**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 20th December 2016 at 7.30pm**

**Minutes**

Present: Cllr S Nodder (Chairman), R Holman (Vice), D Griffiths, A Rawle, C Parker, N Bayston, M Douglas, A Stillman

District Cllrs E Ware, S Howell

C Arnold (Clerk)

T Brook (RFO)

P Doyle, Virgin Media.

1 member of public

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| **ITEM** |  |  |
| **150** | **To receive apologies for absence**  County Cllr Y Constance |  |
| **151** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  Cllr SN will not vote on item 174 finance |  |
| **152** | **To take questions and comments from members of the public**  Cllr Ware and Howell note the Local Plan has been adopted, local plan part 2 progressing and suitable sites are currently being investigated. Vale News circulated. Vale offices close Friday 23rd and reopen 3rd Jan. Still problems with recycling contamination. Rental properties are being sought after for refugee families. Shrivenham high street parking still an ongoing problem.  Planning issues - phase 2 along the highway road increase housing from 235 to 270 and new roundabout to the side of the bridge will be built.  Cllr AS asks for the bollard along the A420 directing traffic into Shrivenham and Bourton to be lit up as a matter of safety.  Country Park planning application has been withdrawn. |  |
| **153** | **To take questions and comments from members of the Council**  6 pieces of fitness equipment installed. Sports wall installation today. Carols around tree – staffing.  Clerk to chase the matter regarding people working in the village and the supervision required. | CA |
| **154** | **Peter Doyle, Virgin Media Discussion**  Notification shortly after asking WPC to advertise your services – we declined. Should have been more explicit. Discussion on civil engineering work carried out in Watchfield, west of the high street initially.  Council asks the following  Vehicle on verges, restoration not only of excavated areas needed.  Service ducts vs digging up roads/pavements  Wayleave agreements vs BT/ Better Broadband response  Notification of residents, explicit external envelope markings, posters on lamp posts needed. Peter takes comments on board and will follow up.  WPC not backing purely commercial venture  Timing when BT superfast fibre notification the week before  Liaison about other road works at the same time required.  Concern about single carriageway roads with no pavements – Peter ensures access will be available always.  No mention of new developments included in the plan, second round of works and disruption?  Where will the cabinets be going? Peter to send maps to clerk. | CA |
| **155** | **To approve the minutes of ordinary meeting held on 15.11.16**  Proposed: Cllr RH Seconded: Cllr CP Abstained: Cllr AR Agreed: All |  |
| **156** | **To address matters arising from the ordinary meeting held on 15.11.16**  All matters are in hand, completed or on the agenda. |  |
| **157** | **To approve the minutes of extra ordinary meeting held on 29.11.16**  Proposed: Cllr AS Seconded: Cllr DG Abstained: Cllr CP, AR. Agreed: All |  |
| **158** | **To address matters arising from the extra ordinary meeting held on 29.11.16**  All matters are in hand, completed or on the agenda |  |
| **159** | **To address burial matters**   1. **Memorial to the late Edith Fairlie Plot 166. £60.00 cash paid** |  |
| **160** | **To address planning matters**   1. **Update on current developments**   Golf Course withdrawn  Mac’s field – notification of road closure for sewer installation 3-6 January Major’s Road. Proposal cannot proceed due to lack of HGV access  Cowan’s – tree replanting along hedgerow, bollards installed on pedestrian route  Knapp’s – dropping of curb on High Street. Cllr CP investigated, work must be completed for Knapps highways work to be signed off. Cllrs to check highways to ensure all work is completed before work is signed off. | CP  SN |
| **161** | **To agree e-access to Council bank account**  Already in agreed financial regulations. Will still require 2 ‘signatories’.  Cllr AS requests he is a not a signatory  Proposed: Cllr CP Seconded: Cllr DG Agreed: All |  |
| **162** | **To agree attendance at meeting with financial adviser January 10th 2017, 10.30am**  Trudi Peck (RBS), FA in Cricklade – advice on commuted sum. Free meeting.  Cllr SN, Cllr RH and clerk to attend  (Cllr RH stepped out of the meeting)  Proposed: Cllr NB Seconded: Cllr DG Agreed: All |  |
| **163** | **To agree quote for repairs to Backlands' field shelter**  (Cllr RH returns to meeting)  WPC now owns field shelter – roof requires repair. Chicken house removed. Cllrs agree quote  Proposed: Cllr RH Seconded: Cllr AS Agreed: All |  |
| **164** | **To agree S101 grass cutting agreement**  Revised map to bring whole village up to standard. Next year’s grant should be £2504.37. Still have received no grant monies for this year and no agreement received for this year. Clerk to chase. | CA |
| **165** | **To agree grass cutting quote 2017**  Quote: Existing areas £4,040.00 + VAT (as specified in the circulated schedule), additional areas £1,364.00 + VAT (as specified in the schedule), one off clearance of brambles and rough areas £448.25 + VAT. For next year.  Proposed: Cllr CP Seconded: Cllr AS Agreed: All |  |
| **166** | **To agree topping and harrowing quote for paddocks 2017**  Quote: Topping church paddock, harrowing both paddocks £122.18 + VAT  Proposed: Cllr CP Seconded: Cllr DG Agreed: All |  |
| **167** | **To agree cemetery maintenance quote 2017**  Quote: Schedule as circulated. £800 per annum + VAT  Proposed: Cllr RH Seconded: Cllr CP Agreed: All |  |
| **168** | **To discuss option and quote for continuing cemetery path edging**  Quote: As circulated. Addition 50m of edging £898.50 + VAT. Council does not agree. |  |
| **169** | **To agree quote for tree work on Backlands**  Quote: £1800 with rubbish removal, £1500 without. Council proposes £1800 work.  Proposed: Cllr CP Seconded: Cllr AR Agreed: All |  |
| **170** | **To agree quote for pedestrian gate access to recreation ground**  Quote: £396.00 + VAT  Proposed: Cllr RH Seconded: Cllr DG Agreed: All |  |
| **171** | **To agree Faringdon Rd VAS Signs Bluetooth Option**  Additional £200 is still within agreed £2500 for Westcotec VAS, solar power, data logging, posts and installation. Council agrees  Proposed: Cllr SN Seconded: Cllr CP Abstained: Cllr AS Agreed: All |  |
| **172** | **To discuss funding with CHB support for community defibrillator**  Cllr CP has investigated fixed annual costs and upfront costing without funding. Council agrees to investigate. Cllr CP to investigate and Clerk to contact Shrivenham PC regarding their defibrillator  Proposed: Cllr SN Seconded: Cllr DG Agreed: All | CP  CA |
| **173** | **To agree NALC survey response regarding Dependants Carers Allowance**  Council proposes not paid  Proposed: Cllr CP Seconded: NB Abstained: RH Agreed: All | CA |
| **174** | **Finance to Agree**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Net | VAT | TOTAL | Detail | | S. Nodder | £3.82 | £0.77 | £4.59 | replacement toilet inlet valve | | Proposed: Cllr RH Seconded: Cllr AS Abstained: Cllr SN Agreed: All | | | | | | S. Nodder | £50.70 | £0.00 | £50.70 | postage & paper | | Proposed: Cllr RH Seconded: Cllr AS Abstained: Cllr SN Agreed: All | | | | | | S.Nodder | £3.47 | £0.00 | £3.47 | Sacks for litter picker | | Proposed: Cllr RH Seconded: Cllr AS Abstained: Cllr SN Agreed: All | | | | | |  |
| **175** | **Finance to Note**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Net | VAT | Total | Detail | | S. Nodder | 7.99 | 0.00 | 7.99 | laminating pouches | | The Poppy Appeal | 37.00 | 0.00 | 37.00 | remembrance wreaths | | ARD playgrounds | 871.00 | 174.20 | 1,045.20 | playground repairs | | Oxfordshire Association for the Blind | 50.00 | 0.00 | 50.00 | S137 | | SSE Pavilion Gas | 33.64 | 1.68 | 35.32 | pavilion gas | | S. Nodder (SSE RC grant) | 6.83 | 1.35 | 8.18 | hosing equipment | | S. Nodder (SSE RC grant) | 65.06 | 13.00 | 78.06 | earth rods & extension cables | | S. Nodder (SSE RC grant) | 74.99 | 15.00 | 89.99 | emergency equip storage | | S. Nodder (cemetery) | 98.23 | 19.65 | 117.88 | Exclusive Rights Burial Book | | Hugh Harris/FreshAir fitness (S106) | 4,485.25 | 897.05 | 5,382.30 | 50% deposit on outdoor fitness | | SLCC | 103.00 | 0.00 | 103.00 | Clerk subscription | | Olive Pitts | 150.00 | 0.00 | 150.00 | Maintenance of village sign | | South & Vale Carers | 50.00 | 0.00 | 50.00 | S137 donation | | S. Nodder - waste collection advance | 30.00 | 6.00 | 36.00 | advance 707 waste collection | | 707 Resource Management | 45.00 | 9.00 | 54.00 | waste collection to end Dec 16 | | S. Nodder - SSE Resilient Communities Grant | 928.75 | 160.99 | 1,089.74 | emergency equipment | | Parkfield Tree & Garden Care | 1,200.00 | 0.00 | 1,200.00 | cemetery tree work/Xmas tree | | Thames Water - pavilion | 50.92 | 4.74 | 55.66 | pavilion water | | Shrivenham & Watchfield Royals | 150.00 | 0.00 | 150.00 | return of error payment | | Thames Water | 368.23 | 73.75 | 441.88 | Backlands allotments & paddock water | | Rent a Husband | 986.01 | 0.00 | 986.01 | Installation of benches | | S. Nodder | 10.83 | 2.15 | 12.98 | Easyfix concrete bolts x 2 | | S. Nodder | 30.01 | 5.99 | 36.00 | 4xAsphalt fixings for cycle racks | | Paul Spencer- Matthews | 200.00 | 0.00 | 200.00 | Litter pick village | | Hugh Harris T/A Fresh-air Fitness | 4,485.25 | 897.05 | 5,382.30 | Outdoor fitness equipment | | Bawden Managed Landscapes | 334.54 | 66.91 | 401.45 | Grounds maintenance | | Bawden Managed Landscapes | 64.58 | 12.92 | 77.50 | Grounds maintenance-cemetery | | Leon Pearce | 37.00 | 0.00 | 37.00 | Cleaning bus shelters | | C. Arnold | 417.60 | 0.00 | 417.60 | Clerk's Dec 16 wage | | T. Brock | 202.40 | 0.00 | 202.40 | RFO's Dec 16 wage | | Bawden Managed Landscapes | 1,314.50 | 262.90 | 1,577.40 | Reinstate graves | | Bawden Managed Landscapes | 268.80 | 53.76 | 322.56 | Cut hedge at Paddock | | Bawden Managed Landscapes | 1,542,46 | 308.49 | 1,850.95 | Work to lawn Cemetery | | Bawden Managed Landscapes | 245.07 | 49.01 | 294.08 | Work to pathway Cemetery | | 707 Resource Management | 45.00 | 9.00 | 54.00 | Waste collection to end Jan 17 | | Information Commissioner | 35.00 | 0.00 | 35.00 | Data protection registration | | Inland Revenue | 46.00 | 0.00 | 46.00 | RFO TAX Dec 16 | |  |
| **176** | **Agenda Diary**   1. **Budget Forecast for next financial year**   As circulated. CP has requested monies for website, CP to break down costs.  Extra ordinary meeting required in early Jan.  Proposed: Seconded: Abstained: Agreed:   1. **Precept agreement**   To be completed at the extra ordinary meeting.   1. **Employer PAYE** carried out by NetResult 2. **Website Hosting – renewal**   CP will look at costing. Clerk to add to next agenda   1. **Website Domain – renewal**   CP will look at costing. Clerk to add to next agenda   1. **Registration of Members’ Interests**   No Changes   1. **Section 137 Payments** 2. **Sue Ryder – Nettlebed Hospice**   Council proposes £50.00  Proposed: Cllr DG Seconded: Cllr AS Agreed: All   1. **Wantage Independent Advice Centre**   Council proposes £50.00  Proposed: Cllr RH Seconded: Cllr AR Agreed: All   1. **Update Planning Register –** carried out by Clerk 2. **Renew Clerk’s Office 365 Small Business Licence - £7.80 per month.**   Proposed: Cllr RH Seconded: Cllr AS Agreed: All   1. **Documents due to Internal auditor**   Clerk to correspond with RFO and return forms | CP  CA  CA  CP  CA  CP  CA  CA  CA  CA  CA  CA  CA |
| **177** | **File back-up Storage** - done |  |
| **178** | **To note correspondence** |  |
| **179** | **Any other business**  A big thank you from member of the public to the council on their hard work through the year.  Cllr AS thanks the Clerk for her work through the year. |  |

21:15 meeting closed.

Claire Arnold

Clerk to Watchfield Parish Council 20/12/16