**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 21st May 2019 at 7.30pm**

**Minutes**

Present: Cllrs S Nodder (Chairman), D Griffiths, J Valadas, B Penrose-Lyall.

C Arnold (Clerk)

T Brock (RFO)

1 member of the public

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| **ITEM** |  | **Action** |
| **1** | **To Sign Acceptance of Office and Code of Conduct**  All councillors sign acceptance of office and code of conduct |  |
| **2** | **To elect a Chair of the Council for the coming year**  Cllr SN Proposed for the role as chair.  Proposed: Cllr DG Seconded: Cllr JV Abstained: SN Agreed: All |  |
| **3** | **To elect a Vice-Chairman of the Council**  Council agree to leave vacant until next meeting | CA |
| **4** | **To appoint sub-committees**  Council of insufficient size to warrant effective use of sub-committees. Council Agree to no Sub-committees. |  |
| **5** | **To appoint officers to the Council**  Burials: Cllrs DG and BL  Proposed: Cllr SN Seconded: Cllr JV Agreed: All  Pavilion: Cllrs BL and CP  Proposed: Cllr JV Seconded: Cllr DG Agreed: All  Playground: Provisional Cllr SC and CP  Proposed: Cllr JV Seconded: Cllr BL Agreed: All  Allotments: Cllrs DG and provisional SC  Proposed: Cllr SN Seconded: Cllr BL Agreed: All  Finance: Cllr SN  Proposed: Cllr DG Seconded: Cllr JV Agreed: All  Estates: Cllrs SN and DG  Proposed: Cllr JV Seconded: Cllr BL Agreed: All |  |
| **6** | **To receive apologies for absence**  Cllrs C Parker, S Coombs, E Beales. District Cllrs E Ware, S Howell, County Cllr Y Constance |  |
| **7** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  None |  |
| **8** | **To take questions and comments from members of the public**  Member of the public would like to make a comment regarding car parking on the grass verges along the high street. After seeing a new government initiative regarding tree planting recommends looking at planting trees along the verges. Clerk to investigate. Member if the public asks for an update regarding Star Lane repairs, Cllr SN states the residents of Star Lane are responsible for progressing work. Also requests for an update from planning regarding the fence erected in the village, clerk has no response or feedback from planning but will continue to chase. | CA  CA |
| **9** | **To take questions and comments from members of the Council**  Cllr SN notes main allotment site – hedges have been cut without permission and grass clippings dumped under hedge.  Remain parking issues alongside Queens Close – Clerk in liaison with housing provider. No Highways update.  Bus stop on High Street and reinstating leaning pole still outstanding.  Query regarding planting bed and who owns it. Cllr SN to send clerk details and clerk to investigate.  Request of a litter pick by a student taking Duke of Edinburgh. Council Agree.  Cllr BL requests further information regarding bonfires in the allotment. Council discuss allotment contract changes and clerk advises. Clerk to add to next agenda. | SN  CA  SN  CA |
| **10** | **To approve the minutes of ordinary meeting held on 16.04.19**  Proposed: Cllr DG Seconded: Cllr JV Abstained: Cllr BL Agreed: All |  |
| **11** | **To address matters arising from the ordinary meeting held on 16.04.19**  All action points have been completed, are in hand or on the agenda for this meeting |  |
| **12** | **To approve the minutes of extra ordinary meeting held on 01.05.19**  Proposed: Cllr JV Seconded: Cllr SN Abstained: Cllrs BL DG Agreed: All (note not quorate) |  |
| **13** | **To address burial matters**  None |  |
| **14** | **To address planning matters**   1. **Update on current developments**   No update from Vale Tree Officer re trees and hedges on all 3 developments.  Public Works of Art has passed except one location still pending.  Corner of Oak Road development refused |  |
| **15** | **Update on S106**  Cllr SN met with Ben Border from Vale Leisure regarding S106 requests. He will support all applications so should lessen further delays.  Pavilion nearing completion  Petanque with committee  Play area with committee but further small query  Tennis/MUGA will go to planning now supported by leisure – tandem S106 application  Older children and adult application nearing completion.  Pitch and Fencing application nearing completion |  |
| **16** | **To discuss funding recreation ground fencing prior to S106 money becoming available**  Reassurances that fencing will be acceptable as part of pitch provision but a large outlay if not funded. Suggest wait now till autumn when application has been processed. Council Agree. | SN |
| **17** | **To agree/ Discuss replacement of camera to high resolution for the pavilion**  Cllr Parker not present. To go on June agenda | CA |
| **18** | **To agree insurance provider and costs**  Clerk chasing Came and Company urgently – asking if the current insures are automatically renewing. | CA |
| **19** | **To agree/discuss Internal Audit Report**  As circulated. No recommendations. Propose accepting report. Council Agree to report.  Proposed: Cllr JV Seconded: Cllr DG Agreed: All | CA  TB |
| **20** | **To agree and sign External Audit**  Council RESOLVED to approve the following  - Section 1 Annual Governance Statement 2018/2019 was signed by the Chairman and Clerk.  - Section 2 Accounting Statements 2018/2019 was signed by the Chairman and Responsible Financial Officer.  - Bank reconciliation as at 31 March 2019 was signed by the Chairman.  Thanks to Clerk and RFO for all their hard work  Proposed: Cllr JV Seconded: Cllr DG Agreed: All | TB |
| **21** | **To discuss/ agree issue of no lighting between Meadow RD. and Queens Close**  Absence of streetlighting – Cllr Valadas to investigate process and costings and bring back to council. Clerk to add to next agenda and liaise with Cllr JV. | CA  JV |
| **22** | **To discuss/agree complaints of dog waste and dogs off lead around children’s play area**  Failure to pick up after your dog already an offence. Time and location pinpointed offences can be identified via CCTV. People encourage to report via Environmental Health. Parish Council is not enforcing authority and therefore signage has no use. No law or by law about dogs on leashes. All dogs should be under control. Out of control and dangerous dogs should be reported to police. Already plans to fence play area to exclude dogs through S106 and signs will then be put up that no dogs are allowed in the play area. Clerk to feedback to residents that complained. | CA |
| **23** | **To discuss/agree applying for S106 commuted sum for Public Open Space maintenance, Meadow View**  Need minute reference of agreement for S106 application.  Proposed: Cllr JV Seconded: Cllr DG Agreed: All |  |
| **24** | **To discuss/agree bin provision for Meadow View Public Open Space**  As circulated. Suggest start with 2 bins at either end close to footpath.  Maximum spend £360. Cllr SN to let litter picker know  Proposed: Cllr JV Seconded: Cllr DG Abstained: Agreed: All | SN |
| **25** | **To discuss/agree plaque for Great War memorial tree**  As circulated. Council Discuss.  Maximum spend £50. Cllr SN to pass details to clerk  Proposed: Cllr DG Seconded: Cllr JV Agreed: All | SN  CA |
| **26** | **To agree RoSPA costs**  Clerk circulated costs. Council agree to £68.50 + VAT per site (2 sites) and any additional items over five per site - £3.50 + VAT per additional item  Proposed: Cllr DG Seconded: Cllr BL Agreed: All | CA |
| **27** | **To agree sign off POS 23/05/19**  Cllr JV requests a 1:500 A3 plan. Issues surrounding dead trees, council agree not to sign without replacement trees in place. Once plan is provided, and dead trees are replaced with live trees the council will sign takeover.  Proposed: Cllr DG Seconded: Cllr BL Agreed: All | SN |
| **28** | **Finance to Agree**   |  |  |  |  | | --- | --- | --- | --- | | Payee | Spending Power | TOTAL Gross | Detail | | Truetraders | LG (Misc) Act 1976 s19 | 91.97 | Barrier fencing & shower clips | | Proposed: Cllr DG Seconded: Cllr JV Agreed: All | | | | | OALC | LGA 1972 s111 | 102.00 | Training event allotments | | Proposed: Cllr DG Seconded: Cllr JV Agreed: All | | | | | C Arnold | LG (Financial Prov) Act 1963 s5 | 111.09 | Allotment Training  Mileage - 45p per mile  Didcot Civic Hall = 37.5 miles  £33.75 total  Clerk Hourly Pay- £12.89  Course Time: 9.00-3.00  £77.34  Total reimbursement - £111.09 | | Proposed: Cllr DG Seconded: Cllr JV Agreed: All | | | | |  |
| **29** | **Finance to Note**   |  |  |  |  | | --- | --- | --- | --- | | Name | Spending Power | Total Gross | Detail | | Bawden Managed Landscapes | Open Spaces Act 1906 | 85.26 | Cemetery grass cutting | | Bawden Managed Landscapes | LG (Misc) Act 1976 s19 Highways Act 1980 | 711.18 | Grounds maintenance - grass | | Bawden Managed Landscapes | Open Spaces Act 1906 | 56.22 | Grass cutting churchyard | | British Gas | LG (Misc) Act 1976 s19 | 400.87 | Pavilion - electricity | | 707 Resource Management | Litter Act 1983 | 53.69 | Litter removal | | Uktaobao | Open Spaces Act 1906 | 209.94 | Memorial plaque grave markers | | Leon Pearce | Parish Councils Act 1957. | 105.00 | Bus stop cleaning | | Clarke Brothers Heating | Small holdings & allotments Act 1908 | 72.00 | Emergency repair Backlands allotments | | GoPak | S106 - pavilion | 2,035.20 | Tables/chairs for pavilion | | C Arnold | LGA 1972 s112 | 533.60 | April Salary | | T Brock | LGA 1972 s112 | 213.85 | April Salary | | Paul Spencer-Matthews | Litter Act 1983 | 250.00 | Litter picking | | Frosts | Open Spaces Act 1906 | 50.00 | WWI memorial tree | | Poundstretcher | LG (Misc) Act 1976 s19 | 5.48 | Antkiller | | Dunelm | S106 - pavilion | 57.00 | Pavilion - shower curtains | | Post Office | LGA 1972 s111 | 13.92 | Stamps | | Asda | LGA 1972 s111 | 21.00 | Ink | | Asda | LGA 1972 s111 | 26.00 | Phone for Clerk | | H2 Multimedia Ltd | LGA 1972 s142 | 600.00 | Website set up | | Castle Water | LG (Misc) Act 1976 s19 | 9.37 | Pavilion water | | Parkfield Tree & Garden Care | Highways Act 1980 | 3,240.00 | Hedgerow maintenance | | Brian Hall Ltd | S106 - pavilion | 3,966.00 | Awing & roller shutter at Pavilion | | Watchfield Village Hall | LGA 1972 s134 | 19.50 | Defib training | | Currys | S106 - pavilion | 498.00 | Cooker - pavilion | | Ancala | Small holdings & allotments Act 1908 | 5.09 | Allotments - water | | Arrow Accounting | LGA 1972 s111 | 450.32 | Internal audit | | Done & Dusted | LG (Misc) Act 1976 s19 | 52.25 | Cleaning of pavilion | | Done & Dusted | LG (Misc) Act 1976 s19 | 16.50 | Cleaning of pavilion | | SSE | LG (Misc) Act 1976 s19 | 65.94 | Gas supply - pavilion | | T Brock | LGA 1972 s112 | 213.65 | May salary | | C Arnold | LGA 1972 s112 | 533.60 | May salary | |  |
| **30** | **Agenda Diary**   1. **Registration of Members’ Interests –** Cllrs BL and SC to complete and clerk to send off to Vale. No other changes 2. **Section 137 Payments -** None 3. **Gas Safety Check Pavilion**   Pavilion will no longer contain gas equipment. RFO to contact gas supplier. Gas safety check off the agenda diary.   1. **Employer PAYE** 2. **Agree to Standing orders**   No changes, council agree  Proposed: Cllr SN Seconded: Cllr DG Agreed: All | BL SC CA  TB  CA  CA |
| **31** | **File back-up Storage** - done |  |
| **32** | **To note correspondence**  Chairman and Cllr CP to meet with owner of business park to discuss parking along Majors Rd.  Member of the public asking about Car boots- application needed to the council to hire the field and no access on pitch – licensing/ insurance would need to be reviewed for the organiser. If the booking is made the council will need to ensure correct insurance and licensing is in place.  Member of the public requests dog training on the recreation ground – would need to rent the pavilion and would require public liability insurance.  One set of Bus Stop markers completed by OCC. Cllr JV to follow up. | SN CP  CA  CA  JV |
| **33** | **Any other business**  Please remember Annual Village Assembly Wed 22nd, 7pm.  Expenses forms from election now collected. |  |

Meeting Closed 20:50

Claire Arnold

Clerk to Watchfield Parish Council 22/05/19