**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 18th October 2016 at 7.30pm**

**Minutes**

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

C Arnold (Clerk)

2 members of Public – Mrs Bayston, P Arnold

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| **ITEM** |  |  |
| **103** | **To receive apologies for absence**  District Cllrs E Ware, S Howell. County Cllr Y Constance. Cllrs D Griffiths, A Rawle |  |
| **104** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  Cllrs RH, SN – Paddock Rental Review |  |
| **105** | **To take questions and comments from members of the public**  Cllr YC – Local Plan part 1 progress – final letter in Nov, full plan in Dec in front of council and becomes operational 6 weeks later. Part 2 call for planning sites, 2250 houses to be built in the Vale. Large Councils will now be capped at 2% Cllr YC asks the council to respond.  Mrs Bayston asks the Council for help to run the Christmas carols under the tree – need a Father Christmas (outfit provided), eight collectors, and couple to hand out the carol sheets. Extra ordinary meeting needed to agree quotes (awaiting) for cherry picker. Work needs to be done by 30th Nov. Council and clerk to organise.  PA makes comment about - proposal for cancelling bus service for the Faringdon Academy and OCC issuing 66 bus passes. Concerns are safeguarding, international students understanding, increase traffic as parents drop off children, parental concerns with safety. Shrivenham have concerns over increase parking in the village possibly from commuters parking and then taking the 66 bus. MoD are investigating whether to make carpark around Beckett house open to the public with paying parking metre.  -Bus has crashed into Beckett house wall, now being fixed.  -Funding cut from military police, now there will be no military police at the academy from 1st Dec.  PA now leaving new Wing Commander Jamie Turnbull arriving next month - The council thank Phil for all his work and contributions to the village. | SN  CA  RH |
| **106** | **To take questions and comments from members of the Council**  CP - pavement being dug up to drop the pavement and temporary service now present. SN to contact lee Turner to investigate.  SN – Emergency equipment training Nov 08, 7-9pm. Help setting up.  Play wall will be installed in near future.  Bases for benches & picnic tables put in end of this week/beginning next also cycle racks for bus stops  ARD scheduled to do play area works on w/c 31/10/16 RFO is moving – thanked for work for council. | SN |
| **107** | **To approve the minutes of ordinary meeting held on 20.09.16**  **Proposed:** Cllr RH **Seconded:** Cllr AS **Agreed:** All |  |
| **108** | **To address matters arising from the ordinary meeting held on 20.09.16**  All matters are complete, in hand or on the agenda. CA chasing S101 grass cutting grant. Hedging will be delivered mid-November onwards. CA to order book from last meeting. | CA  CA |
| **109** | **To approve the minutes of extra ordinary meeting held on 06.10.16**  **Proposed:** Cllr CP **Seconded:** Cllr AS **Abstained:** Cllrs MD NB **Agreed:** All |  |
| **110** | **To address matters arising from the extra ordinary meeting held on 06.10.16**  None |  |
| **111** | **To address burial matters**  None |  |
| **112** | **To address planning matters**   1. **P16/V2525/HH -Conservatory extension with Livin Roof to rear elevation** No Objection   **Proposed**: Cllr CP **Seconded:** Cllr NB **Agreed:** All   1. **Current update on developments**   Golf course (housing portion) has been withdrawn  Cowan’s are progressing with pedestrian access. Strimming and stump grinding work in preparation for hedge replanting. Pavement lowering – complications with services  Battery Storage Units – No Comment | CA  CA |
| **113** | **To discuss Waste collection options - hardstanding options**  Following agreed waste contract bin store has been relocated to Recreation ground with new posts, back, locks, preservative and hinges + material for hardstanding. Total cost £169.37 + £33.88 VAT = £203.25. Bin now arrived and litter picker has key. Collection begins fortnightly 24/10  Council would like to thank Cllr SN for all her hard work on this.  Proposed: Cllr CP Seconded: AS Abstained: SN Agreed: All |  |
| **114** | **Approval of Internal Audit report and review of effectiveness**  Previously circulated. Council accepts the findings.  **Proposed: Cllr RH Seconded: Cllr AS Agreed: All**  Review of Effectiveness of Internal Audit – discussed and agreed  **Proposed: Cllr RH Seconded: Cllr NB Agreed: All** |  |
| **115** | **Approval of External Audit and plan of action to address matters arising**  Previously circulated.  **Proposed: Cllr RH Seconded: Cllr CP Agreed: All** |  |
| **116** | **To decide on two representatives to attend the Town and Parish Forum**  Chairman to attend, provisionally the Vice. | CA |
| **117** | **To Agree £500 contribution to NAG1 SID device from road safety budget**  Approximate cost of £2000 split between NAG1 villages. Minimum of 4 have agreed, so maximum contribution should be £500.  **Proposed:** Cllr RH **Seconded:** Cllr CP **Agreed: All** |  |
| **118** | **Finance to Agree**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Amount Net | VAT | TOTAL Gross | Detail | | L. Hawley | 19.78 | 3.96 | 23.74 | Printer ink & paper  **Proposed**: Cllr RH **Seconded:** Cllr CP **Agreed**: All | |  |
| **119** | **Finance to note**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name | Amount Net | VAT | Total Gross | Detail | | S. Nodder | 18.99 | 0.00 | 18.99 | Lock & chain for allotments | | L. Hawley | 193.20 | 0.00 | 193.20 | RFO pay - Sept 16 | | C. Arnold | 417.60 | 0.00 | 417.60 | Clerks wages - Sept 16 | | L. Pearce | 60.00 | 0.00 | 60.00 | Bus shelter cleaning | | S. Nodder | 1,205.30 | 220.89 | 1,426.19 | Emergency generators, pump & hoses | | Bawden | 334.54 | 66.91 | 401.45 | Grass cutting | | Bawden | 64.58 | 12.92 | 77.50 | Grass cutting, cemetery | | The Net Result | 55.50 | 0.00 | 55.50 | Payroll services (July, Aug, Sept 16) | | S. Nodder | 41.65 | 8.33 | 49.98 | Emergency lighting | | BDO | 235.00 | 47.00 | 282.00 | Annual audit | | P. Spencer-Matthews | 200.00 | 0.00 | 200.00 | Litter picking, Sept 16 | | S. Nodder | 440.24 | 88.05 | 528.29 | Hedges Direct, new hedging along Rec fenceline | | L. Hawley | 193.20 | 0.00 | 193.20 | RFO pay - Oct 16 | | C. Arnold | 417.60 | 0.00 | 417.60 | Clerks wages - Oct 16 | | British Gas | 41.11 | 2.05 | 43.16 | Gas used at pavilion | | Lloyds Bank | 11.90 | 0.00 | 11.90 | Bank charges | | Vale of WH DC | 200.93 | 40.19 | 241.12 | Dog bin emptying July to Sept 16 | |  |
| **120** | **Agenda Diary**   1. **Paddock rental review –** agreed in September (Audit Diary updated) 2. **Online VAT return –** Completed by RFO 3. **Employer PAYE -** Carried out by NetResult 4. **Registration of Members’ Interests –** no changes 5. **Section 137 Payments**   Oxfordshire Association for the Blind  £50.00 donation  **Proposed:** Cllr RH **Seconded:** Cllr AS **Agreed:** All   1. **Bank Reconciliation**   **Proposed:** Cllr RH **Seconded:** Cllr AS **Agreed:** All   1. **Budget Review**   Amendments needed on donation column, should be labelled S106.  Cllrs agree providing changes  **Proposed:** Cllrs RH **Seconded:** Cllrs AS **Agreed:** All   1. **New Audit Plan –** Completed by Cllr SN   **Proposed:** Cllr RH  **Seconded:** Cllr CP **Agreed:** All   1. **Standing Orders -** All Cllrs to sign 2. **Code of Conduct-** All Cllrs to sign 3. **Allotments Register –** Payments and Agreements pending   Two allotments now free – waiting for all current holders to return signed contracts to see who is retaining their allotment.   1. **Cemetery Contract Review –** RH to get quotes 2. **Appointment of Internal Auditor –**   Arrow Accounting price for 2016/17 = £336 + travel. Sign Clerk and Chairman  **Proposed:** Cllr SN **Seconded:** Cllr RH **Agreed:** All   1. **Grass Cutting Contract –** waiting for feedback. Will be asking for two quotes 2. **Discuss requirement for leaf clearing –** Biffa and Vale should be responsible 3. **Remembrance Attendance –** Cllr SN - Defence Academy, Cllr AS - St Thomas’s 4. **Budget Forecast for next financial year –** Given cuts and increased prices, all Cllrs to review costs of areas of responsibility by next month. All Cllrs to review and justify | CA  CA  SN  AS |
| **121** | **File back-up Storage** |  |
| **122** | **To note correspondence**  StreetScape – Clerk to investigate | CA |
| **123** | **Any other business**  **Cllrs CP-** Website, to obtain quotes for developing website. No acknowledgement from footballers of previous queries**.**  **Cllr RH -** Table Tennis for 6 weeks to start in Nov. | CP  RH |

Claire Arnold

Meeting Closed 20:45

Clerk to Watchfield Parish Council 11/10/6