**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 21st October 2014 at 7.30pm**

**Minutes**

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

Mr Pearson, Mr Warren, Mr Kirk, WO2 Brown, Cllr Constance

The meeting was quorate

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| **ITEM** | **Action** |
| 125. To receive apologies for absence  Cllr Bell, Cllr Ware. Cllr Constance to arrive later due to prior commitment |  |
| 126. To receive any declarations of personal, or personal and prejudicial interest in respect of  items on the Agenda for this meeting  None |  |
| 127. To approve the minutes of ordinary meeting held on 16th September 2014  Proposed: Cllr Holman Seconded: Cllr Skeffington All agreed |  |
| 128. To address matters arising from the ordinary meeting held on 16th September 2014  Item 113 – paddock wire is an agenda item  Item 117 – Cllr Nodder sent in WPC response to school expansion  Cllr Nodder sent in WPC response to 18 Oak Road  Cllr Nodder sent in WPC response to Sports Hall at Defence Academy  Updates on Knapp’s, Cowan’s and Gypsy site are agenda items  Item 118 – Rolling of playing field arranged by Cllr Holman  Harrowing and topping of paddocks arranged by Cllr Holman  Resurfacing of zip wire arranged by Cllr Holman  Laid hedge cutting arranged by Cllr Holman  Cllr Nodder has ordered football brush replacements  Cllr Holman arranged cut back of hedging by play area  Item 119 – External audit and Members interests are agenda items  Cllrs Nodder and Rawle attended ORCC AGM. Basically discussion of funding cuts and greater reliance on charitable and voluntary sectors. |  |
| 129. To take questions and comments from members of the public  John Kirk – Chair of Governors at Watchfield Primary School. Apologised to WPC for lack of communication during expansion application. Stated: Proposed MUGA was always intended to be a community facility and had been designed with that in mind with access to toilets, security, etc. and will contact Longcot over their access policy; there are no current plans to use the MUGA as a revenue stream; surface of MUGA thought to be currently G3 but up for discussion; floodlights not part of this application; acknowledges parking concerns, no MOD land available, school car park could be used out of hours for MUGA; admissions still controlled by OCC based on a specific time point, school has been under pressure to accept additional children of international students but are at capacity; alternative sites are not under the control of the school but cannot see how school could expand further in current location.  Ian Pearson – Concerns regarding state of gravel section of footpath at side of churchyard and recreation ground. Cllr Nodder to clarify maintenance responsibility/land ownership. Asked if anyone attending St Thomas’ meeting. Cllr Holman to attend.  Cllr Ware – sent notice of a public exhibition of 220 homes proposed on North side of Shrivenham by Wellbeck on Oct 29th at Memorial Hall. Local Plan has been passed by District and will go to public consultation for 6 weeks on Nov 7th. Comments will go alongside plan to inspector. No plans submitted for golf course.  Cllr Constance (arrived 8.20pm) – Confirmation that Stanford Tip has a licence and planning permission until 2019 but still have to renew contract with operator in 2017 (should go to public consultation). Closure of A417 is causing problems elsewhere. Lots of work is being done on potholes and haunches. Categorisation of footpaths consultation underway as a cost cutting exercise. A full statement of LTP4 will be available for consultation by Jan/Feb with a chapter on A420 with additional roundabouts proposed for Shrivenham and Faringdon but there will be a need for additional bus stops and user parking. Also looking at new cycle ways along A417. Swindon has put aside £19 million for A420 improvements on Wiltshire side and £35 million for improvements to the White Hart roundabout. Fire Services are built into S106 and CIL but GP services are not. Shrivenham GP comes under Swindon PCT and is looking at reducing catchment area. Cllr Constance is chairing healthcare overview committee and will look at a funding formula. Encouraged use of countrywide Healthwatch and OCC Healthwatch. Cllr Nodder to put link onto website. Cllr Bush asked when Faringdon Fire Service would cease to be retained and become full time. | SN  RH  SN |
| 130. To take questions and comments from members of the council  Cllr Bush asked whether WPC had knowledge of application of Local Lettings Policy for housing association houses (SHA). Cllr Nodder to investigate  Cllr Holman stated that the base for the zip wire was now down but lots of concrete had been removed. Removal would have cost £250 by company. Cllrs to investigate alternative methods for removal. | SN  All |
| 131. Update of Community Led Plan –Toby Warren  CLP steering group is made up of local residents set up to ensure everyone in village has an opportunity to say what the like about the village and what they would like to improve. Improvements would be largely made due to local voluntary action. Reminded Council that in order to claim S106 money WPC would require an evidence base which could be supplied by CLP. Could also be useful for future alternative funding. ORCC had given an overall grant of £1550. It is proposed there will be suggestion boxes as well as special events, visiting local groups etc. This will culminate in a questionnaire delivered to every household the results of which can be used to rank ideas and activities suggested. A County Council grant of £500 has been applied for and it was hoped that WPC could make a small contribution (e.g. £300 over the life of the plan). A budget had been submitted to the Vale and ORCC to secure funding which had included ‘in kind’ contributions. Lee Brown offered to investigate printing at DA. Timescale for completion approximately 12 months as reliant on voluntary action. It will be a snapshot but will include military and new residents. Must be regularly reviewed to remain relevant. WPC to include contribution on Nov agenda. Cllr Nodder to email funding application | SS  SN |
| 132. To address burial matters  To note: exclusive rights of burial for Mr Moyle – cremation plot |  |
| 133. **To address planning matters** |  |
| 1. To note:- Stanford Waste & Recycling Centre,P14/V2124/PDH 5 Oak Road extension, P14/V2172/A Co-Op advertising   Cllr Nodder hoped that Cllrs had personally responded to extension of planning permission for Stanford tip. No Cllr relayed objections to 5 Oak Road or Co-Op advertising - will be noted as No Comment | DG |
| 1. Update on Gypsy Site   Cllr Nodder spoke to Laura Hudson 20th Oct. No appeal lodged (have 6 months from decision to do so). Matter with enforcement - trying to get a timescale of necessary road works from OCC before proceeding. Cllr Nodder sent letter and online queries re. raised manhole and unfinished pathway at the end of the High Street. Have had confirmation that they have been passed to the relevant departments. |  |
| 1. Update on Knapp’s Field   Cllr Nodder contacted by Martin Deans of planning to say that Vale is trying to set up a meeting re highways issues following the under provision of parking on Knapp’s. Adrian Shute of Bovis called to clarify the areas flooded last year and queried ownership of the ditch. He is to clarify position with Peter Dela, Cllrs Nodder and Holman also to contact. WPC has received the plan of sewerage pipe route from Thames Water. Waiting for call back from Peter Dela and Peter Brampton re pumping station and extra parking. It was noted that there had been banking of the SUDS perimeter. | SN  RH |
| 1. Update on Cowan’s Camp   Jim Fairclough (BSG Ecology) Bucket trapping underway – hoping to finish end of Oct. Update states 21 great crested newts, 26 smooth newts, 15 toads and 1 grass snake translocated so far. Bat prelim demolition start end of next week. BSG have 6 year contract to monitor protected species on site. Access work to be done by end Jan. Will consider opening western end of site once SUDS work done. Still no allocation of officer. Call to Natural England – they are content all is happening as per licence. Contacted footpath officer re improving golf course access to A420. Cllrs Griffiths, Holman and Nodder removed a fallen tree along Star Lane and contacted Barratts |  |
| 1. Update on Mac’s Field-committee date and 3 minutes   Committee 22/10 Suggested 3 minute presentation based on original objections. Cllr Nodder to attend  Proposed: Cllr Holman Seconded: Cllr Skeffington All agreed | SN |
| 134. Finance – Payments |  |
| **To Note** |  |
| 1. Net Result for Clerk’s pay administration £55.50 |  |
| 1. Clerk’s Pay Sally Mckendrick £12.46 |  |
| 1. Elwyn Jones litter collection £195.60 (September) |  |
| 1. Bawden’s Grass cutting September £326.00 + £65.20 VAT = £391.20 |  |
| 1. Lloyd’s Bank charges (10/7 – 9/8/14) £19.14 |  |
| 1. BDO External auditor £200.00 + £40.00 VAT = £240.00 |  |
| 1. Leon Pearce Bus Shelter cleaning £37.00 |  |
| 1. VWHDC Emptying of dog bins April 2014- 30th September 2014 £361.49+£72.30 VAT = £433.79 |  |
| 1. Parkfield Tree & Garden Care £120.00 (Agreed 16/9/2014 Item 118 xi) |  |
| 1. B. Gristwood Cemetery maintenance September 2014 £70.00+£14.00 VAT = £84.00   Proposed: Cllr Griffiths Seconded: Cllr Skeffington All agreed |  |
| **To Agree** |  |
| 1. Extra work to be done on allotment by school £150.00   As per quote circulated  Proposed: Cllr Holman Seconded: Cllr Rawle All agreed | SS |
| 1. Extra grass cutting as necessary – already budgeted for   Proposed: Cllr Rawle Seconded: Cllr Griffiths All agreed | RH |
| 1. Thames Water Backland £427.87 (This includes £103.34 waste water)   Not to be paid as waste water included. Cllr Bush to read meter and bill readings compared | KB  RH |
| 1. Quote Star Lane Paddock fencing £225.00+Vat £45.00 = £270.00 including replacement of posts   Proposed: Cllr Skeffington Seconded: Cllr Rawle All agreed | RH |
| **To Agree under section 137** |  |
| Oxfordshire Association for the Blind  As per letter. Suggested amount £50  Proposed: Cllr Holman Seconded: Cllr Skeffington All agreed  Cllr Skeffington proposed suspending Standing Orders 9.30pm. Seconded Cllr Rawle. All agreed | RH |
| 135. **Agenda Diary** |  |
| 1. Paddock rental review   £100/month for backlands £40/month for church paddock. Renew  Proposed: Cllr Skeffington Seconded: Cllr Rawle All agreed | RH |
| 1. Online VAT return   Thanks to Cllr Holman for completion |  |
| 1. Employer PAYE   No action necessary – done by Net Result |  |
| 1. Registration of members interests   Changes were scanned and submitted – not yet updated online by Vale |  |
| 1. Section 137 Payments   Will be updated to include above application |  |
| 1. Bank Reconciliation   As circulated  Proposed: Cllr Rawle Seconded: Cllr Bush All agreed |  |
| 1. Budget Review   Postponed to November |  |
| 1. Audit Plan Update   Proposals for amendments including changing date for ROSPA check, renewal of Clerk Microsoft Office 365, Clerk contract dates,Harrowing/topping/hedge laying/ditch clearance, maintenance checks  Proposed: Cllr Holman Seconded: Cllr Skeffington All agreed | SN |
| 1. Appointment of internal auditor   Suggested Arrow Accounting for 1 more year then investigate the experience of Shrivenham PC with Vale internal auditor  Proposed: Cllr Holman Seconded: Cllr Skeffington All agreed | SN |
| 1. New Audit Plan   See item (h) |  |
| 1. Standing Orders   Re-adopt for next year and review as per audit plan  Proposed: Cllr Holman Seconded: Cllr Griffiths All agreed |  |
| 1. Code of Conduct   Re-adopt for next year and review as per audit plan.  Proposed: Cllr Holman Seconded: Cllr Skeffington All agreed |  |
| (l) Allotment Register-Payments and Agreements  Thanks to Cllr Skeffington for distributing and collecting payments. Still maintaining a waiting list |  |
| (m) Cemetery Contract  Cllr Holman to obtain quotes | RH |
| (o) Acceptance/approval of external audit  As circulated  Proposed: Cllr Holman Seconded: Cllr Rawle All agreed |  |
| (p) Grass cutting contract  Cllr Holman to obtain quotes | RH |
| (q) Query leaf clearance  Contact BIFFA as this should now be in their street cleaning plan | RH |
| (r) Begin budget forecast for next year  Cllrs asked to look at categories and spends to see if there are new categories that will arise in future, expected spends, contingencies, maintenance charges, replacement charges etc. Circulate and bring to next meeting. | ALL |
| (s) Remembrance Attendance  SN to attend DA service, SS Village service. Wreaths to come from Chairman’s allowance | SN  SS |
| 136 To agree football club contract  James has not agreed to a meeting. November agenda. Cllr Bush asked that 5-a-side goals are orientated away from children’s play area |  |
| 137 To note dog bin collection prices  Based on emptying 3 bins. Cllr Holman to contact Vale re dog bin on footpath 2 | RH |
| 138 Open Space, leisure & playing pitch strategy consultation  As circulated. Cllr Nodder has submitted contact details and will investigate further | SN |
| 139 VWHDC Spending on play area  As circulated. WPC to ask Vale what criteria used for funding. Cllr Bush to forward contact.  Proposed: Cllr Holman Seconded: Cllr Skeffington All agreed | KB  SN |
| 140 Bus service consultation  As circulated. 65 under review for cut. Suggest look at timings and diversion of a proportion of 66 Proposed: Cllr Skeffington Seconded: Cllr Griffiths All agreed | SN |
| 141 Mobile Library consultation  As circulated. Proposed dropping High Street and Jubilee Centre and just have Maidens Close due to lack of use. Suggest if 1 stop should be in visible location on High Street  Proposed: Cllr Holman Seconded: Cllr Rawle All agreed | SN |
| 142 Emergency plan reciprocal agreement  Watchfield Village Hall and Shrivenham Memorial Hall have a reciprocal agreement that they can be used in an emergency if the other is unavailable/out of bounds. Include in emergency plan.  Proposed: Cllr Rawle Seconded: Cllr Griffiths All agreed | SN |
| 143 To note correspondence  OCC Highways to say that matter of pedestrian crossing is now being looked into by Lee Turner. Invitation to Town & Parish Forum – 2 nominees Cllr Nodder + 1 other. Waymark enquiry about over 55 housing requirements – Swindon development company. Alteration to grass cutting contract, ORCC AGM | SN |
| 144 To take any other business  Resignation of Clerk – EGM next Thursday  Resignation of Cllr Bell due to moving vacancy notice to be displayed  Items for LLG group meeting? Rabbit cull, dogs, litter  For Nov agenda – already circulated proposed NPPF alterations for Travellers and benches/bins for rec  Cllr Skeffington proposed reinstating Standing Orders, seconded Cllr Rawle, all agreed |  |

Meeting closed: 10.16pm

Sally Mckendrick, Clerk to Watchfield Parish Council, 13/11/14