**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 18th July 2017 at 7.30pm**

**Minutes**

**Present:** Cllrs S Nodder (Chairman), R Holman (Vice), A Stillman, A Rawle, D Griffiths, C Parker.

C Arnold (Clerk)

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| **ITEM** |  |  |
| **52** | **To receive apologies for absence**  County Cllr Yvonne Constance  District Cllrs Elaine Ware, Simon Howell  T Brock (RFO) |  |
| **53** | **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 59b as a consultee or 74 finance reimbursements  Cllrs RH will not vote on 59e  Cllr DG will abstain from finance to note 75 regarding payment to J Griffiths |  |
| **54** | **To take questions and comments from members of the public**  None |  |
| **55** | **To take questions and comments from members of the Council**  Councillors would like to thank Cllr Bayston, who has resigned, for his contribution and work for the council, clerk to write a letter of thanks.  Bins installed on recreation ground and Backlands.  Phone Box painted.  Clerk to send Thank you email to Lee Turner for road lining.  Weed killings carried out on Monday.  New home bonus scheme opens shortly.  Cllr AS complaint about Barrington Road end entrance to village. Clerk to chase highways. Cllr AS to obtain house number for overgrown hedgerow in village and clerk to contact fixmystreet.  Cllr C Parker - new chairman for Shrivenham football club. Possible loss of Watchfield football use. Cllrs to speak to FA about possible new football recruitment. | CA  CA  AS  CA  CP |
| **56** | **To approve the minutes of ordinary meeting held on 20.06.17**  Proposed: Cllr RH Seconded: Cllr CP Agreed: All |  |
| **57** | **To address matters arising from the ordinary meeting held on 20.06.17**  All action points completed, in hand or on the agenda for this meeting. |  |
| **58** | **To address burial matters**   1. **Interment of Kathleen Mary Knapp Plot 82 £150.00 paid (Re- opening)** 2. **Interment of ashes re Susan Lane Plot 113/C1 also an additional inscription Total £165.00** |  |
| **59** | **To address planning matters**   1. **Update on current developments -** 2. **P17/V1936/DIS: Block W Shrivenham 100 Business Park Watchfield - Discharge of Conditions for P17/V0293/FUL New commercial building.**   No comment required   1. **P17/V1912/HH: Agatha Cottage 1 Oxford Square Watchfield SWINDON - Single storey rear extension and new dormer window to front elevation.**   Council agree to no objection comment  Proposed: Cllr CP Seconded: Cllr AS Abstained: Cllr SN Agreed: All   1. **P17/V1857/FUL: McDonald's Restaurant Majors Road Watchfield SWINDON - Refurbishment of the restaurant, reconfiguration of drive-thru lane to create side by side ordering. The installation of a new goal post height restrictor.**   Council agree to Return same comment as before  Proposed: Cllr SN Seconded: Cllr DG Agreed: All   1. [**P17/V1858/A**](http://www.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P17/V1858/A) **McDonald's Restaurant Majors Road Watchfield SWINDON SN6 8TQ**   **The relocation of 2no. existing and installation of 2no. new illuminated fascia signs**  Council agree to Return same comment as before  Proposed: Cllr SN Seconded: Cllr DG Agreed: All   1. **P17/V1842/HH: Rear two storey extension. 96 High Street, Watchfield**   Cllr RH leaves the room.  Cllr SN leaves the meeting  Council elect Cllr CP to hold the chair.  Council agree to return a comment of no comment  Proposed: Cllr AR Seconded: AS Abstained: DG Agreed: All  Cllr RH returns to room and now holds chair   1. [**P17/V1958/PDH**](http://www.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P17/V1958/PDH) **33 Curtis Close Watchfield SN6 8RP**   **Proposed single storey rear extension**  Council agree to respond no comment  Proposed: Cllr CP Seconded: DG Agreed: All | CA  CA  CA  CA  CA |
| **60** | **Report from Town & Parish forum**  To be added to September’s agenda | CA |
| **61** | **To agreement expenditure of S106 money for Pavilion as part of improvement scheme**   * Retractable blind - Electrical. Council agree to maximum spend of £8,000.   Proposed: Cllr AR Seconded: Cllr AS Agreed: All   * Table and chairs for pavilion – 7 tables with storage trolley, trolley for seats, 48 seats. Council agree to maximum spend of £2,000.   Proposed: Cllr AR Seconded: Cllr AS Agreed: All   * Defibrillator – Council agree to maximum spend of £3,500.   Proposed: Cllr AR Seconded: Cllr AS Agreed: All   * Electrics – Install electric heating throughout the pavilion (8 electric panel heaters), disconnect bollard lighting, new led floodlights fitted on the outside of the building, new water heater in kitchen, to include shower – Council agree to maximum spend of £5,000.   Proposed: Cllr AR Seconded: Cllr AS Agreed: All   * Transparent toughened wall around seating area – Council agree to spending a maximum of £5,000   All subject to S106 release and further grant applications  Proposed: Cllr AR Seconded: Cllr DG Agreed: All | CP  DG  CP  DG  CP  DG  CP  DG  CP  DG |
| **62** | **To agree quotes for play area surfacing and equipment**   * Surfacing – under swings, adventure trail Council agree to maximum spend of £32,500.   Proposed: Cllr CP Seconded: Cllr DG Agreed: All   * Relocation and improvement of equipment - Council agree to maximum spend of £20,000.   Proposed: Cllr CP Seconded: Cllr DG Agreed: All   * Fencing - Council agree to maximum spend of £15,000.   All subject to S106 release and further grant applications  Proposed: Cllr CP Seconded: Cllr DG Agreed: All | SN  SN  SN |
| **63** | **To agree quotes for allotment fencing**   * Fencing and clearance - Council agree to maximum spend of £5,000.   Subject to S106 release, further grants and allocated Council expenditure  Proposed: Cllr CP Seconded: Cllr AR Agreed: All | RH  SN |
| **64** | **To agree quotes for tennis options**  To be added to Sept agenda for agreement. | CA |
| **65** | **To agree quotes for surfacing in front of sports wall**  Costings for artificial turf to be obtained, to be added to Sept agenda | CA |
| **66** | **Update and agreement on S106 quotes obtained**  Discussed and to be added to Septembers agenda | CA |
| **67** | **Update on Pavilion use and agreement of bookings and responsibilities**  Cllr CP – Update on usage, lots of interest in non- football related activities. No group booking discount allowed. Council agree to not charge use of the pavilion or carpark for individual raising money for St Thomas. Cllr CP requests all future booking be made through her and/or Cllr DG  Proposed: Cllr AS Seconded: Cllr CP Agreed: All |  |
| **68** | **To agree quote for reinstatement/replacement of bollards & posts on footpath 2, Chapel Hill and Oak Road**  Add to September’s agenda | CA |
| **69** | **To agree in principle notices & quotes banning fireworks on Parish land**  No BBQ, no fires, etc. Council agree to maximum spend £100 for notices  Proposed: Cllr DG Seconded: Cllr CP Agreed: All | SN  CA |
| **70** | **To agree response to LOTMEAD Appeal 3154437 & 3154441**  Council wish to leave response to chairman if chairman wishes to respond.  Proposed: Cllr DG Seconded: Cllr AR Agreed: All |  |
| **71** | **To agree Social Media plan for the council**  Facebook, twitter, etc, information platform with announcements initially no responses. Clerk and Cllr CP to collaborate. Council agree to Clerk to produce policy for September agreement.  Proposed: Cllr DG Seconded: Cllr AS Agreed: all | CA  CP |
| **72** | **To agree quote from Bawden’s for cutting St Thomas' graveyard next year**  Council agree to quote. Cllr DG asks whether S106 money can cover this? Clerk to investigate.  Proposed: Cllr CP Seconded: Cllr AS Agreed: All | CA  SN |
| **73** | **To appoint new allotment Officer**  Cllr RH to take over temp basis till new councillor co-opted. Cllr DG to assist. Clerk to address all correspondence on Cllr RH advice.  Proposed: Cllr DG Seconded: Cllr AR Agreed: All | RH  CA |
| **74** | **Finance to Agree**   |  |  |  |  | | --- | --- | --- | --- | | Payee | Spending Power | TOTAL Gross | Detail | | S Nodder | LGA 1972 s140 | 58.18 | Insurance public liability for Open Gardens from CLP budget  Proposed: Cllr CP  Seconded: Cllr DG Agreed: All | | S Nodder | Grant | 13.00 (2.15 VAT) | Hi Viz waistcoats/ safety triangles from SSE RC grant  Proposed: Cllr CP  Seconded: Cllr DG Agreed: All | |  |
| **75** | **Finance to Note**   |  |  |  |  | | --- | --- | --- | --- | | Name | Spending Power | Total Gross | Detail | | Bawden Managed Landscapes | Open Spaces Act 1906 | 80.00 (13.33 VAT) | Grounds maintenance - cemetery | | Bawden Managed Landscapes | LG (Misc) Act 1976 s19 Highways Act 1980 | 585.22 (97.53 VAT) | Grounds maintenance | | The Net Result | LGA 1972 s112 | 75.50 | End of year + payroll | | J Griffiths | LG (Misc) Act 1976 s19 Highways Act 1980 | 29.99 (4.83 VAT) | Paint for telephone box/bookshop refurbishment | | G Parrott | LG (Misc) Act 1976 s19 Highways Act 1980 | 160.00 | Labour for telephone box/bookswap refurbishment | | L Pearce | Parish Councils Act 1957.Local Government (Miscellaneous Provisions) Act 1953 | 37.00 | Bus shelter cleaning | | Westex Heating Ltd | Open Spaces Act 1906 | 288.00 (48.00 VAT) | Servicing of pavilion heating & water system | | Bawden Managed Landscapes | LG (Misc) Act 1976 s19 Highways Act 1980 | 585.22 (97.53) | Ground maintenance | | Bawden Managed Landscapes | Open Spaces Act 1906 | 80.00 (13.33 VAT) | Grounds maintenance -cemetery | | British Gas | LGA(Misc Prov)1976 s19 | 44.08 (2.09 VAT) | Electricity April-July 2017 pavilion | |  |
| **76** | **Agenda Diary**   1. **Registration of Members’ Interests –** no changes 2. **Section 137 Payments** 3. **Home Start South Oxfordshire request**   Council agree to donation of £50.00  Proposed: Cllr RH Seconded: Cllr AR Agreed: All   1. **Bank Reconciliation**   Add to Septembers Agenda. RFO to circulate   1. **Budget Review**   Council accepts  Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **Online VAT return**   Completed by RFO. Noted spelling error.   1. **Analysis and agreement of Internal audit report**   Council agrees to recommendations.  Proposed: Cllr CP Seconded: Cllr AR Agreed: All   1. **Review of Effectiveness of Internal Audit**   Council agrees to effectiveness  Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **Audit Plan update –** clerk complete 2. **Employer PAYE** 3. **To agree fixed price energy plan for pavilion**   British Gas  Proposed: Cllr DG Seconded: Cllr AR Agreed: All | TB  TB |
| **77** | **File back-up Storage** |  |
| **78** | **To note correspondence**  Further Planning proposals - NO comment |  |
| **79** | **Any other business** |  |

Meeting closed 21:20

Claire Arnold

Clerk to Watchfield Parish Council 21/07/17