**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 15th May 2018 at 7.30pm**

**Minutes**

Present: Cllrs S Nodder (Chairman), R Holman (Vice), D Griffiths, A Stillman, M Gale

C Arnold (Clerk)

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| **ITEM** |  |  |
| **1** | **To elect a Chair of the Council for the coming year**  Cllr RH proposes SN for Chairman. Council all Agree  Proposed: Cllr RH Seconded: Cllr DG Abstained: SN Agreed: All |  |
| **2** | **To elect a Vice-Chairman of the Council**  Council all propose and agree to RH for Vice Chairman  Proposed: Cllr DG Seconded: Cllr AS Abstained: RH Agreed: All |  |
| **3** | **To appoint officers to the Council**  **Allotments Officer**  Cllr EB expressed a prior interest in the allotment post. Council agree to Cllrs MG, EB and DG sharing the position.  Proposed: Cllr SN Seconded: Cllr CP Agreed: All  **Pavilion Officer**  Council agrees to Cllrs DG and CP sharing the position  Proposed: Cllr RH Seconded: Cllr MG Abstained: Cllrs CP DG Agreed: All  **Burial Officer**  Council Agree to Cllrs RH and AR sharing the position  Proposed: Cllr DG Seconded: Cllr CP Agreed: All  **Playground Officer**  Council agree to Cllr EB and Cllr CP sharing the position  Proposed: Cllr RH Seconded: Cllr AS Agreed: All  **Website and Social Media Officer**  Council agree to Cllr CP. Quotes required to set up new and friendlier user site.  Proposed: Cllr RH Seconded: Cllr DG Agreed: All  **Estates Officer**  Council agree to Cllrs AS and RH sharing the post  Proposed: Cllr SN Seconded: Cllr MG Agreed: All  **Finance Officer**  Council agree to Cllr CP  Proposed: Cllr RH Seconded: Cllr DG Agreed: All  **Data Protection Officer**  Council agree to Cllr MG  Proposed: Cllr SN Seconded: Cllr DG Agreed: All |  |
| **4** | **To appoint sub-committees**  In light of the size of the council it was proposed that no formal sub-committees be set up and that all decisions are passed through whole council  Proposed: Cllr AS Seconded: Cllr MG Agreed: All |  |
| **5** | **To receive apologies for absence**  Cllr Rawle, Cllr Beales, T Brock (RFO), County Cllr Y Constance |  |
| **6** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  Cllr SN to abstain from item 15 relating to reimbursement. |  |
| **7** | **To take questions and comments from members of the public**  District Cllrs EW and SH reply to answers from the Annual Assembly. Cllr EW will follow up with Biffa on the road sweep. Update on School at Shrivenham. Application of 300+ houses to be built in Faringdon with the plans of a new school being built.  LPP2 inspector has been nominated. Planning update. Fly tipping prosecution, an individual has been fined for dog fouling at £400. Public realm grants discussed. Cllr EW and SH will be responding to the planning application for a mobile catering vehicle. Discussion on lorries and trucks parking outside the co-op discussed. Enforcement is redundant, Cllr EW to investigate. |  |
| **8** | **To take questions and comments from members of the Council**  Thanks to councillors for attendance at annual assembly.  Notification that we have been awarded £9,999 grant towards the play area resurfacing which should mean we can do a greater area and replace/install more equipment. Site meeting to be planned.  Worries regarding the Bus 66 will stop coming through the village, Cllr MG comments the expensive and varying price of the bus (return to Shrivenham £4.50, Faringdon return £6.00) and the bus often does not come through the high street at all.  Cllr CP makes comment on an individual requesting the minutes be published in the village magazine. This is not possible as they are too long, but clerk directs the individual to the website or to join the mailing list | SN  CP  CA |
| **9** | **To approve the minutes of the extraordinary meeting held on 26.04.18**  Proposed: Cllr DG Seconded: Cllr AS Abstained: Cllr RH, CP Agreed: All |  |
| **10** | **To approve the minutes of ordinary meeting held on 17.04.18**  Proposed: Cllr AS Seconded: Cllr CP Agreed: All |  |
| **11** | **To address matters arising from the ordinary meeting held on 17.04.18**  All matters and complete, in hand or on the agenda for this meeting. Pavilion quotes will require an extraordinary meeting. Clerk to plan once quotes obtained. | CP  CA |
| **12** | **To address burial matters**   1. **To discuss and agree plaques for unmarked graves**   Council shown sample plaque. 20 plaques needed at either the large or smaller sizing for a single name. Cllr CP suggests ordering the smaller size and fitting in the cemetery for viewing.  Proposed: MG Seconded: RH Agreed: All | SN  RH |
| **13** | **To address planning matters**  **a.** [**P18/V1056/FUL**](http://www.whitehorsedc.gov.uk/java/support/Main.jsp?MODULE=ApplicationDetails&REF=P18/V1056/FUL) **Land at Watchfield junction of A420 and B4508 Swindon SN6**  **Mobile catering vehicle on land at Watchfield.**  Draft response circulated. Council objects to application on highway safety grounds. Cllr SN to respond.  Proposed: DG Seconded: CP Agreed: All | SN |
| **14** | **To agree response to Oxford to Cambridge Corridor environmental impact**  BBOWT email circulated. Council to write to Ed Vaizey and OCC expressing similar sentiments regarding environmental impact assessments.  Proposed: Cllr RH Seconded: Cllr CP Agreed: All | SN |
| **15** | **Finance to Agree**   |  |  |  |  | | --- | --- | --- | --- | | Payee | Spending Power | TOTAL Gross | Detail | | S Nodder | LG (Misc Prov) Act 1976 s19 | 8.10 | Smoke alarm tester spray |   Proposed: Cllr RH Seconded: Cllr DG Abstained: Cllr SN Agreed: All |  |
| **16** | **Finance to Note**   |  |  |  |  | | --- | --- | --- | --- | | Name | Spending Power | Total Gross | Detail | | Community First | LGA 1972 s143 | 70.00 | Subscription | | S Nodder | Local Auth Cemeteries Order 1977 | 39.99 | Memorial plaque grave | | British Gas | 977292004 | 280.18 | Sports pavilion electricity | | P Spencer-Matthews | Litter Act 1983 | 250.00 | April litter pick | | Bawden Managed Landscapes - April | Open Spaces Act 1906 | 80.00 | Grass - cemetrty | | 707 resource management | Litter Act 1983 | 40.80 | Wheelie bin - May | | Castle Water | Public Health Act 1875 | 35.59 | Water - pavilion | | Bawden Managed Landscapes - April | LG (Misc) Act 1976 s19 Highways Act 1980 | 585.22 | Grass cutting | | 707 resource management | Litter Act 1983 | 40.80 | Wheele bin - June | |  |
| **17** | **Agenda Diary**   1. **Election of Officers** – done at items 1-3 2. **Registration of Members’ Interests** – No changes. Cllr CP to check if second property is on the register. Clerk to follow up. 3. **Section 137 Payments ­**- None 4. **Gas Safety Check Pavilion ­** - pavilion officer to organise 5. **Employer PAYE** – complete by outside company 6. **Agree to Code of Conduct- Signature -** all councillors present to sign 7. **Agree to Standing Orders – Signature** – all councillors present to sign. Clerk to investigate changes on the standing orders and to add to agenda | CA  CP  DG  CA |
| **18** | **File back-up Storage** - done |  |
| **19** | **To note correspondence**  Council Insurance quotes have been obtained. To be added to next agenda.  Cllr MG notes small plastic drain cover has been broken, Cllr SN to photo and put on fix my street | CA  SN |
| **20** | **Any other business**  Sign grant acceptance  6 weeks of fitness at the pavilion booked and two parties booked. One party has a bouncy castle and therefore Cllr CP to ensure the renter knows they are responsible for checking that the provider of the bouncy castle has public liability.  Cllr SN notes transfer of Open Space is now in progress and meetings are being arranged for the transfer – Tuesday 22nd My 0930. Monies to be added to next agenda. | CP  SN  CA |

Meeting Closed: 20:50

Claire Arnold

Clerk to Watchfield Parish Council 21/05/18