**MINUTES OF THE ORDINARY MEETING**

**OF WATCHFIELD PARISH COUNCIL**

**HELD AT**

**WATCHFIELD VILLAGE HALL**

**TUESDAY 20th MAY2014 AT 7.30pm**

**Present: In attendance:**

Cllrs Nodder- Chair Sally Mckendrick –Clerk

Holman Cllr Elaine Ware

Griffiths Mr Alan Stillman – member of the public

Skeffington

Rawle The meeting opened at 7.30 pm

Bell The meeting was quorate.

Bush

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| 24. | To elect a Chair of the Council for the coming year  Council was asked for volunteers. Cllr Holman proposed Cllr Nodder, seconded Cllr Rawle, Cllr Nodder abstained, all others agreed. |  |
| 25. | To elect a Vice-Chair of the Council  Council was asked for volunteers. Cllr Skeffington proposed Cllr Holman, seconded Cllr Rawle, Cllr Holman abstained, all others agreed. |  |
| 26. | To appoint committees and sub-committees  Council reminded that there are currently no voting committees or sub-committees. Advisory groups were reconvened for: Pavilion: Cllrs Rawle, Griffiths, Bell and Nodder, Environment: Cllrs Holman, Skeffington, Bell and Nodder.  Cllr Bush joined the meeting 7.40pm |  |
| 27. | To appoint any officers to the Council  Council was asked for volunteers.  Finance: Cllr Bell proposed Cllr Skeffington, seconded Cllr Griffiths, Cllr Bell abstained, all others agreed  Pavilion: Joint responsibility: Cllrs Rawle & Griffiths proposed Cllr Holman, seconded Cllr Skeffington, Cllrs Rawle and Griffiths abstained, all others agreed  Playground & Estates: Cllr Holman proposed Cllr Skeffington, seconded Cllr Bell, all others agreed  Burials: Joint responsibility: Cllrs Holman & Rawle proposed Cllr Bell, seconded Cllr Griffiths, Cllrs Holman and Rawle abstained, all others agreed  Allotments: Cllr Skeffington proposed Cllr Holman, seconded Cllr Rawle, Cllr Skeffington abstained, all others agreed  Cllr Holman asked Cllr Bush if there was anything he would like to do for the Council. He replied no. |  |
| 28. | To receive apologies for absence  Apologies received from Cllr Bailey, District Cllr Simon Howell and County Cllr Yvonne Constance |  |
| 29. | To receive and declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting  There were none |  |
| 30. | To approve the minutes of the ordinary meeting held on the 22nd April 2014  Amendments:  Item 5: The speed limit on the road will be **permanently** reduced from **60**mph to **40**mph  Item 6: Cllr Constance asked Cllr Bush **to** email her the name……  Item 17: Cllrs Bell and **Rawle** sent their apologies.  Item 20: There are no quotes so far for the longer section of **drain** as discussed…….  Minutes were agreed with amendments. proposed Cllr Holman, seconded Cllr Rawle, Cllr Bush stated he did not agree but could not tell the meeting why as it would be a breach of standing orders, all others agreed |  |
| 31. | To address matters arising from the ordinary meeting held on 22nd April 2014  Item 6: Cllr Bush has emailed Cllr Constance the details of the OCC officer dealing with his complaint regarding the Knapp’s field footpath/road.  Item 8: Cllr Nodder spoke to the contractors regarding posting personnel behind the fence. They denied any knowledge of the arrangement. Fences have now been removed except for behind the pavilion.  Item 8: Clerk sent S106 request regarding P14/V0287/FUL  Item 11: Cllr Nodder submitted the agreed NPPF response online  Item 12: Cllr Nodder has circulated the Post Office letter for comment/approval  Item 14: In light of the officer appointments Cllrs to let the Clerk know if they would like to attend the OALC Roles and Responsibilities course in September  Item 17: Cllr Holman arranged loan of toys for the CLP event on 17th May. Cllr Nodder thanked all those who had attended and helped  Item 18: Cllrs reminded to inform Clerk of keys held by end of the week  Items 10 and 20 were agenda items for this month  Item 21: Cllr Holman awaiting ROSPA report and recommendations. Clerk contacted Parks department but was told all parishes make their own decisions. Cllr Griffiths has obtained quotes for fire alarm servicing at the pavilion and will circulate for approval at next meeting. Clerk has contacted Football Club to arrange meeting but has not received a reply.  Item 23: Theft of dog bin yet to be reported. Cllr Holman will report. | ALL  ALL  DG  Clerk  RH |
| 32. | To take questions and comments from members of the public  Cllr Ware reminded Cllrs that next meeting regarding A420 closure will be June 2nd 6-8pm at Shrivenham Memorial Hall. The closure had been raised at the area NAG meeting and the superintendent in attendance stated he was unaware of the closure and plans. Stagecoach attended the first meeting and the Transport Representative from Shrivenham PC keeps bus companies informed of developments. Cllr Ware stated that the Planning Committee is to meet at the Vale tomorrow regarding 35 houses in Shrivenham which are recommended for acceptance. There are applications pending for 59 and 200 more houses.  Mr Stillman asked to defer his comments until later in the meeting |  |
| 33. | To take questions and comments from members of the Council  Cllr Bush related that OCC has responded to his complaint by stating that the concrete ramp by the kerb of the site entrance had to be removed. He also stated he had spoken to several businesses that were unaware of the A420 closure. Cllr Rawle has previously informed the Shrivenham 100 and OCC has responsibility to inform all businesses and households. |  |
| 34. | To address burial matters  There were none |  |
| 35. | To address planning matters   * Update on issues relating to Knapp’s Field P12/V1329/FUL   Cllr Nodder reminded the Council of the closure of the Major’s Road chicane for sewerage works. Contractors had promised to maintain pedestrian and vehicular access to the pavilion car park via the High Street. Cllr Holman has kept the Football Club informed. The 65 bus has been re-routed along Faringdon Road for 10 days during these works. Clerk has received no response from the Vale regarding the removal of the hedgerows.   * P14/V1004/FUL 2 Oxford Square, Watchfield   The plan has been amended to push the property further back on the site. Cllr Nodder proposed a reiteration of Council’s previous comments for the last planning application. Proposed Cllr Holman, seconded Cllr Rawle, all agreed | SN |
| 36. | Finance - payments   1. Clerk’s pay - £373.80 + £18.00 home allowance = £391.80 2. Elwyn Jones – litter collection - £195.60 3. I-pick-up.com – dog fouling stickers - £16.65 + VAT £3.33 = £19.98   proposed Cllr Holman, seconded Cllr Bell, All agreed   1. To agree under Section 137   There were no requests this month |  |
| 37. | Renewal/Erection of Notices   * Allotment notices   Clerk has received conflicting advice regarding possible wording. Discussion regarding wording. Agreed that simple notices either end stating ‘Allotment Holders Only’ to replace previous similar notices. Cllr Nodder to obtain quotes. | SN |
| 38. | Community Governance Review – agree comment  Discussion regarding proposed change of boundary to incorporate the excluded MOD housing on the Longcot boundary. Cllr Holman pointed out that the boundary Ash tree on the eastern most point would have to be replanted. Proposed Council returns a comment to agree to the boundary changes to incorporate the divided neighbourhood. Proposed Cllr Skeffington, seconded Cllr Griffiths, all agreed | SN |
| 39. | Offer by McDonalds to install a litter bin by Faringdon Road bus stop  Cllr Nodder was contacted by McDonalds manager. The store’s litter patrol is not sent as far as the 2nd bus stops but store could provide a bin. Clerk has yet to receive an answer from the Vale as to whether they would empty such a bin. Cllr Bell expressed concerns regarding advertising. Suggested Council agrees to the siting if this bin if the Vale confirms they will empty. Cllr Holman proposed, Cllr Skeffington seconded, agreed, Cllr Bell abstained. Cllr Bush asked whether we could request more bins for the new developments.  **Cllr Ware left the meeting at 8.30pm** | Clerk  SN |
| 40. | Response to Mr Harrison’s letter  Points raised were discussed. Suggested the history and documents relating to the route of the sewerage main from Knapp’s Field are sent. None of the current Council were members when the pavilion was built and will have to look into the queries. Council has repeatedly tried to engage with OCC Highways regarding a joined up traffic management plan for Watchfield. Cllr Nodder to elicit help from Cllr Constance in trying to arrange a meeting. Cllr Bush suggested neighbourhood policing team be present at any such meeting. Signage is another OCC Highways issue. Cllr Nodderto send the response to Mr Harrison. Proposed Cllr Bell, seconded Cllr Rawle, all agreed | SN |
| 41. | To agree the suggestion of a military representative sitting as a non-voting member of Watchfield Parish Council  This was suggested by Wg Cdr Simon Twose from the Defence Academy. Clerk has received adamant advice from OALC that this is not possible. Suggested military representative could attend meetings as member of public and request items on the agenda in the usual way. Agendas and minutes could be forwarded. Cllr Nodder to relay advice to Simon Twose and ask for details of any councils where a representative has been allowed. | SN |
| 42. | Agenda Diary   * Bank reconciliation postponed from April * Budget review – year end postponed from April * Audit Plan update – postponed from April * To agree and sign off sections one and two of internal audit – postponed from April   The above items were postponed to the extraordinary meeting   * Receipt of grass cutting grant   Received. Clerk reminded Council that the grant will be reduced by 50% for 2015/16 | Clerk  CB |
| 43. | Village website progress report  Clerk has been in contact with Rafe Aldridge and there are plans to update the site and make it more vibrant and user friendly. Cllr Bush stated that a Google website may be more user friendly than WordPress. Clerk to speak to Rafe and try WordPress first. | Clerk |
|  | Mr Stillman requested permission to make his comments. Cllr Holman proposed suspending standing orders to accommodate this, seconded Cllr Skeffington, all agreed **Standing Orders suspended at 9.10pm**  Mr Stillman expressed his displeasure at the conduct and remarks made in public media by Cllr Bush bringing the Council into disrepute. **Cllr Bush left the meeting 9.12pm**. Mr Stillman requested that such behaviour is not tolerated. He also thanked the rest of the Council for their work in facilitating the Annual Village Assembly and Community Led Planning event. **Cllr Holman left the meeting at 9.15pm and returned at 9.16pm** Mr Stillman also stated that he had reported the state of the village hall slip road to OCC customer services, call reference 643921.  **Cllr Holman proposed reinstating standing orders, seconded Cllr Rawle, all agreed 9.17pm. Mr Stillman left the meeting and Cllr Bush returned 9.17pm** |  |
| 44. | Flood group progress report  Cllr Holman asked that this standing item be removed from future agendas and the flood group will report as issues arise. There has been no further contact from Peter Dela of the Vale regarding improving drainage in Watchfield. Cllr Holman to chase on behalf of the Flood Group | RH |
| 45. | Pavilion/Recreation Ground – maintenance and inspections; other updates   * To agree finger protectors for the pavilion   Cllr Griffiths circulated quotes for plastic and aluminium protectors. Discussion about number of doors protectors to be replaced, integrity of fire doors, postage and fitting costs. Cllr Griffiths to return to Council after finding answers.   * Agree the installation of French drain   Cllr Holman stated that quotes from the companies who had visited the site have not arrived   * Cllr Holman stated that changing locks on pavilion for ones where the keys cannot be copied requires further investigation   Cllrs Rawle and Griffiths informed Council that the utility meter boxes at the rear of the pavilion has been damaged and temporarily repaired with warning notices attached. Discussion regarding replacement responsibilities and options. Cllr Nodder to investigate. | DG  RH  SN |
| 46. | To note correspondence  Information received regarding the next A420 meeting June 2nd 6-8pm Shrivenham Memorial Hall for Parish Councils |  |
| 23. | To take any other business  Set Tuesday June 3rd as date for EGM |  |

The meeting closed at 9.30 p.m.

Sally Mckendrick Clerk to Watchfield Parish Council 23.05.14