**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 16th July 2019 at 7.30pm**

**Minutes**

**Present: Cllrs S Nodder (Chairman), D Griffiths (Co- Vice chairman), J Valadas, C Parker (Co-Vice Chairman), B Lyall, S Coombs**

**District Cllr E Ware**

**C Arnold (Clerk)**

Mike and Judy Hawkes attended the start of the meeting to receive their certificate of Appreciation, flowers and wine. The council thanks them for their work and contributions to the village and wishes them well for their move.

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| **ITEM** |  | **Action** |
| **61** | **To receive apologies for absence**  District Cllr S Howell |  |
| **62** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  Cllr Nodder will not vote on items 70 and 75 |  |
| **63** | **To take questions and comments from members of the public**  Cllr E Ware reports on climate emergency, LPP2 is now subject to adoption, anti-idling posters now available and to be sent to the council, pop up business school due in Shrivenham further information coming soon. Highworth Rd issues still ongoing. | EW |
| **64** | **To take questions and comments from members of the Council**  Cllr SN reports that PWA are being installed. They will be back next Monday to finish. Rubbish being left on recreation ground by footballers. Hirers should remove own waste; Cllr CP has followed up.  Waste is being thrown into the Backlands paddock causing risk to the livestock. Clerk to write to householders and authorities informed.  Feedback from Sovereign housing regarding overgrown border on High Street.  RAF memorial opening will be tomorrow  OCC to attend regarding issues on Majors Rd Friday, Cllrs JV and SN to attend.  Cllrs BL and SN to investigate standing charge for pavilion and quotes obtained by Cllr BL  Cllr CP asks if a bouncy castle can be placed in the pavilion/rec for a birthday party (11th Aug), providing public liability is held the council agree. Cllr CP asks if induction pans can be brought for the new kitchen in the pavilion, council agree to purchase. | CA  All  JVSN  BLSN  CP |
| **65** | **To approve the minutes of ordinary meeting held on 18.06.19**  Proposed: Cllr DG Seconded: Cllr BL Abstained: Cllrs SC JV Agreed: All |  |
| **66** | **To address matters arising from the ordinary meeting held on 18.06.19**  All action points have been completed, are in hand or on the agenda for this meeting |  |
| **67** | **To address burial matters**   1. **To agree/discuss quotes for tidying of the cemetery**   Cllr BL notes the path and grass is full of weeds, but this has been improved with a recent cut. Bawden already contracted to weedkill the cemetery path, clerk to chase. Cllr BL asks if a notice can be put up for removal of wilted flowers/ broken decorations and general tidy up required. Council agree, Cllrs BL and DG to organise notice.  New gravel needed in autumn, Cllr DG to gain quotes. Cllr JV to investigate other options | CA  BL  DG  DG JV |
| **68** | **To address planning matters**   1. **Update on current developments**   OCC have clarified the adoption status of Queen’s Close Roads and the future agreement  No further updates on tree/hedge matters relating to Queen’s, Knapp’s or Meadow View.  Barratt have promised to mend knocked down knee rail adjacent to Public Open Space   1. **P19/V1497/HH - 91 High Street, Flat roof dormer to Western elevation, pitched roof dormers to the Eastern elevation.**   Council discuss and agree to No Objection response. Clerk to respond  Proposed: Cllr DG Seconded: Cllr CP Agreed: All | CA |
| **69** | **Update on S106**   1. **To agree signatories for release of S106 funds**   Council Agree to all councillors being signatories- Cllrs Sue Nodder, Dawn Griffiths, J Valadas, B Lyall, S Coombs, E Beales, C Parker.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **To agree acceptance of funds (£23,973.50) and conditions of release for Watchfield play area improvements P18/V2618/106**   Council accept funds and conditions.  Proposed: Cllr DG Seconded: Cllr BL Agreed: All   1. **To agree acceptance of funds (£3,454.16) and conditions of release for an additional sports pitch P19/V0536/106**   Council accept funds and conditions.  Proposed: CP Seconded: JV Abstained: Agreed: | SN  SN |
| **70** | **To discuss/agree Allotment contract**  As circulated. Council discuss contract – clerk to check rolling contract implications. Discuss water use and moving tap in the Backlands. Clerk to send letter to all allotment holders on possible hosepipe ban and notice of new contract that will be issued in October.  Proposed: Cllr CP Seconded: Cllr BL Abstained: Cllr SN Agreed: All | CA |
| **71** | **To discuss/ agree installation of lighting between Meadow Rd and Queens Close**  OCC have suggested £800 design fee and approximately £1200 per lighting column.  Grants to be investigated.  Council discuss and Cllr JV states that he can obtain a free design by completing the work himself. Cllr JV will need an electronic scaled map of the location and services map. Cllr JV to produce a feasibility report and clerk to correspond with complainant. Clerk to check if OCC will maintain the lighting if WPC pay for installation. | JV  CA |
| **72** | **To discuss/agree additional fencing around Meadow View POS**  To prevent vehicular access – knee-high rail, pedestrian gaps and vehicle gate. 2 options given – wooden £1,160, metal £2,120. Second quote not arrived yet. Council discuss and agree maximum spend £2,120 once 2nd quote obtained.  Proposed: Cllr CP Seconded: Cllr SC Agreed: All | SN |
| **73** | **To discuss/agree watering provision for trees and planting**  Quotes for vehicle-based watering system circulated. Enduramaxx 300l ski-mounted unit with pump £916 ex VAT, Grassequipment and horsejumpsforsale both £590 + 36 delivery = £626 ex VAT. £40 for filling hosepipe system.  Council discuss and agree to purchase with maximum spend of £666. Cllr SN to organise  Proposed: Cllr DG Seconded: Cllr BL Agreed: All | SN |
| **74** | **To discuss/agree free RoSPA inspections**  Play Safety have asked to use the play equipment/fitness trail/MUGA for inspection training in exchange for free annual inspections for the council. Council agree, Clerk to reply to Play Safety  Proposed: CP Seconded: DG Agreed: All | CA |
| **75** | **Finance to Agree**   |  |  |  |  | | --- | --- | --- | --- | | Payee | Spending Power | TOTAL Gross | Detail | | S. Nodder | LGA 1972 s111 | £6.50 | Paper | | Proposed: CP Seconded: BL Abstained: Cllr SN Agreed: All | | | | |  |
| **76** | **Finance to Note**   |  |  |  |  | | --- | --- | --- | --- | | Name | Spending Power | Total Gross | Detail | | HMRC | LGA 1972 s112 Contract/Pensions Act 2014 | 146.60 | TAX Apr, May, June | | Soccertackle.com | LG (Misc) Act 1976 s19 | 279.97 | Goal post wheels transporter | | Roadware | Liter Act 1983 | 359.88 | Litter bin | | Brian Hall Ltd | LG (Misc) Act 1976 s19 | 6,000.00 | S106 Work carried out at pavilion | | Committed2equality | LGA 1972 s111 | 48.00 | Equality register | | Paul Spencer-Matthews | Litter Act 1983 | 250.00 | Litter picking | | Bawden Managed Landscapes | LG (Misc) Act 1976 s19 Highways Act 1980 | 723.52 | Grounds maintenance - grass | | Bawden Managed Landscapes | Open Spaces Act 1906 | 86.00 | Cemetery grass cutting | | Bawden Managed Landscapes | Open Spaces Act 1906 | 56.92 | Grass cutting church verge | | Castle Water | LG (Misc) Act 1976 s19 | 9.37 | Pavilion - water | |  |
| **77** | **Agenda Diary**   1. **Registration of Members’ Interests -**no changes 2. **Section 137 Payments** – no applications 3. **Bank Reconciliation** – as circulated. Council Agree.   Proposed: Cllr DG Seconded: Cllr SC Agreed: All   1. **Budget Review** – as circulated. Council Agree   Proposed: Cllr CP Seconded: Cllr JV Abstained: Agreed: All   1. **Employer PAYE -** Done 2. **Audit Plan update –** Monthly check of pavilion/defib and rec/playground to be added, councillors to send recommendations to clerk. Clerk to investigate with royal mail obtaining a postcode for the pavilion. 3. **Online VAT return** - done 4. **Employer PAYE** – repeat item 5. **Review of Effectiveness of Internal Audit** – as circulated. Council Agree   Proposed: Cllr DG Seconded: Cllr JV Agree: All   1. **Analysis and agreement of Internal audit report**- as circulated. Council Agree   Proposed: Cllr BL Seconded: Cllr DG Agreed: All | TB  TB  CA  CA  CA  TB  CA TB |
| **78** | **File back-up Storage** - done |  |
| **79** | **To note correspondence**  Complaint about Oak Road Public Work of Art NOT being erected with the others. Clerk has corresponded with resident  Cllr JV has stated that a professor from Cranfield University (Defence Collage) has asked for a road to be closed. Cllr SN and clerk to investigate if this is a Military RD and if it is then the request needs to be directed to the station commander. Other Rds are OCC responsibility for closure | SN  CA |
| **80** | **Any other business**  Cllr CP notes lots of positive feedback on the village FB page regarding the installation of the public works of art. |  |

Meeting closed: 20:50

Claire Arnold

Clerk to Watchfield Parish Council 17/07/19