**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

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

**MINUTES**

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

Claire Arnold (Clerk)

2 member of public attended

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| **ITEM** |  | **Action** |
| **65** | **To receive apologies for absence** Cllr Griffiths, District Councillors Howle and Ware |  |
| **66** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  Cllr Nodder will not take part in discussion or vote for Item 85 or personal finance items |  |
| **67** | **To approve the minutes of ordinary meeting held on 21.07.15**  Proposed: Cllr Parker Seconded: Cllr Holman Abstained: Cllr Rawle Agreed: All |  |
| **68** | **To address matters arising from the ordinary meeting held on 21.07.15**  Action points addressed or are agenda items |  |
| **69** | **To take questions and comments from members of the public**  Comments included issues around road safety issues and bins |  |
| **70** | **To take questions and comments from members of the Council**  Comments included issues surrounding Solar panels, hedging, Christmas tree, dog bins, parking |  |
| **71** | **To address burial matters -** None |  |
| **72** | **To address planning matters** |  |
|  | **(a) Update on Gypsy Site -** None |  |
| **(b) Update on Knapp’s Field -** Pavement surfacing, tactile paving and street light to be chased | SN/AR |
| **(c) Update on Cowan’s Camp**  33 additional houses passed. Developers will not pay solicitor’s fees for transfer of POS |  |
| **(d) Update on 16 house development**  **i. new street name ideas -** Suggestions: Mac’s, Queen’s, Elder. Clerk to forward.  Proposed: Cllr Stillman Seconded: Cllr Rawle Agreed: All | CA |
|  | **(e) Update on golf course development -** None |  |
|  | **(f) P15/V1958/FUL 22.8m tower and 6 antennas. Land at Westmill Farm near junction of B4508 and A420 -** As circulated – No Comment to be sent  Proposed: Cllr Parker Seconded: Cllr Rawle Agreed: All | CA |
| **73** | **Internal Audit Report Discussion -** As circulated. Discussed and agreed  Proposed: Cllr Holman Seconded: Cllr Bayston Agreed: All  **a) Review of effectiveness of internal audit -** As circulated. Discussed and agreed  Proposed: Cllr Holman Seconded: Cllr Parker Agreed: All |  |
| **74** | **Stanford tip/OCC recycling centre consultation -** Response discussed and agreed  Proposed: Cllr Holman Seconded: Cllr Douglas Agreed: All | SN |
| **75** | **Application for resilience fund -** Application for grant for equipment discussed and agreed  Proposed: Cllr Holman Seconded: Cllr Rawle Agreed: All | SN |
| **76** | **Rabbit Cull -** Discussed and agreed payment of up to £350 based on quotes  Proposed: Cllr Stillman Seconded: Cllr Rawle Agreed: All | RH |
| **77** | **Community noticeboard at Co-Op**  Discussed and agreed payment of up to £230 from earmarked funds based on quotes  Proposed: Cllr Bayston Seconded: Cllr Parker Agreed: All | SN |
| **78** | **Attendance at Town & Parish forum 19/11/15 -** Cllr Nodder to attend | SN |
| **79** | **Audit plan update (postponed from July) -** Amendments discussed and agreed  Proposed: Cllr Parker Seconded: Cllr Holman Agreed: All | CA |
| **80** | **RoSPA review -** Works to be carried out in accordance with report and quote up to £800 + VAT  Proposed: Cllr Douglas Seconded: Cllr Holman Agreed: All | RH |
| **81** | **Website**  **a) monthly costs to hold the domain -** Discussed and agreed at £4.99pcm  Proposed: Cllr Holman Seconded: Cllr Rawle Agreed: All  **b) emails -** Dedicated emails discussed and agreed  Proposed: Cllr Holman Seconded: Cllr Rawle Agreed: All | CP/ MD  CP/MD |
| **82** | **Pavilion Security**  **a) installation of sensor lights and infra-red camera -** Postponed to October  **b)shutting/locking of gate -** Discussion and agreement to shut at dusk | CA |
| **83** | **Finance To Agree**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Recipient** | **Amount** | **VAT** | **Total** | **Purpose** | | S Nodder | 20.00 | 0.00 | 20.00 | Certificate of appreciation from Chairman’s Fund  Proposed: Cllr Holman Seconded: Cllr Rawle Agreed: All Abstained: Cllr Nodder | | S Nodder | 59.85 | 0.00 | 59.85 | Land registry docs for golf course development  Proposed: Cllr Parker Seconded: Cllr Bayston Agreed: All Abstained: Cllr Nodder | | L Hawley | 37.60 | 4.49 | 42.09 | RFO Expenses (envelopes, stamps, file, p.cartridge)  Proposed: Cllr Holman Seconded: Cllr Parker Agreed: All | | Crowdy & Rose | 1200.00 | 240.00 | 1440.00 | Legal transfer of Public Open Space  Proposed: Cllr Holman Seconded: Cllr Parker Agreed: All | |  |
| **84** | **Finance To Note**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Recipient** | **Amount** | **VAT** | **Total** | **Purpose** | **Agreed** | | S Nodder | 9.84 | 0.00 | 9.84 | Toilet seat for pavilion | 21/07/15 item 58 (1) | | D Griffiths | 16.87 | 3.38 | 20.25 | Key cutting | 21/07/15 Item 58 (2) | | C Parker | 19.95 | 0.00 | 19.95 | Bins for pavilion | 21/07/15 Item 58 (3) | | P Spencer-Matthews | 200.00 | 0.00 | 200.00 | Litter picking - July 15 | Standing agreement | | Bawdens | 329.93 | 65.99 | 395.92 | Grass cutting | Standing agreement | | Bawdens | 66.65 | 13.33 | 79.98 | Grass cutting - cemetery | Standing agreement | | Lloyds Bank | 20.11 | 0.00 | 20.11 | Bank charges | Standing agreement | | C Parker | 27.97 | 0.00 | 27.97 | Lighting for pavilion - EMERGENCY PURCHASE | Emergency purchase/pavilion | | SSE | 32.05 | 1.60 | 33.65 | Gas at pavilion | Standing agreement | | Berks & Bucks FA | 100.00 | 0.00 | 100.00 | Pitch inspection | 21/04/15 Item 259 (b) | | BDO | 200.00 | 40.00 | 240.00 | Review of annual return 31/03/15 | Standing agreement | | C Arnold | 265.50 | 0.00 | 265.50 | Clerks wages - August 15 | Standing agreement | | L Hawley | 180.00 | 0.00 | 180.00 | RFO wages - August 15 | Standing agreement | | Playsafety Ltd | 83.00 | 16.60 | 99.60 | Play area annual inspection | Standing agreement | | Thames Water | 55.51 | 5.17 | 60.68 | Water supply - pavilion | Standing agreement | | Leon Pearce | 37.00 | 0.00 | 37.00 | Window cleaning, bus shelters - Aug 15 | Standing agreement | | Vale of White Horse DC | 200.93 | 40.19 | 241.12 | Dog bin emptying 1/04/15 to 30/06/15 | Standing agreement | | Bawdens | 329.93 | 65.99 | 395.92 | Grass cutting | Standing agreement | | Bawdens | 66.65 | 13.33 | 79.98 | Grass cutting - cemetery | Standing agreement | | P Spencer-Matthews | 200.00 | 0.00 | 200.00 | Litter picking - Aug 15 | Standing agreement | |  |
| **85** | **Agenda Diary**  **Completion of External Audit -** Discussion and vote to accept report  Proposed: Cllr Holman Seconded: Cllr Parker Agreed: All  **Members’ Interests – Annual review**  - No changes  **Registration of Members’ Interests**  - No changes  **Section 137 Payments** – None requested  **Update Planning Register -** Clerk  **Clerk’s Salary Review** – postponed to January  **Burial Charges Review -** Discussed and new charges agreed  Proposed: Cllr Parker Seconded: Cllr Bayston Agreed: All  **Review of Paddock Licences -**Licences and charges discussed and agreed. Church paddock now £25 per month  Proposed: Cllr Nodder Seconded: Cllr Rawle Abstained: Cllr Holman Agreed: All  **Allotment Hire Charges and Agreement Review -** Cllr Nodder vacated room. Cllr Holman assumed Chair. Tenancy agreement to stay the same. Letter discussed and agreed regarding bonfires, rent agreement and rats.  Proposed: Cllr Bayston Seconded: Cllr Parker Abstained: Cllr Nodder Agreed: All  **Pavilion charges review -**Cllr Nodder resumed Chair. Discussed and agreed charge to remain £5/h  Proposed: Cllr Nodder Seconded: Cllr Parker Agreed: All  **Football Club invoice -**  now issued monthly online  **Employer PAYE** - by NetResult | CA  CA/ NB |
| **86** | **File back-up Storage –** carried out |  |
| **87** | **To note correspondence**  Suspend Standing Orders at 21:30hrs  Proposed: Cllr Rawle Seconded: Cllr Parker Agreed: All  Included Remembrance Service at Academy, Food Safety certificate, meeting regarding road crossing |  |
| **88** | **Any other business** |  |

Claire Arnold

Clerk to Watchfield Parish Council

Standing Orders reinstated and meeting closed 21:35hrs