**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 16th May 2017 at 7.30pm**

**Minutes**

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

**C Arnold (Clerk)**

**T Brock (RFO)**

**Richard Schofield (Community Defibrillator Scheme)**

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| **ITEM** |  | **Action** |
| **1** | **To elect a Chair of the Council for the coming year**  Cllr S Nodder elected  Proposed: Cllr RH Seconded: Cllr CP Abstained: Cllr SN Agreed: All |  |
| **2** | **To elect a Vice-Chairman of the Council**  Cllr R Holman elected  Proposed: Cllr AR Seconded: AS Agreed: All |  |
| **3** | **To appoint sub-committees**  Council decided on no committees |  |
| **4** | **To appoint officers to the Council**  Finance officer- Cllrs CP, RH  Proposed: Cllr AS Seconded: Cllr DG Agreed: All  Pavilion officer – Cllrs CP, DG  Proposed: Cllr RH Seconded: Cllr AS Agreed: All  Playground officer – Cllrs RH, CP  Proposed: Cllr SN Seconded: Cllr AS Agreed: All  Burials officer – Cllrs AR, RH  Proposed: Cllr AS Seconded: Cllr DG Agreed: All  Allotments officer – Cllr NB  Proposed: Cllr CP Seconded: Cllr DG Agreed: All  Estates officer – Cllrs RH, AS  Proposed: Cllr CP Seconded: Cllr AR Agreed: All |  |
| **5** | **To receive apologies for absence**  District Cllrs E Ware, S Howell  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.**  None |  |
| **7** | **To take questions and comments from members of the public**  Richard from Community defib. scheme, leading organisation for community heart defibrillators. Community resource not financed by the government or council. Secure steel cabinet providing accessibility and security which can be key coded (or not) and the ambulance service will provide the code. The defibrillator will provide verbal and on some of the units a visual and verbal instruction therefore no training is required. However, an awareness session can be provided for the community. Battery life of 4yrs at a cost of £200, electro-pads replacement every 2.5yr at a cost of £25, 7yr warranty. Battery life can provide 70 shocks in its lifetime, pads will need to be replaced on use (second pad set are provided in the unit).  There is the possibility of putting one in old red telephone boxes.  Insurance liability – The council will not be responsible for non- working units if damaged as the service is provided as a courtesy, machine failure may lead to liability of the machine manufacturer. The ambulance service hold liability if they are called and attending.  No servicing costs, the unit provides its own analysis, however it is recommended after the 7yr warranty the unit is serviced or replaced.  They must be installed by qualified electricians (often pro-bono) to make sure liability is certified.  5 min check once a week recommended to make sure the system is working; light on and unit intact (logged online to a server that the ambulance has access to). |  |
| **8** | **To take questions and comments from members of the Council**  Highways and Biffa will be cleaning path along Star Lane.  Section of the wall along Backlands paddock/High Street has been knocked down. Proof of ownership of the wall has been asked about planning permission, clerk to write letter to the individual. Council to keep vigilant. | CA |
| **9** | **To approve the minutes of ordinary meeting held on 18.04.17**  Proposed: Cllr AS Seconded: RH Abstained: MD, CP, AR Agreed: All |  |
| **10** | **To address matters arising from the ordinary meeting held on 18.04.17**  All action points are complete, in hand, or on the agenda for this meeting |  |
| **11** | **To address burial matters**  None |  |
| **12** | **To address planning matters**   1. **Update on current developments**   None   1. **P17/V1141/FUL - Change of use to veterinary surgery - Shrivenham 100.**   Only one parking space observed. Council agree to only make a comment on concerns on lack of parking for a drop-in business  Proposed: Cllr AS Seconded: Cllr RH Agreed: All   1. **/V1257/HH – front extension 54 Star Lane**   No Objection  Proposed: Cllr CP Seconded: Cllr NB Agreed: All |  |
| **13** | **To discuss plan of action for remaining S106 contributions**  Cllrs appointed to research specific S106 spending areas. Cllrs to investigate and prepare proposals for agreement at next meeting. | CA |
| **14** | **To agree Insurance premium costs for added assets**  Circulated. Council agree to pro-rata costing**.**  Proposed: Cllr SN Seconded: Cllr RH Agreed: All | CA TB |
| **15** | **To agree new insurance provider and costs**  Agree premium maximum of £2500. Clerk to organise and circulate.  Proposed: Cllr CP Seconded: Cllr DH Agreed: All | CA |
| **16** | **To agree and sign Section 1&2 of Internal Audit**  Agreed and signed  Proposed: Cllr CP Seconded: Cllr AS Agreed: All  **RFO left the meeting 20:12hr** | TB  CA |
| **17** | **To discuss recommended OALC Dispute Resolution Policies**  Clerk to produce and prepare for next month council agreement. | CA |
| **18** | **To agree location and liability for Public Works of Art**  Council agree to location and liability.  Proposed: Cllr DG Seconded: Cllr CP Agreed: All | SN |
| **19** | **To agree RoSPA costs**  Circulated. Council agree.  Proposed: Cllr RH Seconded: Cllr DG Agreed: All |  |
| **20** | **Pavilion update**  Cllr SN thanks Cllr CP for assistance with FA phone call. Information circulated. Cllr CP recommends increasing football charges to be in-line with all increases for users at £6.50. Cllrs RH and CP to ask TB to check payment has been made by 360.  Proposed: Cllr NB Seconded: Cllr MD Agreed: All | RH  CP TB |
| **21** | **Defibrillator update**  Cllr CP to investigate costings | CP |
| **22** | **Cyber update**  Information circulated. Clerk will attend training session tomorrow and feedback to the council. CP to investigate set up. | CA CP |
| **23** | **To discuss refurbishment of telephone box book swap**  Requires rub down and re-painting. Quotes to be obtained. Paint costs approximately £45. |  |
| **24** | **Finance to Agree**   |  |  |  |  | | --- | --- | --- | --- | | Payee | Spending Power | TOTAL Gross | Detail | | Community First | LGA 1972 s143 | £70.00 | Membership  Proposed: Cllr RH  Seconded: Cllr DG  Agreed: All | |  |
| **25** | **Finance to Note**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name | Spending Power | Total Gross | | Detail | | | Kelda Water Services | Open Spaces Act 1906 | 71.16 | | Water charges - allotments | | | C Parker | LG(Misc Prov) Act 1976 s19 | 29.99 | | Solar lighting - pavilion | | | Bawden Managed Landscape | LG (Misc) Act 1976 s19 | 401.45 | | Grounds maintenance | | | Bawden Managed Landscape | Open Spaces Act 1906 | 77.50 | | Grounds maintenance -cemetery | | | British Gas | LGA(Misc Prov)1976 s19 | 68.59 | | Electricity - pavilion | | | Lloyds |  | 11.56 | | Bank charges | | | Leon Pearce | Parish Councils Act 1957.Local Government (Miscellaneous Provisions) Act 1953 | 60.00 | | Cleaning of bus shelters/stops | | | Paul Spencer-Matthews | Litter Act 1983 | 200.00 | Litter picking | | | S Nodder | Litter Act 1983 | 395.88 | Litter bin | | | 707 resource management | Litter Act 1983 | 38.40 | Waste collection | | | C Arnold | LGA 1972 2112 | 494.70 | May salary | | | T Brock | LGA 1972 s112 | 202.4 | May salary | | |  |
| **26** | **Agenda Diary**   1. **Registration of Members’ Interests**   any changes- none   1. **Section 137 Payments**   none   1. **Receipt of Grass Cutting Grant**   Received – Agenda Diary date needs changing   1. **Gas Safety Check Pavilion**   To be done- Cllr DG to organise   1. **Employer PAYE –** carried out by NetResult | CA  DG |
| **27** | **File back-up Storage** |  |
| **28** | **To note correspondence**   1. **Power Disruption at the pavilion – 5th June** 2. **Parish Path Warden** |  |
| **29** | **Any other business** |  |

21.07

Claire Arnold

Clerk to Watchfield Parish Council 16/05/17