**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 19th May at 7.30pm**

**MINUTES**

Present: Present: Cllrs Nodder (Chair), Holman, Rawle, Griffiths, Parker, Douglas, Stillman, Bayston (19:35 arrive).

Claire Arnold (Clerk), County Cllr Constance

Members of public: Phil Arnold, Ian Pearson.

Quorate: YES

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| **ITEM** |  | **ACTION** |
| **1** | **To elect a Chair of the Council for the coming year**  Cllr Nodder to stand  Proposed: Cllr Holman Seconded: Cllr Rawle Abstained: Cllr Nodder Agreed: All |  |
| **2** | **To elect a Vice-Chairman of the Council**  Cllr Holman to stand  Proposed: Cllr Rawle Seconded: Cllr Stillman Abstained: Cllr Holman Agreed: All |  |
| **3** | **To appoint committees and sub-committees (advisory only)**  Pavilion  Members: Cllrs Griffiths, Nodder, Parker  Recreation Ground & Play Area  Members: Cllrs Holman, Douglas, Griffiths, Nodder  Environment  Members: Cllrs Holman, Bayston, Parker, Rawle, Nodder, Stillman  Proposed: Cllr Griffiths Seconded: Cllr Holman Agreed: All |  |
| **4** | **To appoint any officers to the Council**  **Finance Officer**  Cllrs Holman, Parker  Proposed: Cllr Rawle Seconded: Cllr Griffiths Agreed: All  **Allotments Officer**  Cllrs Rawle, Bayston  Proposed: Cllr Nodder Seconded: Cllr Parker Agreed: All  **Burials Officer**  Cllrs Rawle, Holman, Bayston  Proposed: Cllr Griffiths Seconded: Cllr Parker Agreed: All  **Play Area Officer**  Cllr Douglas  Proposed: Cllr Parker Seconded: Cllr Rawle Agreed: All  **Pavilion Officer**  Cllrs Griffiths, Parker  Proposed: Cllr Bayston Seconded: Cllr Nodder Agreed: All  **Estates Officer**  Cllrs Holman, Stillman  Proposed: Cllr Nodder Seconded: Cllr Bayston Agreed: All  **Website Officer**  Cllrs Douglas, Parker  Proposed: Cllr Nodder Seconded: Cllr Rawle Agreed: All  **Bank Signatories**- Cllrs Bayston, Stillman | SN |
| **5** | **To receive apologies for absence**  District Cllr Elaine Ware and District Cllr Simon Howell |  |
| **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 approve the minutes of ordinary meeting held on 21.04.2015**  Proposed: Cllr Holman Seconded: Cllr Rawle Abstained: Cllrs Bayston, Parker, Douglas, Stillman, Griffiths Agreed:Cllr Nodder |  |
| **8** | **To address matters arising from the ordinary meeting held on 21.04.2015**  Item 250 – Clerk ran through replies to Village Assembly invitations  Item 252 – Verge stones not an agenda item – Clerk to put on next agenda  Item 253 – Clerk to add scattering ashes fee added to list and website  Item 254 – Knapp’s & Cowan’s updates are agenda items  Item 255 – Key holder list update to go on next agenda due to new offices  Item 256 – Cllr Nodder enquired about Speed Watch. Vehicle registrations have to be gathered and submitted to make the data valid. Police will decide whether they send letters or not  Item 257 – Solar panels. WESET investigating including pavilion in wider maintenance contract.  Item 261 – f,g,h finance items were included in extraordinary meeting   * k ROSPA safety check has been booked * m Key holder list already covered   Item 262 – Cllr Nodder submitted evidence to NHBS regarding spend of grant money. Correspondence to effect it has been deemed properly spent. Extra bench found outside the Pavilion. Cllr Nodder to investigate | CA  CA  CA  SN |
| **9** | **To approve the minutes of the extraordinary meeting held on 01.05.2015**  Proposed: Cllr Holman Seconded: Cllr Griffiths Abstained: Cllrs Parker, Bayston, Douglas, Stillman Agreed: All |  |
| **10** | **To address matters arising from the extraordinary meeting held on 01.05.2015**  No actions arising. Internal auditor visit next Tuesday 1p.m. |  |
| **11** | **To take questions and comments from members of the public**  Phil Arnold introduced himself as Defence Academy Station Commander |  |
| **12** | **To take questions and comments from members of the Council**  Cllr Bayston commented on parking on the double yellow lines at High Street end. Cllr Nodder replies that the MoD Police and County Council are aware, the problem arises that the double yellow lines are not enforcable as they have do not have correct signage. County Cllr Constance shall chase this matter and Cllr Nodder shall send a letter to OCC, c.c County Cllr Constance and Phil Arnold. | SN |
| **13** | **To address burial matters**  None |  |
| **14** | **To address planning matters** |  |
|  | **(a) Update on Gypsy Site**  County Cllr Constance made comment on the possibility of more caravans present then allowed.  Enforcement officer has now visited the site but no feedback yet to the parish council on the findings. Cllr Holman concerned about water connections.  Road sign still in hedgerow, Cllr Nodder to chase. | SN |
| **(b) Update on Knapp’s Field**  Cllr Nodder still awaiting response from Roads Agreement team as to why pavement resurfacing has not been enforced. Cllr Nodder to chase  Parking – date for stopping pavilion parking to be agreed. Cllr Nodder to check the date payment was received and give one month notice in writing to site manager.  Cllr Holman notes that the hedges owned by MoD have been broken and a ‘bridge’ has been made through it. Developer in planning proposal said hedgerows shall be maintained. Cllr Nodder to investigate possibilities.  Cllr Douglas asks about who is responsible for maintenance of grass verges. OCC own but Parish Council cut. | SN  SN  SN |
| **(c) Update on Cowan’s Camp**  Cllr Nodder submitted S106 request as discussed – no response  Level 2 complaint submitted as discussed and has been acknowledged  Service work should be completed by end of next week. Thames Water contractors not Barratt’s – restoring verges with original turf if possible, if not reseeding. Cllr Parker to write down HGV lorry license plates and when possible take photos and send to Cllr Nodder. Cllr Nodder to speak to site manager and ask them to reinstate the grass as a gesture of good will.  No word yet on sewerage arrangements for main site.  Permission for 35 additional houses instead of care facilities still under consideration. | CP  SN |
| **(d) Update on 16 house development**  Still no decision made on the website on S106 monies.  Late items of planning coming through.128 houses on the golf course. Cllr Nodder has asked they inform Watchfield due to the potential that the development will join Watchfield and Shrivenham. Reply needed by June 11th therefore extra ordinary meeting called. | CA |
| **15** | **S106 monies and Community Led Plan**  CLP questionnaire to be circulated soon and then Vale collates data to provide evidence base for spending S106 money  **a) Bus Service cut (65)**  Service cut entirely from May 31st. Cllr Nodder has requested that OCC/Stagecoach erect signs about cut and alternatives on bus stops. If not by Friday will erect notices from WPC  Shop a Bus Dial a ride will be replacement but only three times a week  Has effect on sustainability of all new developments within Watchfield as now over 1km from bus stops. County Cllr Constance to see David Bellchamber about notices of bus being cut. Cllr Nodder to ask why bus 66 cannot be diverted through Watchfield.  Proposed: Cllr Griffiths Seconded: Cllr Holman Agreed: All | SN  SN |
| **16** | **To update key holder list**  To be addressed at next meeting. Claire to make a list of officers and required paperwork and keys to be distributed. | CA |
| **17** | **Speaker chosen for the Annual Parish Meeting**  On Tuesday May 26th 7.30pm at Village Hall. Update on previous year. Councillors attend if possible to introduce themselves. Cllr Nodder to speak on behalf of WPC.  Proposed: Cllr Griffiths Seconded: Cllr Parker Abstained: Cllr Nodder Agreed: All |  |
| **18** | **Finance To Note**  **a. R. Holman (12/05/2015) £4.16 + £0.83vat = £4.99 Grave plot markers**  **b. R. Holman (26/04/2015) £57.50 + £0.00vat = £57.50 Grass seed for backlands paddock**  **c. Rent a Husband (26/04/2015) £120.00 + £0.00vat = £ 120.00 install seats**  **d. SSE (17/05/2015) £62.80 + £3.14vat = £65.94 Gas used at Sports Pavilion**  **e. Lloyds Bank (28/05/2015) £17.90 + £0.00vat = £17.90 Bank charges**  **f. Humphreys Electrical (10/05/2015) £68.00 + £13.60vat = £81.60 Emergency repair to lighting bollard on recreation ground**  **g. Kelda Water Services (10/05/2015) £78.50 + £0.00vat = £78.50 Water supply to allotments**  **h. S Skeffington (10/05/2015) £ 90.33 + £0.00vat = £90.33 Expenses incurred for CLP fun day**  **i. Bawdens (12/05/2015) £62.70 + £12.54vat = £75.24 Chain harrowing Backlands & Cemetry paddocks**  **j. L Hawley (19/05/2015) £180.00 + £0.00vat = £180.00 RFO pay - May 2015**  **k. C Arnold (19/05/2015) £265.50 +£0.00vat = £265.50 Clerks pay for May 2015** |  |
| **19** | **Finance To Agree**  **i. ORCC annual subscription £65.00 no vat**  Proposed: Cllr Parker Seconded: Cllr Stillman Agreed: All  **ii. C Arnold, Stationary £25.00.**  Proposed: Cllr Stillman Seconded: Cllr Rawle Agreed: All |  |
| **20** | **Finance To Agree under Section 137** |  |
| **21** | **Agenda Diary**  **Election of Officers**  Addressed earlier at this meeting  **Registration of Members’ Interests**  Addressed earlier at this meeting  **Section 137 Payments**  CA to update  **Receipt of Grass Cutting Grant**  Noted  **Gas Safety Check Pavilion**  Pavilion Officer, Cllr Griffiths to arrange. Details on side of pavilion boiler  **Employer PAYE**  Carried out by Net Result |  |
| **22** | **To note correspondence**  Email from Neil Maw – local historian – about possible memorial for RAF Watchfield. Cllr Nodder suggests combine this with inviting Public Works of Arts Officer meeting. May be evidence from CLP questionnaire data that would prove a local interest |  |

Meeting closed: 21.33

Claire Arnold

Clerk to Watchfield Parish Council 30.05.2015