**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 absenceCllrs 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 meetingCllrs 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 2014Cllr Holman proposed, Cllr Bell seconded, Cllr Bailey abstained, all others agreed |  |
| 113. | To address matters arising from the ordinary meeting held on 15th July 2014Item 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 MODItem 96 Knapp’s & Cowan’s are agenda itemsItem 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 underwayItem 103 On agendaItem 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 assemblingItem 106 a) Old PO noticeboard is now on Old Bakery b) Noticeboard on pavilion wallItem 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 publicCllr 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 councilCllr 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 mattersMemorial 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 extensionDiscussion 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 RoadNo objections proposed Cllr Holman, seconded Cllr Skeffington, all agreed. Cllr Nodder to submit(c) P14/V1823/FUL Sports Hall at Defence AcademyNo objections proposed Cllr Skeffington, seconded Cllr Rawle, all agreed. Cllr Nodder to submit(d) Update on Knapp’s FieldCllr 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 CampDemolition 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 SiteLaura 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 FieldNo progress – it is on DC planning site with committee target date of 1st October but no notification has been made to WPC | SNSNSNSNSNSNSN |
| 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 agreed1. VAT account £371 (01/04/14-30/06/14)

Proposed: Cllr Holman Seconded: Cllr Bell All agreed1. Cllr Holman (postage) £10.08

Proposed: Cllr Rawle Seconded: Cllr Skeffington Cllr Holman abstained All others agreed1. Cllr Holman (wire for cemetery fence) £9.00 + £1.80 VAT = £10.80

Proposed: Cllr Skeffington Seconded: Cllr Bell Cllr Holman abstained All others agreed1. Rolling of playing field - £46.51 +£9.30 VAT=£55.81

Proposed: Cllr Holman Seconded: Cllr Rawle All agreed1. 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 yearProposed: Cllr Bailey Seconded: Cllr Skeffington All agreed1. Topping of paddocks £105.64 + £21.12 VAT = £126.76

Proposed: Cllr Bailey Seconded: Cllr Skeffington All agreed1. Resurfacing under Zip wire

Quotes had been circulated. Proposed that bark and surround removed and replaced with bound rubberised strip up to maximum £3600 + VATProposed: Cllr Holman Seconded: Cllr Skeffington All agreed1. Hedge cutting by allotment £150.00

By same person who laid hedge. Cllrs Bell and Nodder will look into chipping off cutsProposed: Cllr Holman Seconded: Cllr Bailey All agreed1. Football boot brush replacement

Proposed order Sports equip model as circulated: Cllr Nodder Seconded: Cllr Skeffington All agreed1. Trim back hedges by play equipment and dispose of all rubbish £120.00.

Proposed: Cllr Bailey Seconded: Cllr Rawle All agreed1. Allocation of Chairman’s allowance

Up to £250 per annum for wreaths etc.Proposed: Cllr Bailey Seconded: Cllr Holman All agreedTo Agree under section 137There were no requests this month | RHRHRHRHRH SNCBSNRH |
| 119. | Agenda Diary1. Review of effectiveness of Internal Audit

As circulated. Proposed: Cllr Bailey Seconded: Cllr Holman All agreed1. 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 submitted1. Registration of Members Interest.

As previously1. Section 137 Payments

None so far this FY1. Clerk’s Salary Increase

As clerk is currently on sick leave this item is delayed until her return1. Update Planning Register

Cllr Griffiths up to date with new applications pending decisions and responses1. Burial Charge Review

As circulated. Proposed remains the same: Cllr Nodder Seconded: Cllr Skeffington All agreed1. Allotment Hire charges review

As circulated. Proposed remains the same: Cllr Bell Seconded: Cllr Rawle Cllrs Skeffington & Nodder abstained All others agreed1. Pavilion charges review

As circulated. Proposed remains the same: Cllr Bailey Seconded: Cllr Holman All agreed1. 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 | SNSN |
| 120. | To agree football club contractMeeting rescheduled.  |  |
| 121. | Letter to ClerkMembers of public excluded and confidential discussion ensued.  |  |
|  | 21.30 Cllr Skeffington proposed suspending Standing Orders, seconded Cllr Rawle, all agreed |  |
| 122. | Advertising signsDiscussion 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 businessCllr 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