**Minutes of Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 16th September 2014 at 7.30pm**

Present:Cllrs Nodder (Chair), Rawle, Griffiths, Bush, Bailey, Skeffington, Holman & Bell

Public: 3 members of the public

Time started: 19.30

The meeting was quorate

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| **Item** |  | **Action** |
| 110. | To receive apologies for absence  Cllrs Yvonne Constance and Simon Howell |  |
| 111. | To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting  Cllrs Skeffington & Nodder would not be voting on 119(i), Cllr Nodder on 118 (f,g,h,I,p), Cllr Skeffington on 118(i), Cllr Holman on 118(iii, iv) |  |
| 112. | To approve the minutes of ordinary meeting held on 15th July 2014  Cllr Holman proposed, Cllr Bell seconded, Cllr Bailey abstained, all others agreed |  |
| 113. | To address matters arising from the ordinary meeting held on 15th July 2014  Item 94 Cllr Holman is contacting appropriate person to re-tension the wire, Cllr Nodder has re-circulated document and has reported hedging along Major’s Road to MOD  Item 96 Knapp’s & Cowan’s are agenda items  Item 98 Cllrs Holman, Bell & Nodder attended meeting with Martin Gurney of Haines Watt re VAT. Rentals we gather are exempt, discussed registration and returns which are underway  Item 103 On agenda  Item 105 a) Work has been carried out b) Agenda item c) Shelving and storage in place. Cllr Nodder thanked Cllr Rawle for her help in assembling  Item 106 a) Old PO noticeboard is now on Old Bakery b) Noticeboard on pavilion wall  Item 107 Tasks have been delegated – Cllr Nodder thanked everyone who has been helpful over this difficult time and to everyone who gave up so much of their time over the summer to get tasks done | RH |
| 114. | To take questions and comments from members of the public  Cllr Ware stated that the next stage of the District Local Plan will go to the scrutiny committee, cabinet, and then council on 15/10/14. It will go for public consultation for 6 weeks at the beginning of November with a slight reduction in numbers and location of development (20560 houses for Vale in SHMA). Leisure strategy is being redeveloped as SPD. It will be submitted to the inspector in the spring and hopefully adopted by next summer. Station Rd junction in Shrivenham has been deemed inadequate by OCC. Unsuitable for HGVs signage needed. |  |
| 115. | To take questions and comments from members of the council  Cllr Constance is querying rough road surface A420, A417 closure is problematic, Stanford tip has had licence extended for 5 years but still needs to extend planning permission before the end of the year. Cllr Bailey asked Cllr Ware if she thought Linden Homes was pushing for maximum development before the Local Plan goes through. Cllr Ware had no details. Cllr Bush stated that the A420 signage had been inadequate and A417 signs were misleading. |  |
| 116. | To address burial matters  Memorial for R.Haviland £180, Memorial for B Pitcher £60. Proposed Cllr Bailey, seconded Cllr Holman, all agreed |  |
| 117. | To address planning matters  (a) P14/V1858/FUL Watchfield School extension  Discussion regarding loss of playing fields, traffic generation, parking, provision of play/open space per child, overdevelopment of site, access, safety, misleading information in application. Cllr Holman proposed Cllr Nodder formulate and submit a response based on these points, seconded Cllr Bailey, all agreed  (b) P14/V1905/HH Extension, porch and window alterations to 18 Oak Road  No objections proposed Cllr Holman, seconded Cllr Skeffington, all agreed. Cllr Nodder to submit  (c) P14/V1823/FUL Sports Hall at Defence Academy  No objections proposed Cllr Skeffington, seconded Cllr Rawle, all agreed. Cllr Nodder to submit  (d) Update on Knapp’s Field  Cllr Nodder contacted OCC Roads Agreement Team and Considerate Constructors Scheme re concrete lip (now removed) and Vale Planners and OCC Highways re under provision of parking. Peter Dela is chasing up ditch work. Adrian Shute of Bovis offered to meet re outstanding issues. Cllr Nodder to inform councillors of date/time. Cllr Bush noted an extra parking space and pumping station that had not appeared in amendment of conditions. Issues regarding loss of open space and responsibility for green spaces/front gardens.  (e) Update on Cowan’s Camp  Demolition passed with no additional conditions. It is a criminal offence to begin construction work (including demolition) under protected species work has been completed. Report to police.  SUDS has been moved from the corner to along the POS/housing boundary. Mark Doodes has left DC, Martin Deans is now officer in charge – Cllr Nodder has tried to set up meeting re outstanding issues. Cllr Bush proposed sending a holding letter to Natural England, seconded Cllr Bell, all agreed. Cllr Nodder to send  (f) Update on Gypsy Site  Laura Hudson email promised action in ‘a couple of weeks’ on 14th August. Cllr Nodder spoke to her yesterday – issue going to Chairman’s meeting for full discussion. Likely enforcement action will follow. Cllr Bush proposed a letter to OCC Highways regarding the state of the path at the end of High Street. Cllr Bell suggested incomplete inspection chamber be included. Seconded Cllr Holman, all agreed. Cllr Nodder to send.  (g) Update on Mac’s Field  No progress – it is on DC planning site with committee target date of 1st October but no notification has been made to WPC | SN  SN  SN  SN  SN  SN  SN |
| 118. | Finance – Payments  **To Note**   1. Clerk’s Pay £186.90 (half pay for August) 2. Elwyn Jones litter collection £195.60 (for July) and £195.60 (for August) 3. Bawdens Grass cutting July £326.00 + £65.20 VAT = £391.20 4. Bawdens Grass cutting August £326.00 + £65.20 VAT = £391.20 5. BGG Cemetery maintenance (for July & August) £105.00 + £21 Vat = £126.00 6. Cllr Nodder (noticeboard for pavilion) £196.05 + £39.21 VAT = £235.26 Agreed 15/07/14, Item 106(b) 7. Cllr Nodder (allotment and recreation ground notices) £86.21 + £17.24 VAT = £103.45 Agreed 17/12/13 Item 156 8. Cllr Nodder (fire extinguisher pavilion) £127.95 + £25.59 VAT = £153.54 Agreed 22/04/14 Item 21 9. Cllr Nodder (meter box cover ) £26.40 + £5.28VAT = £31.68 Agreed 15/07/14 Item 105(e) 10. Arrow Accounting internal audit £456.72 Agreed 15/10/13 Item 116 11. Vale of White Horse DC Dog Bin emptying (July 2013 – March 2014) £392 + £78.40 VAT = £470.40 12. Lloyd’s Bank charges (10/05/14-09/06/14) £13.24 13. Leon Pearce Bus shelter cleaning £37.00 14. British Gas electricity (pavilion 02/05/14-01/08/14) £65.54 + £3.27 VAT = £68.81 15. ARD Playgrounds (play equip repairs Agreed 15/07/14 Item 105(a) £444.50 + £88.90 VAT = £533.40 16. Rapid racking (pavilion shelving agreed 15/07/14 Item 105c) £635 + £127 VAT = £762 17. Play safety for ROSPA check (agreed 22/04/14 Item 13) £218 + £43.60 VAT = £261.60 18. Lloyd’s Bank charges (10/06/14-09/07/14) £14.71 19. Thames Water pavilion (12/05/14-17/08/14) £31.73 + £2.63 = £34.36   Cllr Bailey proposed, Cllr Skeffington seconded, Cllr Nodder abstained, all others agreed  **To Agree**   1. Cllr Skeffington for payment for computer Paper, envelopes & cartridge £12.90 + £1.80 VAT = £14.70   Proposed: Cllr Holman Seconded: Cllr Rawle Cllr Skeffington abstained All others agreed   1. VAT account £371 (01/04/14-30/06/14)   Proposed: Cllr Holman Seconded: Cllr Bell All agreed   1. Cllr Holman (postage) £10.08   Proposed: Cllr Rawle Seconded: Cllr Skeffington Cllr Holman abstained All others agreed   1. Cllr Holman (wire for cemetery fence) £9.00 + £1.80 VAT = £10.80   Proposed: Cllr Skeffington Seconded: Cllr Bell Cllr Holman abstained All others agreed   1. Rolling of playing field - £46.51 +£9.30 VAT=£55.81   Proposed: Cllr Holman Seconded: Cllr Rawle All agreed   1. Harrowing of both paddocks £62.70 +£12.54 VAT = £75.24   Suggested council does Vi and Vii this year but reviews the grazing contract before next year  Proposed: Cllr Bailey Seconded: Cllr Skeffington All agreed   1. Topping of paddocks £105.64 + £21.12 VAT = £126.76   Proposed: Cllr Bailey Seconded: Cllr Skeffington All agreed   1. Resurfacing under Zip wire   Quotes had been circulated. Proposed that bark and surround removed and replaced with bound rubberised strip up to maximum £3600 + VAT  Proposed: Cllr Holman Seconded: Cllr Skeffington All agreed   1. Hedge cutting by allotment £150.00   By same person who laid hedge. Cllrs Bell and Nodder will look into chipping off cuts  Proposed: Cllr Holman Seconded: Cllr Bailey All agreed   1. Football boot brush replacement   Proposed order Sports equip model as circulated: Cllr Nodder Seconded: Cllr Skeffington All agreed   1. Trim back hedges by play equipment and dispose of all rubbish £120.00.   Proposed: Cllr Bailey Seconded: Cllr Rawle All agreed   1. Allocation of Chairman’s allowance   Up to £250 per annum for wreaths etc.  Proposed: Cllr Bailey Seconded: Cllr Holman All agreed  To Agree under section 137  There were no requests this month | RH  RH  RH  RH  RH SN  CB  SN  RH |
| 119. | Agenda Diary   1. Review of effectiveness of Internal Audit   As circulated. Proposed: Cllr Bailey Seconded: Cllr Holman All agreed   1. Completion of External Audit   BDO came back with only one question asking for expansion of staff costs during the clerk handover. When audit is complete and report received it will be circulated and posted as required by law.   1. Members interest – Annual Review   Modifications submitted   1. Registration of Members Interest.   As previously   1. Section 137 Payments   None so far this FY   1. Clerk’s Salary Increase   As clerk is currently on sick leave this item is delayed until her return   1. Update Planning Register   Cllr Griffiths up to date with new applications pending decisions and responses   1. Burial Charge Review   As circulated. Proposed remains the same: Cllr Nodder Seconded: Cllr Skeffington All agreed   1. Allotment Hire charges review   As circulated. Proposed remains the same: Cllr Bell Seconded: Cllr Rawle Cllrs Skeffington & Nodder abstained All others agreed   1. Pavilion charges review   As circulated. Proposed remains the same: Cllr Bailey Seconded: Cllr Holman All agreed   1. Football Club invoice   As meeting has been rescheduled for requirements this quarter’s invoice has been issued as usual.   1. Employer PAYE   No action required | SN  SN |
| 120. | To agree football club contract  Meeting rescheduled. |  |
| 121. | Letter to Clerk  Members of public excluded and confidential discussion ensued. |  |
|  | 21.30 Cllr Skeffington proposed suspending Standing Orders, seconded Cllr Rawle, all agreed |  |
| 122. | Advertising signs  Discussion regarding roadside signs, safety, image, promotion of local businesses. Cllr Bailey proposed contacting OCC Highways to monitor signs on roundabout and verges, seconded: Cllr Bush, Cllr Bell against, all others abstained. Motion not carried |  |
| 123. | To note correspondence   * Post Office closure update – look for alternative premises * ORCC Annual conference 18th September – Cllr Rawle & Nodder to attend * OALC mentoring for clerk - delayed * Linden Homes – exhibition on Sept 19th * Invitation to DA remembrance service. Cllr Nodder to attend * Steven Corrigan - asked re Council implications for increased housing on Knapp’s and results of Community Governance Review – none until 15/16 council tax review | SN AR |
| 124. | To take any other business  Cllr Bailey asked whether MOD could be asked to provide drop kerbs for High Street properties |  |
|  | 22.00 Cllr Skeffingon proposed reinstating Standing Orders, seconded Cllr Rawle, all agreed |  |

Meeting closed: 22.00

Sally Mckendrick

Clerk to Watchfield Parish Council