**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 21st April 2015 at 7.30pm**

**MINUTES**

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

Claire Arnold (Clerk), District Cllr Constance

Members of public: Louise Hawley

|  |  |  |
| --- | --- | --- |
| **ITEM** |  |  |
| **247** | **To receive apologies for absence**  District Cllr Simon Howell, District Cllr Elaine Wares, Cllr Griffiths |  |
| **248** | **To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting**  None |  |
| **249** | **To approve the minutes of extra ordinary meeting held on 17.03.15**  Item 234 – thought trial dog bin was at end of High Street  Initials DG used instead of Cllr Griffiths  **Proposed** Cllr Holman  **Seconded** Cllr Skeffington **Agreed** **Abstained** Cllr Bailey | S.N |
| **250** | **To address matters arising from the ordinary meeting held on 17.03.15**  Item 229 – Car parking is an agenda item   * Litter picker has produced Public Liability certificate, due to start May 1st 2015. Self-employed on a monthly basis, 25hr per month. Thanks to Cllrs Holman and Griffiths for emptying bins and litter picking on Rec * Bench now installed * Assets register now up to date with archive material   Item 232 – scattering ashes is agenda item  Item 233 – (a) Cllr Nodder reported OCC board. However still present   * (b) Knapp’s update is an agenda item * (e) Comments on CIL sent as agreed * (f) Science Vale comments sent as agreed * (g) Comments on A420 chapter of Local Transport Plan sent as agreed   Item 234 - Bin placed at end of High Street  Item 235 - Barn Kindergarten letter sent. Responses were circulated. Kindergarten now safe in current location and temporary school class will be installed  Item 239 - Peter Dela to visit with OCC to determine outflow capacity if we join up all ditches. No quotes produced yet.  Item 244 - (d) Fire safety assessment complete   * (e) Invitations sent out for Parish Meeting – some replies. List to be produced of attendees by Clerk * (g) Audit is an agenda item * (i) Insurance ongoing * (j) Clerk has changed audit diary date   (k) Football Club invoice has been paid | C.A |
| **251** | **To take questions and comments from members of the public**  None |  |
| **252** | **To take questions and comments from members of the Council**  Cllr Bush noted that small scale planning proposals have gone through unchecked due to the fire at VWHD Council Offices. However no plans in Watchfield have been identified. Cllr Bailey thanked her husband, villagers and everyone who has supported her in her 33 years on the Council. Cllr Bailey will not be standing in the upcoming election. Cllr Nodder thanked those not standing in the election for all their work on the council and those standing again. Cllr Holman has noted that the harrowing in the Backlands paddock has been done but not the church paddock. Cllr Bush has recommended that stones be put down around the Backlands for parking. This shall be noted in the next agenda for the new council to review. | C.A |
| **253** | **To address burial matters**  a. Fee for Scattering ashes to be £20.00. Cllr Holman has suggested this based on crematorium fee. Figure to be placed on list of Parish funeral costs  **Proposed** Cllr Homan  **Seconded** Cllr Skeffington **Agreed Abstained** Cllr Bailey  b. Scattering of ashes re Andrew Geoffrey Maw and inscription on tablet  £35.00  c. Interment in respect of Colin Dennis Jordon 26th March 2015 ( Exclusive Right of Burial already purchased ) £110.00 | R.H |
| **254** | **To address planning matters** |  |
|  | **(a) Update on Gypsy Site**  No update. Cllr Holman received another complaint about burning and directed the individual to whom the complaint should be made to. |  |
|  | **(b) Update on Knapp’s Field**  Circulated notification from Roads Agreement Team about paving surface requesting it is done immediately by Bovis Homes. This has still not been done and they are currently in breach of contract. Cllr Nodder to chase. Cllr Bush noted poor state of road and pavement and has reported. OCC has a legal obligation to fix pavements within 28 days. Knapp’s will not fence inside hedgerow along POS/SUDS areas to prevent breakdown of hedgerow. MOD notified of breakages. Andy Lethardy not concerned but SERCO is. Some concern over ditch along footpath 2. MOD scheduled for autumn clearance. Unclear about tarmacked pathway bridging ditch. There are still props against external fencing. The hedge has been replanted. Cllr Nodder proposed giving contractors a time limit for using the recreation ground car park until the end of May. Cllr Nodder shall verbally ask them about the parking situation first, when completion of work is expected. Date to be agreed at the next meeting.  **Proposed** Cllr Nodder **Seconded** Cllr Bailey **All Agreed** | S.N  S.N  C.A |
|  | **(c) Update on Cowan’s Camp**.  i. Agree a response to the further amendments (P14/V2877/FUL)  There have been revisions concern bollards, trip rails, turning heads, slight repositioning of parking spaces for some plots, now 3 visitor parking bays on High Street. Still no POS. Resubmission of previous objections with emphasis on no public open space in their development and public transport.  ii. S106 request  Not requested, but Cllr Nodder suggested submitting one based on 83 new residents using data from previous request for Cowan’s. Cllr Nodder to put in a request and Cllr Bush would like emphasis on the lack of open space to be noted.  iii. Response to Complaint  Adrian Duffield response previously circulated. He can’t see that there was any problem in not determining whether Cowan’s was a suitable site for a Care home before granting permission. District Cllr Constance would like to note the ‘single voice response’ was not established then and therefore there was a miss-match in communication.  Cllr Nodder wishes to pursue the complaint by resending complaint letter to level 2.  **Proposed**: Cllr Nodder **Seconded**: Cllr Bailey **All Agreed** | S.N.  S.N. |
| **(d) Update on 16 house development**  None |  |
| **255** | **Return of keys and WPC documents by non-standing members**  Cllr Skeffington has returned Old pavilion key, Backlands Key and Allotment folder. Cllr Holman now in possession of the Backlands key. Clerk to update list | C.A. |
| **256** | **Community speed check programme**  Councillors will have seen scheme in several communications and newsletter. Method of council and village collecting speed data that could carry weight when requesting changes. TVP trains individuals in use of SID, risk assesses locations, accompanies on first trials. When accompanied covered by TVP public liability insurance. Other villages involved then covers individuals under PC PL insurance. Two individuals have been trained in the village. The scheme can result in a police letter issued to the speeding vehicle owner although this is not a legal issue. After two letters a police visit occurs. Cllr Bush asks if this scheme can be just used to gather speeding data rather than issuing police letters. Cllr Nodder will enquire. Proposed WPC covers under Public Liability Insurance  **Proposed** Cllr Holman  **Seconded** Cllr Rawle **All Agreed** | SN |
| **257** | **Involvement of Pavilion in Energy Local scheme**  Received projected income for 2 options on pavilion. Increased insurance premium predicted to be £160 pa. WESET discussing purchase and installation next week and % of FIT to come to council. 50% talked about before + free electricity during day. Cllr Nodder proposed WPC go ahead if no cost, other than insurance, involved. Noted that insurance quote is based on £10,000 worth of panels and as quoted at £6,930.00 it is expected that the insurance quote shall be reduced.  Cllr Bailey asks will there be sunglare, Cllr Nodder replies No. Cllr Skeffington asks will it be OK if the pavilion is ever extended. Cllr Nodder replies Yes. Cllr Bush ask will it affect the football foundation and who is responsible for the maintenance and who replaces the transformer unit? Cllr Nodder to find this information out.  **Proposed**  Cllr Nodder **Seconded** Cllr Bailey **All Agreed** | SN |
| **258** | **Finance To Note** |  |
|  | **I. S Nodder Expenses (17/02/2015) £8.33 + £1.67 VAT = £10.00 Paper**  **II.OALC (23/03/2015) £285.79 + £57.16VAT = £342.95 15/16 Subscription**  **III. Leon Pearce (23/03/2015) £35.00 +nil VAT= £35.00 Bus shelter cleaning**  **IV. Lloyds Bank (28/04/2015) £12.64 + nil VAT = £12.64 Bank charges**  **V. British Gas (24/04/2015) £92.75 + £4.63 VAT = £97.38 Sports Pavilion electricity**  **VI. Claire Arnold (21/04/2015) £265.50 + nil VAT = £265.50 Clerks wages April 15**  **VII. Louise Hawley (21/04/2015) £180.00 + nil VAT= £180.00 RFO pay April 15**  **VIII. VWHDC (26/03/2015) £401.86 + £80.37 VAT =£482.23 Emptying dog bins**  **IX. E Jones (31/03/2015) £195.60 + nil VAT = £195.60 Litter picking Mar 15**  **X. The Net Result (01/03/2015) £37.00 + nil VAT = £37.00 Payroll processing Feb & Mar 15**  **XI. Lockrite (01/04/2015) £843.22 + £168.64 VAT = £1,011.86 New locks for the Pavilion**  **XII. Bawdens (31/03/2015) £46.51 + £9.30 VAT = £55.81 Sports pitch rolling**  **XIII. Bawdens (31/03/2015) £326.00 + £65.20 VAT = £391.20 Grass cutting**  **XIV. Watchfield Village Hall (14/04/2015 £33.75) £33.75 + nil VAT =£33.75 Hall hire (CLP budget)**  **XV. S Nodder Expenses (14/04/2015) £20.70 + £4.14 VAT= £24.84 Leaving present for E Jones (chairman’s budget)**  **XVI. S Nodder Expenses (14/04/2015) £17.80 + nil VAT = £17.08 (CLP budget)** |  |
| **259** | **Finance To Agree**  **a**. To agree quote for pavilion car parking plan. Cllr Holman has noted no quotes yet produced  **b**. To agree FA pitch evaluation  £100 for FA site visit and analysis resulting in a pitch improvement programme and indication of maximum fixtures etc. Shall address our problem of rabbits and rolling and give improvement recommendations based on the council’s budget. Cllr Holman would like to thank Cllr Nodder for all the work she had done on the information pack for the FA/FF Monitoring & Evaluation Day and how well it was received by everyone.  **Proposed** Cllr Holman **Seconded** Cllr Bailey **All Agreed**  **d**. R Holman. Expenses, Grave Plot Markers (12/04/2015) £4.16 + £0.83 VAT = £4.99  **Proposed** Cllr Nodder **Seconded** Cllr Skeffington **All Agreed** |  |
| **260** | **Finance To Agree under Section 137** |  |
| **261** | **Agenda Diary**  **a. Employer PAYE**  By Net Result  **b. Online VAT return**  Completed  **c. Registration of members interest**  No changes  **d. Employer PAYE – Annual Return**  By Net Result  **e. Section 137 Payments**  None this year  **f. Bank Reconciliation**  Extra ordinary meeting required, 01.05.2015. To be organised by Clerk  **g. Budget Review- End of year**  Extra ordinary meeting required, 01.05.2015. To be organised by Clerk  **h. To agree and sign Section One and Two of Internal Audit**  Extra ordinary meeting required, 01.05.2015. To be organised by Clerk  **i. Audit Plan Update**  As circulated  **j. Section 137**  duplication  **k. ROSPA Play Area Inspection – Due May 21st**  Clerk and Cllr Holman to liaise to organise  **l. Grass Cutting Grant – application**  Carried out earlier in year due to 50% reduction. This has been received.  **m. Update Key-holder List. To be done next month** | CA  CA  CA  CA  RH  CA |
| **262** | **To note correspondence**  Oxfordshire Wildlife and Community Gardens  NHBS requires proof of money spent (benches). 2 of benches installed | S.N |
| **263** | **Any other business**  Cllr Bailey would like to thank everyone in the time she has been a councillor with special note to Graham Denton.  Cllr Nodder has noted unauthorised Bovis signs have been put up along the High Street, she has advised these can be removed |  |

Meeting closed 20:50

Claire Arnold Clerk to Watchfield Parish Council 26/04/15