**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

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

**Minutes**

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

**Claire Arnold (Clerk)**

**District Cllrs Ware, Howell**

**Public: Sheila Skeffington**

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| **ITEM** |  | **Action** |
| **46** | **To receive apologies for absence****Cllr Rawle** |  |
| **47** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**Cllrs Nodder, Holman, Rawle, Griffiths and Stillman will not vote on item 54g as they are members of the Watchfield Village Hall Management Committee even though there is no pecuniary interest.Item 54h will not be voted on as the pavilion is a Parish Council owned building. |  |
| **48** | **Certificate of Appreciation**To Sheila Skeffington with thanks from Watchfield Parish Council |  |
| **49** | **To approve the minutes of ordinary meeting held on 16.06.15**Proposed: Cllr Holman Seconded: Cllr Parker Agreed: All |  |
| **50** | **To address matters arising from the ordinary meeting held on 16.06.15 not on agenda**Item 28 – Clerk has contacted Neil Maw reference RAF memorial suggestionItem 30 – Verge stones and keyholders are on the agendaItem 33 – Cllr Nodder contacted Subway, MacDonald’s and Co-Op ref. litter and received responses from Co-Op and MacDonald’sItem 34 – letter was sent to residents of Barrington and Shute as discussedItem 35 – Cemetery gate is an agenda itemItem 36 – Knapp’s and Cowan’s updates are on the agendaItem 39 - Pavilion is an agenda itemItem 41 – Cllr Holman has contacted British Gas ref. new agreementItem 43 – Certificate of appreciation has been awarded* Cllrs Griffiths and Parker have sent football club invoice.

Item 44 – Cllr Nodder attended Town & Parish Forum – notes sent to all Cllrs |  |
| **51** | **To take questions and comments from members of the public**District Cllr Howell update – Vale now moved to new offices. Curb-side collection for small electrical items by Biffa starts in October. Local Plan on course for review in Sept. Local plan part 2 looking at shortfall in houses in smaller villages. New manual in housing to be adopted to be kept in character. Grants opening in September for consideration. B4000 rail bridge shut 19:00-7:00hrs wed, thurs, fri, new bridge completed March 2016. Love Parks events encouraging community involvement. |  |
| **52** | **To take questions and comments from members of the Council**Cllr Bayston has received complaints about Jackdaws on roofs, asked about culling. Cllr Nodder to find out about culling license.Cllr Douglas has electronic log book of playground complaints.Cllr Parker has noted a problem with car chases in the pavilion car park. Gate to now be closed.Cllr Parker has also noted lorries going down the high street, more signs to go up, Cllr Nodder to ask Lee Turner.Cllr Stillman would like to thank the council alongside members of the public for letters regarding the parking problem along Barrington Road. | SNSN |
| **53** | **To address burial matters****a) Broken Cemetery gate -** Fixed free of charge**b) Exclusive Right of burial purchased in respect of Mr and Mrs LC Harvey £450.00 paid Plot 165****c) Interment of ashes in respect of Cecil James Corney £40.00** |  |
| **54** | **To address planning matters** |  |
|  |  **(a) Update on Gypsy Site**No update other than Lee Turner will reinstate sign**.** |  |
|  **(b) Update on Knapp’s Field****(i) Pavement surfacing and roads**Cllrs Nodder and Cllr Parker met with Lee Turner of OCC Highways and have had a follow up from Roads Agreement Team to say if works do not start in next 2 weeks they will look to call in the bond and do it themselves. Mr Turner stated he would try to arrange an on-site meeting with Roads Agreement about the state of the road, drainage covers, tactile paving, dropped kerbs etc. Cllr Nodder has contacted road agreement but no response.Cllr Parker states Thames Water has been in contact – water will be cut off next Thursday evening.Cllr Nodder has sent a letter to Bovis regarding fencing and hedging. |  |
|  **(c) Update on Cowan’s Camp** **(i) P14/V2877/FUL - Land at Cowan’s Camp Depot High Street Watchfield SN6 8TE****Planning permission for the erection of 33 new (1, 2, 3 and 4 bed) homes of which 40% are affordable units on brownfield land previously consented for a care facility and learning disability unit (as amended by plans and design and access statement received on 8 July 2015)**Cllr Nodder circulated suggested response based on lack of 65 bus service, no public open space, no updated planning information online (still stating 35 house), no new plans available, new noise assessment should be applied due to changes on the A420. All previous complaints still apply.Proposed: Cllr Holman Seconded: Cllr Bayston Agreed: AllClerk has sent response regarding POS and offer is an agenda itemCllr Nodder has progressed the complaint to the Planning Ombudsman | SN |
|  **(d) Update on 16 house development**None |  |
|  |  **(e) Update on golf course development**Still under consideration. There have been objections raised by relevant bodies regarding educational and ecological concerns.District Cllr Ware has expressed concerns on education availability and local MP had objected. |  |
|  |  **(f) P15/V1424/LB - Barn at the rear of 41 High Street High Street Watchfield Swindon SN6 8SZ Increase an opening in an internal stone wall. Move an internal stud work wall to make en-suite into main bathroom.**No objectionsProposed: Cllr Stillman Seconded: Cllr Parker Agreed: All | CA |
|  |  **(g) P14/V2527/FUL – Village Hall Chapel Hill Watchfield Swindon SN6 8TA****Erection of a single storey rear extension & revised parking layout**Cllrs Nodder, Holman, Stillman and Griffiths withdrew. Cllr Douglas to Chair.No Objection.Proposed: Cllr Parker Seconded: Cllr Bayston Agreed: All | CA |
|  |  **(h) P15/V1536/FUL – Watchfield Sports Pavilion Majors Road Watchfield****Installation of 4kWp solar PV array on South facing aspect of the building**WPC cannot vote on this matter as the Parish owns this building. The Clerk to return a comment to that effect to the planning department. | CA |
| **55** | **Formal offer of Public Open Space, Cowan’s Camp, Watchfield**Original S106 agreement must provide open space to WPC. Must be accepted now if WPC wants this space and it will be given to WPC once 90% occupied. 1.25 hct. Offered surrounded by protected land. A knee high fence shall be erected around it and £212,000 to be given to WPC to maintain it. WPC to ask if this can be done in two instalments to prevent increased audit review bracket.Proposed: Cllr Holman Seconded: Cllr Bayston Agreed: All |  |
| **56** | **Oxfordshire County Council Subsidised Bus and Dial-a-Ride Consultation**Although this is a consultation the decision appears to have already been made to withdraw all subsidised services and Dial-a-Ride. Cllrs object to withdraw due to impact of loss of 65 bus. 66 re-route still in consideration. Cllr Nodder to do online consultation. | SN |
| **57** | **Finance To Note**

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| **Lloyds Bank** | **£17.53** |  |  | **Bank charges** |
| **Leon Pearce** | **£37.00** |  |  | **Bus shelter cleaning** |
| **P Spencer-Matthews** | **£200.00** |  |  | **Litter picking June 15** |
| **Village Hall** | **£22.50** |  |  | **Hall hire for cream teas (CLP Budget)** |
| **British Gas** | **£83.38+** |  **£4.16VAT** | **=£87.54** | **Sports Pavilion (Electricity)** |
| **Lloyds Bank** | **£17.47** |  |  | **Bank charges** |
| **S Nodder** | **£24.48+** | **£3.99VAT** | **=£28.47** | **Laminating pouches & Ink** |
| **Bawden’s** | **£66.65+** | **£13.33VAT** | **=£79.98** | **Grass cutting - cemetery May 15** |
| **Bawden’s** | **£391.87+** | **£78.38VAT** | **=£470.25** | **Grass cutting - May 15** |
| **Westex Heating Ltd** | **£240.00+** | **£48.00VAT** | **=£288.00** | **Heater servicing - Sports pavilion** |
| **The Net Result** | **£75.50** |  |  | **Payroll & year end processing** |
| **T Warren** | **£149.50** |  |  | **Hampers (CLP Budget)** |
| **S Skeffington** | **£14.15** |  |  | **Food (CLP Budget)** |
| **Bawden’s**  | **£66.65+** | **£13.33VAT** | **=£79.98** | **Grass cutting - cemetery June 15** |
| **Bawden’s**  | **£329.93+** | **£65.99VAT** | **=£395.92** | **Grass cutting - June 15** |
| **C Arnold** | **£265.50** |  |  | **Clerks wages - July 15** |
| **L Hawley** | **£180.00** |  |  | **RFO wages - July 15** |

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| **58** | **Finance To Agree**

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| **S Nodder** | **£9.84** |  |  | **Toilet seat for pavilion** |
| **Proposed:** Cllr Holman | **Seconded:** Cllr Bayston |  |  | **Abstained:** Cllr NodderAll other agreed |
| **D Griffiths** | **£16.87+** | **£3.38VAT** | **=£20.25** | **Key cutting (rec gate & pavilion store)** |
| **Proposed:** Cllr Holman | **Seconded:** Cllr Bayston |  |  | **Abstained:** Cllr GriffithsAll others agreed |
| **C Parker** | **£19.95** |  |  | **Bins for pavilion** |
| **Proposed:** Cllr Holman | **Seconded:** Cllr Bayston |  |  | **Abstained:** Cllr ParkerAll others agreed |

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| **59** | **Finance To Agree under Section 137** None |  |
| **60** | **Pavilion and Recreation Ground*** **Usage update and options**

Cllr Parker states Shrivenham Royals are using between the hours of 6-7.30p.m and 7-8.30pm but this shall be confirmed and Spitfires are not using it as out of season. Running Club are using it during lunch times. Cllr Parker is concerned about the use of the car park, so this will be monitored. WPC can stop any fixtures due to weather. Cllr Parker and Griffiths are currently looking for other clubs to use the facilities.* **Security update** Cllr Griffiths and Parker have no further update and shall look into it over the summer.
* **Heating** Failure in changing rooms to be addressed.
* **Fencing and hedgerow options**Cllr Griffiths has noticed drinking behind the pavilion and smashed bottles. Cllr Parker to notify neighbourhood policing team.
* **Watchfield Sports Ground carpark** One quote circulated. Others required. Looking at the options of further parking in the pavilion.
* **Other** Food hygiene survey completed by Cllr Nodder. WPC do not sell/produce food, waiting for feedback.
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| **61** | **Allotments*** **Occupancy and waiting lists** Cllr Bayston has taken photos and has started to monitor allotments. Cllr Bayston would like to send a letter to all allotment holders asking if they would still like their allotment and to ensure it is regularly cultivated. Cllr Nodder to draft letter
* **Access** Suggested parity between allotment sites by locking vehicular access gate to main allotment - address in letter to holders - can ask Cllrs for access.
* **Contact information**To include in letter to all allotment holders - new contact information, reminder of tenancy criteria, giving notice to those who have unattended plots, competition etc.

Proposed: Cllr Bayston Seconded: Cllr Parker Abstained: Cllr Stillman Agreed:All* **Other**

**Allotment Holder only sign to be placed on gate by Cllr Nodder.**Cllr Douglas asks about WPC response to fires on allotments. There is no bye-laws but a note can be added to the tenancy agreement for no fires during school time. | SNNBSN |
| **62** | **Verges and roads*** **Roads issues update**

Cllrs Nodder and Parker met with Lee Turner of OCC Highways. Highways will reposition some of the HGV signage at Major’s Road/ High Street junction to make construction route clearer. Suggested that a single post with a back to back ‘No HGV’ sign, black post, near telegraph pole on Chapel Hill green.**Proposed**: Cllr Parker **Seconded**: Cllr Douglas  **Agreed**: All* **Stones, posts and other options**

Verge Stones to be postponed till after developments are complete.* **Ownership and maintenance.**

Will WPC want the outside of Knapps to be grassed? All Cllrs agree, Yes. Cllr Nodder to ask Lee Turner if council will lay grass and maintain this.* **Other**

Star Lane – WPC contract Bawden’s for cutting of grass at this location, however with fallen trees and brambles cutting is near impossible. WPC ask if developers can clear this as it occurred on their works out of good will when bird nesting has finished. | SNSNRHSN |
| **63** | **Website*** **Logins, emails, format, appearance**

Cllr Parker asks if Cllrs would like to have email addresses specific to council and linked on the website. All Cllrs agree.* **Other** None
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| **64** | **Paddock** Empty Church paddock to be advertised this month in parish magazine and to be added to website by Cllr Parker. | RHCP |
| **65** | **Key Holders List**All Cllrs to email clerk with Keys they have for updated key holders list | ALL |
| **66** | **Agenda Diary****Registration of Members’ Interests** No Updates**Section 137 Payments** No updates**Bank Reconciliation** Budget tallied with cashbackProposed: Cllr Griffiths Seconded: Cllr Douglas Agreed: All**Budget Review -** completed**No bill for election yet.****Employer PAYE** Completed by NetResult**Review of Effectiveness of Internal Audit** Postponed till September.**Audit Plan update** Review over summer.**Online VAT return** To be completed by RFO.**Employer PAYE** Completed by NetResult | SNALLLH |
| **67** | **Jobs for the summer** Circulated potential list | ALL |
| **68** | **To note correspondence** Redlands Development – Planning application next stage.British Gas – Clerk to file. |  |
| **69** | **Any other business**Cllr Holman states ragwort on Folly Field, Cllr Holman to contact horse society and current occupier of Backlands. Cllr Nodder to contact MOD re Folly Field to clear.Cllr Douglas to sign code of conduct.Cllr Bayston has noted children playing in the school grounds out of hours. Council to notify school.Cllr Douglas has noted parking on Major’s road is a problem. Cllrs to take photos. | RHSNSNALL |

Claire Arnold

Clerk to Watchfield Parish Council

Meeting closed 21:30

21/07/15