk advised the council that OCC Highways have now stopped taking orders for this winter and that any orders received now would be in place for next winter. The current cost is £250 + VAT. Cllr Bush added that if additional bins were to be purchased he felt they should come from OCC as they then install them, fill them etc. It was agreed that Cllr Skeffington would look at the area in question and report back to council in order to look at any necessary additional bins being in place for next winter.  In addition Cllr Holman reported that for the second time the salt delivery from highways due to be delivered to the village hall car park has not happened. This is due to lack of access for the large delivery vehicle as a car is parked in its path. There was an arrangement to call Cllr Holman before delivery after the first attempt but this hadn’t happened. This would be chased again and be an agenda item for January 2014. | SS  RH |
| 160. | To discuss draft budget of 2014/15  Cllr Bell circulated a copy of the draft budget before the meeting. He went through the draft budget allowing the other Councillors to comment and adjust where necessary any of the figures. Cllr Bell explained that the draft budget was built around the precept remaining the same at £22,0000.  The main changes in the budget were highlighted as:   * Increase in salary- £5,500 an increase of £1500, due to the Clerks hours being increased plus the salary increment raise if the Clerk completes the CiLCA qualification. * The Council Tax grant received from the VWHDC would be less as per communication from Government that this is to be phased out over 5 years. * Due to an increase in the allotment fees there would be additional income Cllr Skeffington happy for the fees to be split and shown as allotment and church paddock. * With the rise in the backlands paddock rental the income would increase by £120 for the year.   Cllr Bush highlighted that there would be an increase to the homes count for the precept gradually as the new properties were occupied but it was agreed that the increase was likely to be seen in 2015/16 at the earliest. Cllr Holman commented on the sports pavilion budgeted costs of £1750 that it was recognised that the pipes were located in the wrong place within the buildings structure and that if and when any extension takes place this should be sorted out. It was agreed that is the pavilion were being well used these costs would not seem so high.  Cllr Bell would be making the discussed amendments to the draft budget and circulating to the council, this would then be on the agenda to be agreed in January 2014. | CB |
| 161. | Agenda Diary   * Registration of Members interests- Cllr Bush signed the annual review of the standing orders. * Update Planning Register- ongoing * Documents to Internal auditor by 31.12.12- Clerk advised   she is working through the audit ready for the deadline.   * Football Club Invoice- done | Clerk |
| 162. | Village website progress report  There was nothing to report. |  |
| 163. | Flood group progress report  There was nothing to report. |  |
| 164. | Pavilion/Recreation Ground – maintenance and inspection; other updates   * To agree quote to replace the surround of the zip wire   During the weekly check of the play area in the recreation ground it was noted that part of the wooden surround that encases the bark flooring of the zip wire are had rotten away. Cllr Holman advised that due to the extent of the rotten wood she had been unable to secure the piece back on. Cllr Bush suggested replacing the bark chippings with an alternative.  There was a discussion with regard to the surround and it was agreed that the replacement of the surround was on February 2014 agenda to discuss 3 quotes that the Clerk will obtain using RoSPA guidelines. This would be a standalone project to replace the surface and therefore be claimed from the section 106 monies under maintenance.  It was also agreed that the opening of a new bank account for Section 106 monies only be included on January 2014 agenda. | Clerk  Clerk |
| 165. | To note correspondence  Cllr Holman noted the Thames Valley’s Police and Crime Commissioner, Anthony Stansfeld, will be holding a public meeting in Wantage on the 13th of January. |  |
| 166. | To take any other business  Cllr Bell reported that WESET had written to Watchfield Primary School formally offering funding to install solar panels on their roof including the roof of the extension.  Cllr Holman wished everyone a Happy Christmas. |  |

Sally Mckendrick, Clerk 17/12/13

Meeting closed at 9.26pm