**MINUTES OF THE ORDINARY MEETING**

**OF WATCHFIELD PARISH COUNCIL**

**HELD AT**

**WATCHFIELD VILLAGE HALL**

**ON**

**TUESDAY JANUARY 8th 2014**

**AT 7.30pm**

**Present: In attendance:**

Cllrs Nodder- Chair Cllr Elaine Ware

Holman Sally Mckendrick- Clerk

Griffiths Steve Lee- Member of the public

Bell Sally Lee- Member of the public

Skeffington

Rawle

Bush – arrived at 7.45 p.m.

The meeting was quorate.

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| 170. | To receive apologiesThere were no apologies. |  |
| 171. | To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meetingCllrs Holman and Griffiths declared that their homes backed onto the recreation ground affected by the flooding. |  |
| 172. | To approve the minutes of the ordinary meeting held on 17th December 2013**Approved Proposed by Cllr Holman, seconded by Cllr Skeffington**. Cllr Nodder abstained. |  |
| 173. | Matters arising from the ordinary meeting held on 17th December 2013* Item 150: Training to follow
* Item 151: Clerk to email Mr Pearson Biffa details
* Clerk has requested leaflets, in process.
* Item 155: Clerk advised the Council that due to a banking error the standing order for Clerks pay had not been amended as agreed and hence a short fall of £94
* Item 158: Agenda item
* Item 159: Cllr Skeffington has looked at the possible positioning of any new bins, Cllr Holman to look also.
* Item 160 &161: Agenda items
* Item 164: To be on Februarys Agenda
* To agree opening of bank account solely for S106 monies- agenda item
 | SNSM |
| 174. | To approve the minutes of the extraordinary meeting held on 14th January 2014After amending a typo on page 2, 5th paragraph T’that’s to That’s.**Approved, proposed by Cllr Holman, seconded by Cllr Griffiths. Cllr Bell abstained.** |  |
| 175. | Matters arising from the extraordinary meeting held on 14th January 2014* Item 169: Letters sent to VWHDC as discussed, also an agenda item. The residents of the High St are going to keep photographic evidence of any further flooding. Clerk is awaiting a call back from Ed Vaisey MP team. The noticeboards have had Floodline and EA added to emergency contacts list.
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| 176. | To take questions and comments from members of the public Steve and Sally Lee informed that the Council that after running the village Post Office for the last 13 years they have decided to close. The notices have gone up and the last day of trading will be February 21st. Sally Lee explained that they hadn’t made any profit for the last 7-8 years. Cllr Bush arrived at 7.45 p.m.The Post Office is looking for alternative premises and Mrs Lee appreciates how much villagers have tried to support the Post Office. Mr and Mrs Lee added that this has been a very hard decision. Cllr Nodder thanked them for all their work over the years. Mr and Mrs Lee left the meeting.Cllr Elaine Ware reported that Cllr Yvonne Constance had been campaigning for a strong response to the SBC from OCC and one has now been made (copies available). Highways is due to comment in the next 6 months regarding the SBC and VWHDC development impacts on A419 and A420. 68 houses have been approved in Carlton Road, Shrivenham and there are a further 3 applications totalling 294 houses. This will make 429 houses in total – an increase in Shrivenham of 46%. Shrivenham and Watchfield are documented to be the worst hit villages in terms of increase in size due to development. There are serious questions regarding the capacity of primary and secondary schools. On top of which is the proposed cuts to the Home to School transport budget. |  |
| 177. | To take questions and comments from members of the council* Cllr Holman advised the Council that she had received a call from Mr Jones the litter operative to say that the VWHDC will no longer be emptying the litter bin on the recreation ground and that it will need to be relocated to the road with their approval.
* There has been an alert circulated today from Thames Valley Police regarding an incident in Meadow Rd, there has also been a second burglary of the site office at Knapp’s.
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| 178. | To address burial matters* Additional inscription on the grave stone of Lesley Jane Stanley (nee Pinchin) fee of £15 received

**Proposed by Cllr Skeffington, seconded by Cllr Rawle. All agreed** |  |
| 179. | To address planning matters* Update on issues relating to Knapp’s Field P12/V1329/FUL

Further flooding on Wed 15th January the SUDS channel to the ditch was re-opened, again flooding 96-100 High St. Cllr Holman requested Bovis pump water from her garden. Cllrs Nodder and Holman met Gareth Neale, Regional Build Director of Bovis and Site Manager, Clerk Rutland to point out re-opening of channel contrary to their promise not to release any more water from the SUDS. They admitted this was an unauthorised mistake and the person responsible would no longer work on site. They promised to fill in the channel, not release more water from the SUDS, bank the existing SUDS if necessary and look into re-siting ditches (already done some prelim work). They will arrange a meeting with Rob Deracote from engineering to discuss options. Clerk Rutland said he would contact Tithegrove and OPC with regard to rodding the drain from the manhole at rear of 100 High St while the water level is lower. RH to supply key to gate of field if required. Estimate between 6 weeks and 2 months to complete work on the hydrostatic valves of SUDS. No timeline or promise regarding ditches. Gareth Neale stated that Bovis was in contact with DIO regarding the ditch down Folly Field footpath. RH noted that Peter Dela and Highways had been out twice to investigate the route of the pipe under the houses and across the High Street, as well as location of ‘missing’ manholes as the map may be wrong.FOI request to Vale – comment heard that Bovis/Knapp’s had been fined for putting in foundations prior to road structure and drainage. WPC needs to know the time frame for when Vale became involved in breach of planning conditions and actions that have been taken.Cllr Nodder suggested an FOI request to the Vale covering correspondence between the Vale and Bovis Homes/Knapp’s or others regarding planning conditions for development P12/1329/FUL on land south of Major’s Road, Watchfield, including actions taken or to be taken and fines received or to be received and how any resulting money is to be spent. **Proposed by Cllr Holman, seconded by Cllr Skeffington, All agreed.**Letters to Bovis/Knapp’s re flooding to be amended in light recent meetings and promises. WPC needs a schedule of work and assurances that promises will not be broken again and that village will never suffer as a result of water released from the SUDS, plus assurance that manhole damaged will be replaced with appropriate debris protection, ditch work is complete with appropriate capacity and incline towards the manhole and that all downstream pipework has been tested and passed as fit before any connections are made. Also to address the confusion between assurances from Stephen Taylor that excess water would be tankered away and Bovis not knowing anything about this assurance.Letter also to Peter Dela asking whether the plans for the SUDS and drainage have changed from those originally submitted in light of the current problems, whether he is satisfied that when current matters are resolved they will address future capacity problems for a 1 in 100 year flood event. Also need written assurances that water will never be released from the SUDS to the detriment of the lower village to prevent flooding on the development site.**Proposed by Cllr Bell, seconded by Cllr Skeffington, All agreed.**Cllr Ware requested copies of the letters.Cllr Nodder to recheck conditions and plans as Cllr Holman reported a large section of hedgerow had been removed adjacent to footpath 2. Cllr Bush to look in to a law he has been made aware of that covers the flow/direction of water.  | CLERKSN & CLERKCLERKSNKB |
| 180. | Finance- payment1. Clerks pay- £373.80 + £18.00 home use allowance = £391.80
2. Clerks expenses- stationary £4.39 + VAT 0.88 pence = £5.27, printer cartridge £24.99 total £25.26
3. Bawdens - £319.62 + VAT £63.92 = £383.54
4. Elwyn Jones- litter collection - £195.60

**Proposed by Cllr Bell, seconded by Cllr Rawle, All agreed.**1. To agree under Section 137

There were no requests this monthTo agree1. Cllr Holman expenses - £10.00 key cutting for filing cabinet
2. Humphreys- Light bollard at Pavilion- £40.00 + VAT £8.00 = £48.00

Agreed in the summer as an emergency repair.1. Leon Pearce- Bus stop cleaning- £35.00
2. Playdale – Aerial Spring repair - £229.75 + VAT £45.95 =£275.70

**Proposed by Cllr Skeffington, seconded by Cllr Rawle, Cllr Holman abstained.** |  |
| 181. | Renewal/Erection of Notices* Update on dog fouling signs

Cllr Nodder had been unable to get version of new signs so created template herself. Amendments: Circle to be in red, font and bold to be standardised and website contact added. Cllr Nodder to order as previously agreed with amendments as noted. **Proposed Cllr Holman, seconded Cllr Rawle. All agreed.** | SN |
| 182. | To agree the opening of a new bank account for Section 106 monies only**Proposed by Cllr Holman, seconded by Cllr Rawle. All agreed** | CBCLERK |
| 183. | Document storage updateCllr Nodder reported that Crowdy & Rose confirmed there is no charge for viewing of stored documents, 2 days’ notice is usually required. A list of land registry numbers for any land needs to be kept electronically as well hard copies. Cllr Nodder and the Clerk to compile a list of documents for storage to be agreed by Council. | SNCLERK |
| 184. | Salt delivery updateCllr Nodder has spoken with OCC again today, delivery has been attempted 3 times now but they have failed to contact WPC beforehand. Redelivery due tomorrow and Cllr Holman has contacted the property to move the car for the day. Alternative delivery will be on concrete pad by bin store on High Street. |  |
| 185. | To agree the budget for 2014/15Cllr Bell has circulated the draft budget with the amendments agreed at the previous meeting.The CTRS grant has been confirmed by VWHDC as £736.00.Allotments income to be separated from the cemetery.£150.00 to be budgeted for cemetery hedge.£1100 for hedges to be hedges maintenance and to cover all hedges.Cllr Bell proposed to keep the Precept the same at £22,000.00, the band D per household would therefore be £29.25.Budget agreed with noted amendments.**Proposed by Cllr Holman, seconded by Cllr Skeffington. All agreed**  |  |
| 186. | Agenda Diary* Registration of Members Interests- no updates.
* Bank Reconciliation- carry over to February agenda.
* Budget Review- carry over to February agenda.
* Precept application – covered in Item 185
* Risk Assessment- Ongoing
* Financial Regulations- Ongoing
* Certificates of Appreciation-Nomination- Sally Lee for running Sub Post Office for 13 years. **Proposed by Cllr Bell, seconded by Cllr Rawle. All agreed.**
* Audit Plan update- need to look at work schedule to ensure spread more evenly throughout the year.
* Online VAT return- done
 | CLERKCLERKCBCLERKSN |
| 187. | Village website progress reportCllr Nodder to investigate if there is a way of feeding the neighbourhood policing updates directly onto the website. Cllr Nodder and the Clerk to arrange training. | SNCLERK |
| 188. | Flood group – progress reportCllr Holman will be reconvening group in light of events. | RH |
| 189. | Pavilion/Recreation Ground – maintenance and inspections; other updatesTrenches to remain until the bad weather is over, then WPC will look at the cost of rectifying and claim back from Bovis homes. Cllrs Nodder and Rawle investigated a wet patch identified under the sink in the home changing rooms, the sink is not leaking. They will continue monitoring. The fire alarm was set off on 20th January, Cllr Nodder attended and reset the alarm there was no sign of a problem. Cllr Nodder and Rawle to ensure heating comes on overnight at some point during freezing conditions, also to remove the freezer from kitchen. | SNAR |
| 190. | To note correspondenceArea Ramblers are looking to recruit a Parish Path Warden- poster for noticeboard and on website. Clerk to circulate correspondence from Cllr Constance re planning/highway issues. | SNCLERK |
| 191. | To take any other businessCllrs Bell & Bush informed Council that some work had started on Gypsy site across the A420. Council to review planning conditions paperwork.Cllr Skeffington informed Council there was a cockerel on the backlands allotments and that she had written to the tenants requesting its removal within 14 days. | SNCLERK |

Meeting closed at 9.21 p.m.

Sally Mckendrick – Clerk

28.01.14