**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 15th December 2015 at 7.30pm**

**MINUTES**

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

Claire Arnold (Clerk), 2 members of public

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| **ITEM** |  | **Action** |
| **131** | **To receive apologies for absence**  District Cllrs Ware, Howell. |  |
| **132** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  Cllr Nodder will abstain from finance item 149 (iv) |  |
| **133** | **To take questions and comments from members of the public**  Recommendations of a badge/ID to identify chairman for official functions | CA |
| **134** | **To take questions and comments from members of the Council**  Dog mess issues, possible signs on school path, Cllr Nodder to investigate prices.  Rats on allotments again and running water taps on allotments to be turned off over winter. | SN  CA, NB |
| **135** | **To approve the minutes of ordinary meeting held on 17.11.15**  Proposed: Cllr Stillman Seconded: Cllr Rawle Abstained: Cllrs Holman, Parker, Douglas Agreed: All others |  |
| **136** | **To address matters arising from the ordinary meeting held on 17.11.15**  All action points are completed, in hand or on the agenda |  |
| **137** | **To address burial matters**  1. Interment of ashes in plot G1 112 cremation plot re Florence Jean Thorpe.  2. Exclusive Right of Burial and interment re Edith Mary Fairlie Plot 166 £300.00 |  |
| **138** | **To address planning matters**  Update on current developments.  Cowan’s hedgework to take place Jan/Feb. Plan for some open space open by summer.  Golf course – planning officer suggested application be withdrawn |  |
| **139** | **Agree grass cutting contract**  Bawden’s – extension of existing contract. £4014.50 ex. VAT for year. Schedule circulated.  Proposed: Cllr Holman Seconded: Cllr Stillman Agreed: All |  |
| **140** | **Agree cemetery maintenance contract**  Bawden’s – extension of existing contract. £775.00 ex. VAT for year. Schedule circulated.  Proposed: Cllr Bayston Seconded: Cllr Rawle Agreed: All |  |
| **141** | **Agree ditch clearance and drainage work – recreation ground**  Bawden’s and Willis quotes, Bawdens accepted. £2964.36  Proposed: Cllr Bayston Seconded: Cllr Stillman Agreed: All |  |
| **142** | **Agree hedge work – recreation ground**  Bawden’s, accepted. £918.00  Proposed: Cllr Holman Seconded: Cllr Stillman Agreed: All |  |
| **143** | **Agree details of bus stop installation**  Investigating cost of cycle racks – in S106 agreement.  Maximum spend over S106 fund to be agreed in Januarys meeting | CA |
| **144** | **Agree standardisation of invoice conditions**  30 days to pay. VAT number on invoice. Payment for storage in advance  Proposed: Cllr Parker Seconded: Cllr Griffiths Agreed: All |  |
| **145** | **Agree post replacements for Oak Road and Chapel Hill**  3 posts to be replaced. 2 on Oak Road and 1 on Chapel Hill. Approx £10 each and £15 for aggregate. £45 total. Agree £50.00 maximum.  Proposed: Cllr Holman Seconded: Cllr Parker Abstained: Cllr Stillman Agreed: All | SN |
| **146** | **Discuss OCC owned verges and triangles**  Correspondence circulated. Agreed Council sends map of areas under discussion  Proposed: Cllr Holman Seconded: Cllr Rawle Agreed: All | SN |
| **147** | **Agree Precept and Budget for 2016**  Discussed.  Proposed: Cllr Douglas Seconded: Cllr Stillman Agreed: All | SN |
| **148** | **Agree Clerks Office 365 renewal**  Business office agreed.  Proposed: Cllr Holman Seconded: Cllr Parker Agreed: All | CA |
| **149** | **Finance To Agree**  (i) Clerk Stationery and postage £19.40  Proposed: Cllr Holman Seconded: Cllr Rawle Agreed: All  (ii) May Election Costs £1403.63 – as circulated  Proposed: Cllr Holman Seconded: Cllr Griffiths Agreed: All  (iii) Emergency repair to hand dryer/pavilion £140+ VAT £28, total = £168.00  Proposed: Cllr Holman Seconded: Cllr Parker Agreed: All  (iv) S. Nodder £80.00 + VAT £16.00, total= £96.00 The Battery Shop, Ni-cd Stick Leads  Replacement of emergency lighting batteries – pavilion  Proposed: Cllr Holman Seconded: Cllr Griffiths Abstained: Cllr Nodder Agreed: All  (v) R. Aldridge £29.88 + VAT £5.98, total =£35.86 Web Hosting (123-reg) Annual cost  Proposed: Cllr Griffiths Seconded: Cllr Parker Agreed: All  (vi) R. Aldridge £11.99 + VAT £2.40, total =£14.39 Web domain registration - annual  Proposed: Cllr Holman Seconded: Cllr Bayston Agreed: All |  |
| **150** | **Finance to note**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Recipient | Amount | VAT | Total |  | | S. Nodder | £150.00 | 0.00 | £150.00 | Sticks & Stones hedge laying at allotments | | L. Pearce | £37.00 | 0.00 | 337.00 | Window cleaning, Bus Stops | | Thames Water | £17.00 | £3.40 | £20.40 | Water supply, Star Lane | | Thames Water | £47.90 | £4.47 | £52.37 | Water supply, Sports Pavilion | | S. Nodder | £44.49 | 0.00 | £44.49 | Combi chains, Rec & allotments | | P. Spencer-Matthews | £200.00 | 0.00 | £200.00 | Litter picking, November 15 | | Bawden’s | £329.93 | £65.99 | £395.92 | Grass cutting | | Bawden’s | £66.65 | £13.33 | £79.98 | Grass cutting, cemetery | | S. Skeffington | £46.87 | 0.00 | £46.87 | Wine for CLP promotion day in Feb 16 | | C. Arnold | £324.90 | 0.00 | £324.90 | Clerks wages + overtime - Dec 15 | | S. Nodder | £1200 | £240 | £1440 | Hydrosacks & Hydrosnakes from SSE Resilient Communities Grant | | S. Nodder | £159.99 | £31.99 | £191.98 | Pedestrian salt gritter from SSE Resilient Communities Grant | | S. Nodder | £79.95 | £15.99 | £95.94 | 6 x snow shovels from SSE Resilient Communities Grant | | S. Nodder | £130.90 | £26.20 | £157.10 | 10 x Hi Viz coats from SSE Resilient Communities Grant | | S. Nodder | £59.99 | 0.00 | £59.99 | Water boiler from SSE Resilient Communities Grant | | L. Hawley | £180.00 | 0.00 | £180.00 | RFO wages - Dec 15 | |  |
| **151** | **Agenda Diary**  **Employer PAYE** – Net Result  **Registration of Members’ Interests** – No changes  **Section 137 Payments –** No additions  **Update Planning Register** – updated by clerk  **Documents due to Internal auditor –** Clerk and RFO  **Football Club invoice -** Done  **Review Clerks Pay**  Clerk and members of public leave 20:20 during confidential discussion  Clerk returns 20:35  Proposed: Cllr Holman Seconded: Cllr Stillman Agreed: All agreed | CA, LH |
| **152** | **File back-up Storage -** done |  |
| **153** | **To note correspondence** – none |  |
| **154** | **Any other business** - none |  |

Claire Arnold

Clerk to Watchfield Parish Council 15/12/15

Meeting Closed 21:30