**MINUTES OF THE ORDINARY MEETING**

**OF WATCHFIELD PARISH COUNCIL**

**WATCHFIELD VILLAGE HALL**

**TUESDAY 17th JUNE 2014 AT 7.30pm**

**Present: In attendance:**

Cllrs Nodder- Chair

Holman

Skeffington The meeting opened at 7.30 pm

Rawle The meeting was quorate

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| 60. | To receive apologies for absence  Apologies received from Cllrs Bailey, Bell, Griffiths, Bush, District Cllrs Elaine Ware and Simon Howell, County Cllr Yvonne Constance, S. Mckendrick (clerk) |  |
| 61. | To receive and declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting  There were none |  |
| 62 | To approve the minutes of the ordinary meeting held on the 22nd April 2014  Amendment: Item 30 should read Cllrs Bell and Rawle sent their apologies. Proposed Cllr Skeffington, seconded Cllr Rawle, all agreed |  |
| 63 | To address matters arising from the ordinary meeting held on 22nd April 2014  Item 31 – Cllr Nodder asked if anyone wanted to attend an OALC course in Sept. Cllr Holman said she would look into the content of the Roles and Responsibilities course.  - Key holder list – Cllrs Rawle, Holman, Skeffington and Nodder have submitted their key details  - fire servicing has already been agreed  - Cllr Holman has recontacted Football Club for meeting date – 3rd July 4.30pm at pavilion  - Cllr Holman has reported theft of dog bin – crime number 43140078103  Item 35 – Cllr Nodder sent WPC response as discussed  Item 37 – Agenda item  Item 38 – Cllr Nodder sent WPC response as discussed  Item 39 – Kate Morris from Vale waste team says bin would be emptied by them. Cllr Nodder to pass information onto McDonald’s manager  Item 40 – Cllr Nodder sent WPC response as discussed  Item 41 – Cllr Nodder sent WPC response as discussed  Item 42 – the subject of an EGM to be discussed  Item 43 – Clerk is off sick. Cllr Nodder will liaise with Rafe Aldridge  Item 44 – Cllr Holman has chased Peter Dela and asked about Capital Community Grant scheme of up to £5000 or 50% of the cost. She has asked for a 15 minute one-to-one session  Item 45 – finger protectors have been agreed  - No more quotes have been submitted for French drains  - Cllr Nodder will put meter boxes on next ordinary agenda | RH  SN |
| 64. | To approve the minutes of the Extraordinary Meeting held on 3rd June 2014  Proposed Cllr Rawle, seconded Cllr Skeffington, all agreed |  |
| 65. | To address matters arising from the Extraordinary Meeting held on 3rd June 2014  Item 53 – Cllr Nodder sent WPC response to Cowan’s Camp amendments as discussed   * Cllr Nodder sent WPC response to gypsy site amendments as discussed * Cllr Nodder sent WPC complaint re Planning Department as discussed   Item 54 – Cllr Nodder has ordered finger protectors  Item 55 – will be on next ordinary agenda  Item 56 – Cllr Rawle has ordered fire servicing  Item 57 – External power source on pavilion has been installed  Item 58 – Cllr Holman still awaiting more quotes for French drain  Item 59 – Cllr Holman established Biffa do not provide dog bins |  |
| 66. | To take questions and comments from members of the public  There were none |  |
| 67. | To take questions and comments from members of the Council  There were none |  |
| 68. | Appointment of temporary finance assistant and arrange RFO  Cllr Nodder stated that Tracy Winskill, RFO for Shriv PC and VBT, is available to complete the accounts for the audit. Proposed council employs Mrs Winskill Cllr Holman, seconded Cllr Rawle, all agreed. Cllrs Bell and Nodder to liaise. Present Clerk is still technically RFO. Advice from Vale and OALC – | CB  SN |
| 68. | To address burial matters  There were none |  |
| 69. | To address planning matters   * Amendments to P14/V0287/FUL Erection of 16 houses with new parking arrangements and archaeological evaluation   Amendments relate to car parking and results of archaeological survey. Discussed a watching brief on archaeology, car parking inadequate and reiteration of previous objections. Cllr Holman proposed, seconded Cllr Skeffington, all agreed. Cllr Nodder to submit   * Update on Knapp’s field development – report on meeting with Charles Overs of Thames Water   Discussed revised compensation offer from Thames Water, via Charles Overs, of £2000. Proposed WPC accept this offer by Cllr Skeffington, seconded Cllr Rawle, all agreed. Cllr Nodder to contact. Cllr Nodder related response from enforcement re: hedge removal   * Update on Cowan’s Camp development – no further updates | SN  SN |
| 70. | Finance - payments   1. Clerks pay- (£373.80 + £18.00 home use allowance = £391.80 2. Elwyn Jones- litter collection (01/05/14 – 31/05/14) - £195.60 3. BGG – Cemetery maintenance & tree removal (28/02/14-29/05/14) - £280 + £56 VAT = £336.00 4. Leon Pearce – Bus stop cleaning (25/05/14) - £35 5. Parish Council Insurance renewal (fixed contract) - £2,730.37 6. Thames Water (pavilion 18/02/14 – 11/05/14) - £43.85 + £4.43 VAT = £48.28 7. Kelda Water (allotments) - £34.06 8. British Gas (pavilion electricity 01/01/14-01/04/14) - £71.93 + £3.60 VAT = £75.53 (DD) 9. British Gas (pavilion electricity 02/04/14-01/05/14) - £17.29 + £0.86 = £18.15 (DD)   Proposed Cllr Holman, seconded Cllr Rawle, all agreed  To agree   1. Level of sick pay for Clerk – Cllr Nodder informed the Council of contractual obligations 2. Pay/hours for temporary finance assistant/ RFO   Proposed Mrs Winskill is paid her current rate of £11.55/hour by Cllr Holman, seconded Cllr Skeffington, all agreed   1. £317 to Cllr Bell (reimbursement for payment of HMRC VAT account). Proposed Cllr Rawle, seconded Cllr Skeffington, all agreed 2. Cost for allotment notices (x2) 300mmx400mm aluminium £36.69 + £7.34 = £44.03 (including postage). Proposed Cllr Rawle, seconded Cllr Skeffington, all agreed 3. Purchase of Horse Pasture grass seed  one bag as a trial £47.92 + £9.58 VAT = £57.50 (free postage) 4. Playdale quote for zip wire repair (£311.62 + £62.32 VAT = £373.94) this item was deferred 5. To agree under Section 137   There were no requests this month | SN |
| 71. | Agenda Diary   * Employer PAYE – Cllr Nodder to consult with Sean Hoskins of Net Result as to WPC requirements * Certificate of appreciation nominations. Cllr Skeffington proposed Keith and Jo Whittaker be recognised for their years of voluntary service for the village. Seconded Cllr Rawle, all agreed. Cllr Holman to provide Cllr Nodder with text for certificate * Registration of members interests – no changes from those present * Update Planning register – Cllrs Griffiths and Nodder to update * Section 137 payments * Football Club invoice – Cllr Nodder to send * Copies of minutes to archive – Cllr Holman to contact Sabina Southerlands at Reading Archives to ascertain requirement | SN  RH  SN  SN  DG  SN  RH |
| 72. | Village website progress report  Minutes and agendas added |  |
| 73. | Pavilion/Recreation Ground – maintenance and inspections; other updates   * Cllr Rawle to arrange gas service for pavilion with Westex * Cllr Rawle to clarify pavilion electricity energy supply plan | AR  AR |
| 74. | To note correspondence  Cllr Nodder read reply from Post Office received that day. To be displayed on noticeboards and website  Invitation from NPPF Select Committee to send representative to discussion forum September 1st 2014 in London. Cllr Holman proposed Cllr Nodder attend, seconded Cllr Rawle, all agreed.  Cllr Nodder read email from Mr Stillman reference grass verges outside military quarters. Cllr Nodder to pass comments on to Station Commander  ROSPA report arrived – Cllr Holman to circulate and gather quotes for stated repairs | SN  SN  SN  RH |
| 75. | Set date for EGM  Proposed Thursday 26th June 2014 at 7pm to address outstanding finance matters for audit by Cllr Holman, seconded Cllr Rawle, all agreed | ALL |
| 76. | To take any other business  Cllr Skeffington informed Council that allotment 18 has been let. Cllr Nodder to strim. One month’s notice has been given to allotment 10. | SN |

The meeting closed at 9.30 p.m.

Watchfield Parish Council 05/07/14