**MINUTES OF THE ORDINARY MEETING**

**OF WATCHFIELD PARISH COUNCIL**

**HELD AT**

**WATCHFIELD VILLAGE HALL**

**TUESDAY 18th FEBRUARY2014 AT 7.30pm**

**Present: In attendance:**

Cllrs Nodder- Chair Sally Mckendrick –Clerk

Holman Barry Reynolds - Member of the public

Griffiths Stephen Taylor - Member of the public

Bell Kylie Taylor- Member of the public

Rawle

The meeting was quorate.

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| 192. | To receive apologiesApologies received from Cllrs Bush, Skeffington, Ware, Constance and Howell. |  |
| 193. | To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting.Cllrs Holman and Griffiths reminded Council that they both back onto the recreation ground.  |  |
| 194. | To approve the minutes of the ordinary meeting held on 21st January 2014.The date was amended from the 28th to the 21st January in the title. The minutes were agreed with amendments. **Proposed by Cllr Holman, seconded by Cllr Bell. All agreed** |  |
| 195. | Matters arising from the ordinary meeting held on 21st January 2014.* Item 179- Cllr Ware cc on planning letters are requested. All planning letters discussed sent off.
* Item 181, 182,186, 187, 188, 189 Agenda items
* Item 183- document storage – ongoing
* Item 190- done
* Item 191 – Clerk to follow up
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| 196. | * To take questions and comments from members of the public
* Stephen Taylor – land owner of Knapp’s Meadow updated the Council on the development.
* Mr Taylor met with Peter Dela – Principle Engineer at the Vale regarding the works needed to be carried out in order to deal with the SUDS basin flooding issues. Mr Dela has met with the residents of 98 & 100 High Street regarding reaching an agreement for access to their properties in order that the necessary works can take place. Tests have been carried out and downstream of the recreation ground manhole the water is flowing. Mr Dela is confident that when the connection is made with the improvements the connecting up of the SUDS basin will be successful. These works will be completed by Tithegrove and will include adding 2 manholes and diverting a section of pipe.
* Cllr Nodder asked about the orientation of the ditch and Mr Taylor confirmed that the ditch had been cleared and that Mr Dela’s view is that there is an outfall but there is a major tree blocking it. The ditch on the MOD land on the other side has not been cleared. There could be localised widening of the ditches. Mr Taylor has spoken to the MOD regarding the ditch advising that Tithegrove could do the works.
* Barry Reynolds asked the reason why the route down the cemetery path on to the main road hasn’t been used. Mr Taylor advised that over time the ditch course had changed with extensions etc. There had been a ditch there but it has been filled in over time.
* Barry Reynolds then asked the Council whether they are looking at changing ditch flow or digging out the ditch. Cllr Nodder replied that WPC have been in contact with Mr Dela (Vale) and pushing for a final solution. Mr Taylor added that Mr Dela had gone through lots of issues within the village to check overall drainage issues and has submitted an application for funding for immediate work.
* Cllr Nodder asked if the drainage pipe being laid in the recreation ground would then be the responsibility of WPC. Mr Taylor advised that it would but before it was given over Mr Dela, as the adoption officer, would check everything works.
* Cllr Nodder expressed her concerns regarding the removal of hedgerows on the eastern boundary of the Knapp’s site and Mr Taylor referred her to the landscape plan but did not know the reason why this section has been removed.
* Cllr Nodder advised Mr Taylor that WPC have had no correspondence from Thames Water regarding the sewerage pipe issue, Mr Taylor advised that Mr Chan from Thames Water has a plan for the works and that he would forward the correspondence. Clerk to follow up with Mr Chan regarding this.
* Cllrs Holman and Bell asked Mr Taylor if he would have had any objections with the sewerage pipe running through the site and he replied no if the decision had been made at the right time but now there is nowhere for it to go. Mr Taylor added he was happy to meet with Thames Water and WPC to discuss siting of the sewerage pipe.
* Mr Taylor asked WPC if any S106 monies had been received. Cllr Nodder replied no. Mr Taylor advised that a random amount of £600,000.00 had been paid but he had had no clarification as to which points of the agreement this amount was for.
* Mr Taylor advised that 17 properties were now occupied and that an agreement had been reached with SOHA housing regarding the affordable properties on site.

8.30 pm Mr and Mrs Taylor left the meeting.* Mr Reynolds asked the Council about uneven surface of the Church lane path, Cllr Nodder advised that WPC are aware of it and would be addressing the issue but wanted the drainage to be finalised first.
* Mr Reynolds asked for reassurance from the Council that it does not hold the same views as those Cllr Bush recently expressed on a social media site. Cllr Nodder replied that Watchfield Parish Council wished to disassociate itself from the comments of Kenton Bush. His views are **not** the views of the Parish Council. Watchfield.org is the only official site used by the Parish Council and we currently do not communicate via social media.
* Cllr Nodder added that the Council were expecting to see other local residents this evening, Mr Reynolds replied he had asked others if they were coming. Cllr Nodder added that meetings were open to the public and the village website Watchfield.org also had minutes, agendas etc.
 | CLERK |
| 197. | To take questions and comments from members of the councilThere were no questions. |  |
| 198. | To address burial mattersCllr Holman informed the Council that a tree has blown down in the cemetery, across the cremation plots. Cllr Nodder has moved the tree to the side. Cllr Holman has asked Ben Gristwood to deal with the tree as an emergency. |  |
| 199. | To address planning matters* Update on issues relating to Knapp’s Field P12/V1329/FUL

There is a separate agenda item 203 regarding the drainage issue. Stephen Taylor gave an update regarding the current situation when he addressed Council in item 196. The Clerk visited Ed Vaizey MP surgery and asked for his support with regarding the recent flooding due to the issues with the SUDS system. His office have contacted both Bovis homes and the Vale. * To discuss a letter to Bovis Homes requesting a progress report on Knapp’s Field

This item was requested by Cllr Bush who has since asked for the matter to be removed, this was not possible due to the agenda having been published. There was a discussion regarding the meeting that several members of the Council attended with Matt Prosser from the Vale in September 2013 regarding the simplification of the process for claiming S106 monies. The Clerk to contact Matt Prosser regarding this. | **CLERK** |
| 200. | Finance- payment 1. Clerks pay- £373.80 + £18.00 home use allowance = £391.80
2. Clerks expenses- stationery £5.41 + VAT £1.08 =£6.49, postage £9.82
3. Bawdens - £319.62 + VAT £63.92 = £383.54- Jan14 invoice, £319.62 + VAT £63.92 = £383.54- Dec 13 Invoice.
4. Elwyn Jones- litter collection - £195.60
5. British Gas (Pavilion electricity) £56.96 + VAT £2.85= £59.81 (DD)
6. SWALEC (Pavilion gas) £38.44 + VAT £1.92 =£40.36 (DD)

**Proposed by Cllr Holman, seconded by Cllr Rawle, all agreed.**1. To agree under Section 137

There were no requests this month1. To agree
2. White Horse Contractors Ltd- Top laying and rabbit hole works to the Recreation ground £2,896.55 + VAT £579.31= £3,475.86
3. Cllr Nodder expenses: For dog fouling signs (4 x 400mmx600mm for recreation ground, 6 x 200mmx300mm for elsewhere in village) £170.01 + £34.00 VAT = £204.01

Cllr Nodder asked that the cash books showed more details regarding the purpose of payments. **Proposed Cllr Rawle, seconded by Cllr Bell, Cllr Nodder abstained.**  | **CLERK** |
| 201. | Renewal/Erection of NoticesThe dog fouling signs have arrived and Cllr Nodder brought an example to the meeting for Council to see. The placement of the signs now needs to be actioned. Cllr Nodder will circulate the emergency contact sign design for Councils views. The Clerk has circulated an email to Council regarding a new sticker dealing with the matter of dog fouling costing £19.81 for 50. This will be on March’s agenda. | **SN****CLERK** |
| 202. | Update on Community Led Plans and Neighbourhood PlansCllr Nodder has recently attending a meeting regarding Community/Neighbourhood Plans, a lot of villages are finding that combined Community Led/ Neighbourhood Plans are helping in the process of claiming S106 monies, due to the need for evidence. Cllr Nodder will circulate info for discussion at March’s meeting. | **SN** |
| 203. | To consider matters arising from Knapp’s Field drainage issues and Thames Water requestPeter Dela from VWHDC has requested that the notice period to be served to WPC regarding access for Thames Water for drainage re-routing be 7 days **Proposed Cllr Rawle, seconded Cllr Bell**. Clerk to inform VWHDC. | **CLERK** |
| 204. | Request from 3Sixty Creative Ltd to use the Pavilion showersCllr Holman has received a request from 3Sixty Creative Ltd to use the pavilion showers, Council agreed to grant temporary permission for 3 months. Proposed by Cllr Rawle, seconded by Cllr Bell. Cllr Rawle will liaise with 3Sixty regarding the key. Cllrs Nodder, Bell and Rawle to meet regarding revising users contracts for the pavilion. 9:30 pm Standing orders were suspended Proposed by Cllr Holman, seconded by Cllr Bell. | **SN****CBAR** |
|  205. | Agenda Diary* Bank reconciliation (carried forward from January)

Agreed with the payee details to be expanded upon. **Proposed Cllr Holman, seconded Cllr Bell*** Budget (carried forward from January) agenda item for March.
* Insurance review

The Clerk informed Council she was looking into a question raised in the internal audit last year regarding the insurance, she will discuss the matter with the auditor and report back at March’s meeting. | CLERK |
| 206. | Village website progress reportThe Clerk’s website training has been arranged and the possibility of live updates is being looked into. |  |
| 207. | Flood group – progress reportCllrs Holman and Rawle are attending an OCC Flood Forum on 1st March. |  |
| 208. | Pavilion/Recreation Ground – maintenance and inspections; other updates* No response from the football club regarding the missing key, spare given to Cllr Nodder by the Clerk.
* Cllr Rawle has noted a wet patch in the showers.
* The fire alarm went off which may be associated with the home changing room, Clerk to check with Humphreys invoice re the recent sensor change.
* Cllrs Rawle and Nodder to compile a maintenance list.
* Trenches still in place, football is being played.
 | **CLERK****SN****AR** |
| 209. | To note Correspondence* The Clerk has received a request for support from Radio Oxford regarding a future programme/broadcast in Watchfield, Council will help where appropriate.
* Due to the late receipt of additional planning applications and the short timeframe for comment an additional Extraordinary meeting is required, this will be **March 26th at 3pm**.
* Fly tipping has been reported to BIFFA.
* Traffic surveys requested by the Western Vale Consortium are being conducted.
* Council advised to look at the Vale website regarding the Local Plan.
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| 210. | To take any other business* The Council offer their sympathies to the family and friends of Jayden Nash, the child who tragically died following a road traffic accident on Faringdon Road.
* Following the recent burglaries the Clerk will contact the neighbourhood Policing team regarding home security advice.
* Cllr Rawle asked if there is a way of looking at how often the village website is looked at, Cllr Bell advised this should be possible. Cllr Nodder to discuss with website host.
* Cllr Rawle advised Council that a member of the parish has enquired if there is anything they can do about their neighbours rubbish, advised to contact BIFFA.

10.02 pm Standing orders were reinstated. | **CLERK****SN** |

The meeting closed at 10.03pm

Sally Mckendrick Clerk 26.02.14