**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 19th July 2016 at 7.30pm**

**Minutes**

Present: Cllrs R Holman (Vice Chairman), A Rawle, A Stillman, C Parker, M Douglas.

C Arnold (Clerk)

|  |  |  |
| --- | --- | --- |
| **ITEM** |  |  |
| **51** | **To receive apologies for absence**  Cllrs S Nodder (Chairman), D Griffiths, N Bayston.  District Cllrs E Ware, S Howell  County Cllr Y Constance. |  |
| **52** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  None |  |
| **53** | **To take questions and comments from members of the public**  None |  |
| **54** | **To take questions and comments from members of the Council**  None |  |
| **55** | **To approve the minutes of ordinary meeting held on 21.06.16**  **Proposed:** Cllr AS **seconded:** Cllr RH **abstained:** Cllrs MD, AR. **Agreed:** Cllrs RH, AS, CP |  |
| **56** | **To address matters arising from the ordinary meeting held on 21.06.16**  All matters are in hand, on the agenda or completed. |  |
| **57** | **To address burial matters**  None |  |
| **58** | **To address planning matters**   1. **Update on current developments**   No Updates   1. **P16/V1655/LDP -** **Construction of new driveway**   No Objection  **Proposed:** Cllr AS **seconded:** Cllr RH **Agreed:** All |  |
| **59** | **To agree outdoor fitness equipment and application for S106 money**  Cllrs agree to buy up to 6 pieces of core equipment for the recreation ground with a budget of up to £20,000 to include fitting and surfacing. Exact pieces will follow advice from Pete Freeman after meeting July 20th. Cllrs agree to apply for S106 money up to £20,000.  **Proposed:** Cllr AR **Seconded:** Cllr CP  **Agreed**: All | CA  SN |
| **60** | **To agree play equipment and application for S106 money**  CLP consultation identified Mizzen mast type climbing frame, as most popular for new equipment. Cllr SN looked into new swings to make layout easier but too expensive.  Cllrs agree to applying for whole s106 amount of £21,883 + interest for fencing of the area and Mizzen Mast.  **Proposed:** Cllr CP **Seconded:** Cllr AR **Agreed**: All | CA  SN |
| **61** | **To agree MUGA access and application for S106 money**  Cllrs agree to apply for S106 monies up to the amount of £6,000 for access to the school MUGA (based on £2,000 quote for fencing and gates, no quote yet for engineering). Cllrs agree to wait for quotes to be obtained before applying.  **Proposed:** Cllr CP **Seconded:** Cllr AR **Agreed:** All | CA  SN |
| **62** | **To agree MUGA wall and application for S106 money**  MUGA wall probable location at SUDS/ play area end, against the hedge. Cllrs agree on choosing a 3m closed goal to minimise balls in the hedge. Cllrs agree to apply up to £10,000 for MUGA wall and installation from S106 monies.  **Proposed:** Cllr AR **Seconded**: Cllr AS **Agreed**: All | CA  SN |
| **63** | **To discuss and agree Oxfordshire Together S101 Grass Cutting agreement**  No response form OCC regarding the new grass cutting map and possible grant available so cannot agree S101. Add to Septembers agenda. | CA |
| **64** | **To agree weed killing quote and discuss implications for future budgets**  Bawdens quote £237.10 is below amount requiring 3 quotes. Cllrs agree this amount and ask the work be done asap and this amount to be factored into next year’s budget/precept as work carried out twice annually.  **Proposed:** Cllr AR **Seconded:** Cllr AS **Agreed:** All | CA  RH  SN |
| **65** | **To agree cutting of laid hedge (paddock and allotments)**  Bawdens quote £268.80, below the 3 quotes required. Will be completed in Autumn/ Winter. Cllrs agree amount.  **Proposed:** Cllr CP **Seconded:** Cllr AR  **Agreed**: All | RH |
| **66** | **To agree Quote for cemetery path**  Re-Shingle and deal with membrane. Bawdens quote £245.07 is below amount requiring 3 quotes.  Cemetery path edge and edging, Bawdens quote £284.97 + £1257.49.  Total £1787.53. Cllrs agree total amount.  **Proposed:** Cllr AR **Seconded**: Cllr CP **Agreed:** All | RH |
| **67** | **To agree Parish contribution to vehicle activated crossing signs on Faringdon Road**  Westcotec recommended by OCC and other councils.  Westcotec signs and solar kit and data logging and installation £9,680.  OCC posts and installation approx. costs £600.  Total £10,280.  S106 funds available £8,500 + interest. Shortfall of £1,780.  Cllrs agree to contribute £2,500 to cover this shortfall.  **Proposed**: Cllr AS **Seconded**: Cllr AR **Agreed**: All  Cllrs agree to apply for S106 monies £8,500 + interest.  **Proposed:** Cllr AS **Seconded:** Cllr CP **Agreed:** All | CA  SN |
| **68** | **To discuss a scheme or area for the Community Payback Scheme**  Cllrs have generated ideas such as Community Gardening e.g clearing path to school, tidying up around the village e.g edging paths, litter picking, putting in a gate, fence mending, bus shelter cleaning.  Clerk to ask if we need to organise supervision or what the level of supervision provided is and the skill set of workers before we put forward ideas | CA |
| **69** | **Play area maintenance and repair**  Update of spreadsheet required - register the missing post on the low level walk, felting material at the top of the zip wire platform is also ripped, covering of exposed matting with play grade topsoil, filling in of hollows and holes with play grade topsoil, Re-seeding of patches, cutting back of vegetation around dog fouling sign,  Removal of stump trip hazard from Knapp's end entrance. | MD |
| **70** | **Finance to Agree**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Amount Net | VAT | TOTAL Gross | Detail | | L. Hawley (RFO) | 18.68 | 0.66 | 19.34 | Files and postage  **Proposed**: AR **Seconded:** CP **Agreed**: All | | Mainman | 63.16 | 12.63 | 75.79 | Toilet rolls – Pavilion  **Proposed:** AR **Seconded:** CP **Agreed**: All | | R. Holman | 9.00 | 0.00 | 9.00 | Keys x 2 for backlands gate  **Proposed**: AR **Seconded:** CP **Agreed:** All | | Wessex Heating | 240.00 | 48.00 | 288.00 | Water heater svc  **Proposed:** AR **Seconded:** CP **Agreed:** All | |  |
| **71** | **Finance to note**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | C. Arnold | 10.75 | 0.00 | 10.75 | Clerks stationery | | HomeStart | 50.00 | 0.00 | 50.00 | Donation | | Bawden | 334.54 | 66.91 | 401.45 | Grass cutting | | Bawden | 64.58 | 12.92 | 77.50 | Grass cutting, cemetery | | Lloyds Bank | 21.55 | 0.00 | 21.55 | Bank charges | | Mainman Supplies | 9.30 | 1.86 | 11.16 | Fire blanket - Pavilion | | Leon Pearce | 37.00 | 0.00 | 37.00 | Bus shelter cleaning | | Arrow Accounting | 362.00 | 0.00 | 362.00 | 15/16 Internal Audit | | OCC | 2,560.98 | 512.20 | 3,073.18 | 4 x bus shelters | | Notice Me | 259.90 | 51.98 | 311.88 | Notice board | | L. Hawley | 193.20 | 0.00 | 193.20 | RFO wages - July 2016 | | C. Arnold | 417.60 | 0.00 | 417.60 | Clerks wages - July 2016 | |  |
| **72** | **Agenda Diary**   1. **Registration of Members’ Interests**   None   1. **Section 137 Payments**   None   1. **Bank Reconciliation**   Payments re Queen’s 90th Birthday celebrations (Village Donation) to be moved from s137 to miscellaneous.  **Proposed:** CP **Seconded:** AS **Agreed:** All   1. **Budget Review**   Payments re Queen’s 90th Birthday celebrations (Village Donation) to be moved from s137 to miscellaneous.  **Proposed:** AR **Seconded:** CP **Agreed:** All   1. **Employer PAYE** 2. **Review of Effectiveness of Internal Audit**   to go on Septembers Agenda   1. **Audit Plan update**   to go on Septembers Agenda   1. **Online VAT return**   To be confirmed by RFO   1. **Employer PAYE** 2. **Negotiation of fixed price energy plan for pavilion**   Standing charge reduced to £0.00. Has been agreed with supplier. | LH  LH  CA  CA  LH |
| **73** | **File back-up Storage -** Complete |  |
| **74** | **To note correspondence**  Member of public has brought council attention to uncovered storm drain. RH to investigate  Police Horses in the area – rec at 11am on Friday, everyone welcome, bring bikes etc. – to be added to website. MD to tell school, clerk to inform military. | RH  MD  CA |
| **75** | **Any other business**  Cllrs comment on dog mess, trucks on pavement along co-op road.  Cllr Parker asks if footballers can have a set of keys. Trial for the next 2 months with amended contract with no key copying, need to check if the keys are security keys and then to go on September agenda to agree. | CA  CP |

Claire Arnold

Clerk to Watchfield Parish Council 21/07/16