**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 19th April 2016 at 7.30pm**

**MINUTES**

**Present: Cllrs Nodder (Chair), Holman, Griffiths, Rawle, Stillman, Parker, Bayston, Douglas**

**Claire Arnold (Clerk)**

**District Councillor Ware, 2 x Members of Public**

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| **ITEM** |  |  |
| **227** | **To receive apologies for absence**County Cllr Constance, District Cllr Howell and RFO Louise Hawley |  |
| **228** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting** Cllr SN will abstain from Finance item 243a |  |
| **229** | **To take questions and comments from members of the public**Cllr Ware reports on devolution, local plan stage 2 modifications, contamination of recycling bins, David Buckle (Chief Executive) and Peter Dela are leaving, current grant round finishes on May 6th, railway bridge on Station Road opened. Cllr Constance reports via Cllr SN S106 monies concerns are being escalated to senior management. Wing Commander Arnold reports on upcoming pheasant shoot on camp, side gate opening and swimming pool open on 3rd May. |  |
| **230** | **To take questions and comments from members of the Council**Cllr SN – fencing going in on recreation, starting Wed 20th. Weather permitting, bank clearance and replanting at weekend and area to be fenced off. Rodent guards still being vandalised on drainage pipes.Cllr NB – Asks if stones can be laid down on the entrance of the rec due to mud build up.Cllr RH thanks Andy Lethardy of Defence Academy for the tree clearing. |  |
| **231** | **To approve the minutes of ordinary meeting held on 15.03.16**Proposed: Cllr CP Seconded: Cllr RH Agreed: ALL  |  |
| **232** | **To address matters arising from the ordinary meeting held on 15.03.16** All action points are complete, in hand or on the agenda |  |
| **233** | **To address burial matters**a) Exclusive Right of Burial reserved re Mrs M Pulker (Cremation plot 106-14 ) £50.00b) Interment of ashes re Mrs Helena Beavis Plot 109 T2 £50.00 paidc) MaintenanceTrees need examining in autumn (Parkfield asked for Quote), paths and edging need attention (concrete edging), graves have dipped and land needs levelling. | CA |
| **234** | **To address planning matters**a) Update on current developments16 house development (Major’s Road) – surface water drainage still to be determined. Signed S106 document link now available. Construction traffic management plan indicates no HGVs through Watchfield Village, no deliveries before 0900 or after 1530. No construction on Sundays or Bank Holidays. Cllr SN has asked for Travel pack to be amended to remove reference to 65 bus service. Cowan’s sign ordered for construction traffic no left turn.Knapp’s – have contacted Planning and Highways again re road conditions with photographic record, Cllr SN to contact Tom Crowe, enforcement officer.S106 – summary and meeting with officer. Clerk to arrange | SNCA |
| **235** | **To agree the use of NEST as the Council's work-based pension scheme**Used by other councils. No set up or ongoing administration charges. Put on May agenda to agree final detailsProposed: Cllr RH Seconded: Cllr NB Agreed: All | CA |
| **236** | **To agree comment on Public Sector Reorganisation** Differing views of OCC and Vale regarding reorganisation. Suggest comment to both regarding concerns about ‘devolving’ responsibilities to voluntary organisations and small parish councils. Consultations should be at open public meetings about changes not just an online consultation. Proposed: Cllr RH Seconded: Cllr AR Agreed: All | SN |
| **237** | **To agree Community First Oxfordshire membership** Cost- £65 pa for up to 5000 residentsProposed: Cllr RH Seconded: Cllr AS Agreed: All | CA |
| **238** | **To agree where to donate Co-Op vouchers from SWELL savings**Have £37 of vouchers so far. Council will bank the vouchers for later decision  |  |
| **239** | **To agree Queens 90th Birthday Celebrations** Grant available for event (up to £115) from Vale. Break down costs - Bunting, cake, etc. Guess the weight of the cake (made by SN staffed by CP).Village Hall Tea party 18th June with grant from Parish Council Proposed: Cllr RH Seconded: Cllr CP Agreed: ALL | CACPSN |
| **240** | **To agree Insurance provider**To be agreed in May Agenda. Finance Cllrs to look through quotes provided and meet with broker. | CACPRH |
| **241** | **To discuss Bus Service Proposal** Clerk to contact asking for more costings before council decide.Proposed: Cllr NB Seconded: Cllr AS Agreed: All | CA |
| **242** | **To discuss Bringing Ultrafast Broadband to Watchfield** Council have decided not to participate in campaign |  |
| **243** | **Finance To Agree**

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|  |  | **Cost** | **VAT** | **Total** | **Comment** |
| a | S. Nodder | £65.00 | £13.00 | £78.00 | Employment training and costsProposed: Cllr RH Seconded: Cllr CP Abstained: Cllr SN Agreed: All |
| b | C. Arnold | £168.05 | £13.00 | £181.05 | FOI training and costsProposed: Cllr RH Seconded: Cllr CP Abstained: Agreed: All |

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| **244** | **Finance to note**

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|  | **Net** |  **VAT** | **Total** | **Comment** |
| S. Nodder | 12.00 | 0.00 | 12.00 | 3 x keys for backland gate |
| L. Hawley | 13.04 | 1.10 | 14.14 | Stationery expenses |
| Thames Water | 10.41 | 2.08 | 12.49 | Water usage , sports pavilion |
| P. Spencer-Matthews | 200.00 | 0.00 | 200.00 | Litter picking March 16 |
| C. Arnold | 414.00 | 0.00 | 414.00 | Clerk’s wages, April 16 |
| L. Hawley | 193.20 | 0.00 | 193.20 | RFO pay, April 16 |
| Lloyds Bank | 15.30 | 0.00 | 15.30 | Bank charges |
| Bawdens | 2,964.36 | 592.87 | 3,557.23 | To clear brambles & install 3 x french drains  |
| Bawdens | 66.65 | 13.33 | 79.98 | Grass cutting, cemetery |
| Bawdens | 329.93 | 65.99 | 395.92 | Grass cutting  |

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| **245** | **Agenda Diary****Employer PAYE** – undertaken by NetResult**Online VAT return –** RFO, Clerk to check**Registration of Members’ Interests –** changes None**Employer PAYE – Annual Return -**  completed**Section 137 Payments -** updated**Bank Reconciliation** As circulatedProposed: Cllr RH Seconded: Cllr AR Agreed: All**Budget Review – end of year** As circulated. Proposed: Cllr RH Seconded: Cllr DG Agreed: All**To agree and sign Section One & Two of Internal Audit**Not available, extraordinary meeting to be set up, clerk to organise.**Audit Plan update –** changes- Oxfordshire First membership expired March- to be added.**Section 137 -** repeat**ROSPA Play Area inspection – due July** Clerk to bookProposed: Cllr RH Seconded: Cllr MD Agreed: All**Grass Cutting Grant- application** Clerk to chase**Update key holder list –** No Changes | CACACACACA |
| **246** | **File back-up Storage -** done |  |
| **247** | **To note correspondence**a) Oxfordshire Sport and Physical Activity Offer – circulated and fileb) SEPD Resilient Communities Fund - Parliamentary Reception for successful applicants - attendancec) Changes to Permitted Access Westmill Farm – on site/email list |  |
| **248** | **Any other business** Dog Fouling problem ongoing |  |

Claire Arnold

Clerk to Watchfield Parish Council 12/04/16

20:40