**Meeting of Watchfield Parish Council**

**ZOOM VIRTUAL MEETING**

**Tuesday 21st April 2020 at 7.30pm**

**Minutes**

Present via Zoom: Cllrs S Nodder (Chairman), D Griffiths, B Lyall, C Parker, S Coombs, C Arnold (Clerk), T Brock (RFO)

District Cllr E Ware, County Cllr Y Constance

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| **ITEM** |  |  |
| **230** | **To receive apologies for absence**District Cllr S Howell |  |
| **231** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**None |  |
| **232** | **Coronavirus update**1. **Volunteer effort**

Over 80 volunteers attended 85+ households on multiple occasions. Shopping, medication pick-ups, phone support, postage, food bank emergency provisions. Referrals from OCC/DC and NHS. Cllr Nodder holds the confidential log of volunteers, requests, referrals and safeguarding training. Liaising with Watchfield Primary School with reference to families needing support.1. **Grants and finances**

Community buildings receiving business rates relief (pavilion and village hall) should be entitled to grant to help over the shutdown period and loss of income. Cllr Nodder has applied for grant based on rateable value. Cllr Nodder has applied for SSE Resilient Communities grants for food bank contributions, children’s craft materials etc. Information regarding business support has been sent to all occupiers of the Shrivenham 100 business park.1. **Restrictions and regulations**

Play area remains closed. Some vandalism, misuse and removal of notices. Recommendation dogs are on leads. No communal sports allowed. Information received disseminated via Nextdoor, website and email. Notices where appropriate. Some reports of garden parties etc.1. **Other**

No timescale for easing of restrictions. Other jobs booked for when applicable. |  |
| **233** | **To take questions and comments from members of the public**District Cllr EW reports on available grants for WPC, planning application for Shrivenham 100 business park will go to committee. Cllr SN notes requests for support are coming in from Ashbury, Cllr EW will get in touch with Ashbury PC.County Cllr YC compliments local support and reports on available grants to the parish Council. |  |
| **234** | **To take questions and comments from members of the Council**Fly-tipping outside Maidens Close reported. On Sovereign Housing land. Cllr YC also notes that the tips have been closed due to lack of social distancing and abusive behaviour to staff at the tip, however the council are considering re-opening them.Cllr DG reports on bus stop vandalism along Faringdon Road, clerk has reported to police.Council reports dog bins have been emptied, those that were overflowing were not WPC bins. |  |
| **235** | **To approve the minutes of ordinary meeting held on 17.03.20**Council AgreeProposed: Cllr BL Seconded: Cllr DG Agreed: All |  |
| **236** | **To approve the minutes of extraordinary meeting held on 23.03.20**Proposed: Cllr CP Seconded: Cllr DG Agreed: All |  |
| **237** | **To address matters arising from the ordinary meeting held on 17.03.20**All action points are completed, in hand or on the agenda for this meeting |  |
| **238** | **To address burial matters**None |  |
| **239** | **To address planning matters**1. **Update on current developments**
2. **P20/V0869/A; McDonald’s Restaurant Majors Road Watchfield: Installation of 4 No. new digital freestanding signs and 1 No. 15” digital booth screen.**

2 signs on each drive through lane. Out of sight of road.Council has no objections, clerk to respond CAProposed: Cllr SC Seconded: Cllr CP Agreed: All |  |
| **240** | **Finance to Agree** none |  |
| **241** | **Finance to Note**

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| --- | --- | --- | --- |
| Name | Spending Power | Total Gross | Detail |
| Leon Pearce | Parish Councils Act 1957. | 210.00  | Bus shelter cleaning |
| C Arnold | LGA 1972 s112  | 544.00  | Mar salary |
| T Brock | LGA 1972 s112 | 213.65  | Mar salary |
| B Eagle | Open Spaces Act 1906 | 100.00  | Return of backland deposit |
| BG Business | LG (Misc) Act 1976 s19 | 227.55  | Electricity at Pavilion |
| Castle Water | Open Spaces Act 1906 | 9.37 | Backlands water |
| Paul Spencer-Matthews | Litter Act 1983 | 250.00  | Litter picking |
| HMRC | LGA 1972 s112 Contract/Pensions Act 2014 | 146.80  | TAX Jan-March 2020 |
| Home Start | LGA 1972 s137 | 100.00  | Grant |
| OALC | LGA 1972 s143 | 412.37  | Subscription |
| S Nodder | Highways Act 1980 | 49.02  | Gravel to fill gateways |
| C Arnold | LGA 1972 s111 | 18.30  | Stamps |
| Community First | LGA 1972 s143 | 70.00  | Subscription |
| BG Business | LG (Misc) Act 1976 s19 | 254.58  | Electricity at Pavilion |
| S Nodder | Highways Act 1980 | 15.00  | Materials for playground closure |
| Paul Spencer-Matthews | Litter Act 1983 | 250.00  | Litter picking |
| Bawden Managed Landscapes | Open Spaces Act 1906 | 56.92 | Grass cutting church |
| Bawden Managed Landscapes | LG (Misc) Act 1976 s19 Highways Act 1980 | 723.52 | Grass cutting  |

**Agenda Diary**1. **Online VAT return** - done
2. **Registration of Members’ Interests –** no changes
3. **Employer PAYE – Annual Return –** no return necessary due to RTI
4. **Section 137 Payments –** no further requests
5. **Bank Reconciliation**

As circulated. Council Agree.Proposed: Cllr DG Seconded: Cllr BL Agreed: All1. **Budget Review – end of year**

Many agreed projects have been delayed due to current circumstances therefore payments are likely to come out of next year. All projects will be carried over as earmarked funds.As circulated. Council AgreeProposed: Cllr CP Seconded: Cllr BL Agreed: All1. **To agree and sign Section 1&2 of Internal Audit**

No signature required, clerk completing internal audit. External Audit deadline extended till September 2020.1. **Audit Plan update**

No Changes to quarterly update. Clerk to make a list of audit plan items missed in the current situation that need to be completed once normality returns.1. **ROSPA Play Area inspection – book**

Book anyway for when parks reopen, clerk to organise1. **Update key holder list**

Councillors to send across list of keys they hold, clerk to update.1. **Carry out full PAT testing**

Postponed until circumstances allow1. **Pavilion charges review**

Suggest remaining same for this coming year. Council Agree. Proposed: Cllr CP Seconded: Cllr SC Agreed: All1. **Review Insurance**

Clerk organising quotes ready for next meeting. |  |
| **242****243** | TBTBTBCACACACASNCPCA |
| **244** | **File back-up Storage** Clerk to keep back up during lockdown |  |
| **245** | **To note correspondence**Dogs to be kept on leads on the recreation ground as per government social distancing advice. Backlands Paddock will be cut once a month till new tenant found. Cllr CP to investigate.  |  |
| **246** | **Any other business**None |  |

Meeting Closed: 20:07

Claire Arnold

Clerk to Watchfield Parish Council 22/04/20