**Meeting of Watchfield Parish Council**

**ZOOM VIRTUAL MEETING**

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

**Minutes**

**Join Zoom Meeting**

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**Meeting ID: 795 2321 9164**

**Passcode: 5iAUAD**

Present: Cllrs S Nodder (Chairman), D Griffiths, S Coombs, C Parker, Mrs C Arnold (Clerk), District Councillors E Ware, S Howell

1 member of public

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| **ITEM** |  |  |
| **37** | **To receive apologies for absence**  Cllr B Lyall |  |
| **38** | **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 take part in discussion or vote on item 51 (as an allotment holder) or item 54 (as a licence holder). |  |
| **39** | **Coronavirus update**   1. **Volunteer effort**   MP has written to thank volunteers. Demand very low at present. Few hospital runs and prescription pick-ups. Watchfield and Shrivenham foodbank has now stopped operating.   1. **Grants and finances**   SSERC grant still has some funding for activity supplies/ emergency food bank supplies   1. **Restrictions and regulations**   Play areas etc are an agenda item   1. **Other**   NONE |  |
| **40** | **To take questions and comments from members of the public**  Cllr EW reports first virtual Vale Council meeting conducted, 3 days of road works in Shrivenham 17th-19th August. |  |
| **41** | **To take questions and comments from members of the Council**  Play area fencing has been installed. Notices etc on the agenda  McDonalds rubbish still prevalent. Cllr SN asks clerk to approach Vale regarding conditions put on take-aways to litter pick and Highways about McDonalds Covid19 parking restrictions pushing parking problems and traffic congestion out onto roads and other car parks? Clerk to contact McDonalds Management regarding parking and litter and if no response to follow up with Cllr EW.  Cllr SN thanks Dawn and Jim and everyone who helped move the Anglo Saxon cross.  Cllr SC would like the council to consider putting a non-permanent 2 lane running track line on the grass on the recreational field for next spring/summer. Cllr CP notes we do have paint and equipment for this. Cllr SC and clerk to investigate for next agenda.  Cllr CP states Shrivenham Football team to return. | CA  SC  CA |
|  |  |  |
| **42** | **To approve the minutes of ordinary meeting held on 16.06.20**  Agreed  Proposed: Cllr DG Seconded: Cllr CP Agreed: All |  |
| **43** | **To address matters arising from the ordinary meeting held on 16.06.20**  All action points are complete, in hand or on the agenda for this meeting |  |
| **44** | **To address burial matters**   1. **Permission to erect a new memorial: Mr Andrew Gorton Burial plot 208, £60 paid**   Proposed: Cllr CP Seconded: Cllr SC Agreed: All   1. **Permission for a memorial stone plot 140; Kristian William Milsom, £60 paid**   Proposed: Cllr CP Seconded: Cllr SC Agreed: All | SC |
| **45**  **46**  **47** | **To address planning matters**   1. **Update on current developments** 2. **P20/V1510/FUL; Land adjacent to Portelet House, Faringdon Road, Longcot SN7 7UA. Development of Concrete Pad within site area and Change of Use of the whole site area to "Sui Generis including retail use"**   Retrospective permission for existing business. No further traffic generation. Local employment opportunities. Clerk to respond No Objection  Proposed: Cllr SN Seconded: Cllr DG Agreed: All   1. **P20/V0629/FUL; Shrivenham Hundred Business Park, Majors Road, Watchfield Swindon, Amended plans**   Suggested response previously circulated. Remains issues in plans regarding bin storage and parking places despite revisions. All other objections stand. Clerk to submit comments.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **To discuss progress of MUGA/Tennis project**   Awaiting licence from Thames Water. Clerk to ask Cllr JV on how this is progressing.  **To address complaint against Council regarding Backlands’ weeds and conduct of Cllr Sue Nodder**  Additional paddock work has been carried out. No Code of Conduct complaint has been received by the Vale and no evidence submitted.  **To agree/discuss dealing with abusive and unacceptable behaviour by residents to councillors**  OALC advice is to call the police to log every incident, even if identity of offender is not known. Action will be taken as advised. All incidents should be reported to the Clerk. | CA  CA  CA  JV  CA |
|  |  |  |
| **48**  **49**    **50**  **51**  **52**  **53**  **54** | **To agree/discuss re-opening of pavilion and recreation ground, play areas, fitness equipment**  Play area and outdoor gym equipment open at users’ own risk. RoSPA report received.  Pavilion open with restrictions. Advisory one-way system, recommended notices and hand sanitisers in place.  Cllr CP notes no interest yet in hire and Cllr SN states parties and gathering of people are not currently allowed in village halls or pavilions.  **To agree signing the AGAR 2019/20 Audit. Annual Governance and Accountability Return 2019/2020 Part 3 for the Year Ending 31 March 2019. Subject to approval of the items below.**  Proposed: Cllr CP Seconded: Cllr SC Agreed: All   1. **To approve Section 2 Accounting Statements 2019/20.**   Proposed: Cllr CP Seconded: Cllr SC Agreed: All   1. **To approve the bank reconciliation as 31 March 2020.**   Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **To note the explanations for Audit 2019/20.**   Proposed: Cllr DG Seconded: Cllr CP Agreed: All  **To discuss RoSPA inspection report for the Play Area and Outdoor Gym equipment**  Report circulated. Bin replacement to go on next agenda. Suggests minor repairs done locally and Wicksteed addresses any issues when on site for further installations. Gym equipment to be monitored.  **To agree/discuss allowing ducks to be kept on the allotments**  Cllr Nodder withdraws from the meeting. Information circulated. Cllr SC notes that ducks do not require a pond but do need a water source. Council discuss and agree ducks are only allowed on the school allotment and a maximum of two for half an allotment and four for a full allotment. Allow for a three-month trial with ducks and new foul agreement to be put in place. No livestock to be kept on the Backlands allotments.  Proposed: Cllr CP Seconded: Cllr DG Abstained: Cllr SN Agreed: All  **To agree village weedkilling and brush clearance quotes**  Cllr Nodder re-joins meeting. To weedkill gutters, pavement edges, around play equipment and pavilion, cemetery path and clear brush to rear of pavilion. Council agrees on quote.  Proposed: Cllr CP Seconded: Cllr SC Agreed: All  **To discuss agree new signage for play area fencing. A4 dibond aluminium signs £33.73 + VAT for 4**  For gates to play area – no dogs and please shut the gates x 2  For play area and entrances – council details, postcode and areas of responsibility x 4  Council agree to add No motorised vehicles except mobility scooters. Maximum £80  Proposed: Cllr DG Seconded: Cllr CP Agreed: All  **To discuss/agree replacement of gate for church paddock £450 + VAT**  Cllr Nodder withdraws from the meeting. Council agree to purchase new gate.  Proposed: Cllr DG Seconded: Cllr CP Abstained: Cllr SN Agreed: All | TB  TB  TB  SN  CA  BL  SN  CA  SN  SN |
| **55** | **Finance to Agree**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Spending Power | Invoice date | TOTAL Gross | Detail | | Parkfield Tree & Garden Care | Open Spaces Act 1906 | 09/07/2020 | 540.00 | Emergency  tree work at allotments |   Proposed: Cllr CP Seconded: Cllr DG Agreed: All |  |
| **56**  **57** | **Finance to Note**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name | Spending Power | Total Gross | Details |  | | | 707 resource management | Litter Act 1983 | 12.17 | Litter - pavilion | | | Ancala Water Services | Open Spaces Act 1906 | 137.92 | Allotments water | | | British Gas | LG (Misc) Act 1976 s19 | 17.17 | Pavilion - electricity | | | 707 resource management | Litter Act 1983 | 60.84 | Litter - pavilion | | | Amazon | LGA 1972 s111 | 31.96 | Stationery | | | BGG Garden & Tree Care | Open Spaces Act 1906 LG (Misc) Act 1976 s19 Highways Act 1980 | 558.00 | Grass cutting within the parish | | | Brunel Survyes Ltd | LG (Misc) Act 1976 s19 | 960.00 | Underground ultilites survey MUGA | | | Amazon | LGA 1972 s111 | 204.44 | Sanitising foam - pavilion | | | Inland Revenue | LGA 1972 s112 Contract/Pensions Act 2014 | 146.60 | TAX Apr-June 2020 | | | Aldi- emergency food - Covid-19 | LGA 1972 s137 | 43.93 | Emergency food - Covid 19 | | | T Brock | LGA 1972 s112 | 213.85 | June salary | | | C Arnold | LGA 1972 s112 | 544.00 | June salary | | | Paul Spencer-Matthews | Litter Act 1983 | 250.00 | Litter picking | | | Aldi/Range emergency supplies - Covid-19 | LGA 1972 s137 | 422.70 | Emergency supplies - Covid 19 | | | 707 resource management | Litter Act 1983 | 50.70 | Litter - pavilion | | | British Gas | LG (Misc) Act 1976 s19 | 81.11 | Pavilion - electricity | | | T Brock | LGA 1972 s112 | 213.65 | July salary | | | C Arnold | LGA 1972 s112 | 544.00 | July salary | | | Shrivenham Fencing | LGA 1972 s 19 | 1559.26 | Knee rail around pavilion car park | |   **Agenda Diary**   1. **Registration of Members’ Interests** – any changes to Clerk 2. **Section 137 Payments –** no requests 3. **Bank Reconciliation**   Postponed to next meeting in September. Clerk to add to next agenda   1. **Budget Review**   As circulated. Council Agree  Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **Employer PAYE** – calculated by NetResult 2. **Review of Effectiveness of Internal Audit**   As circulated. Council Agree  Proposed: Cllr DG Seconded: Cllr SC Agreed: All   1. **Audit Plan update –** working document, can be amended at any time 2. **Online VAT return -** RFO 3. **Employer PAYE** – duplicate of item 57e |  |
|  | CA  TB  CA  TB |
| **58** | **File back-up Storage**  Carried out by Clerk at home |  |
| **59** | **To note correspondence**   1. **Complaints about play area closed** – noted. Closed according to government guidelines and re-opened after RoSPA safety inspection requested by insurers. 2. **Complaint about moss along Majors RD** – noted. Highways responsibility. No moss detected 3. **Complaint about tree debris on allotment –** noted. Emergency tree work during high winds. 4. **Complaint about allotment tidy letters –** noted. Tenants given opportunity to explain and bring allotments up to minimum requirements. 5. **Parking along High Street blocking access to the post box –** noted. Queries passed to Post Office and Highways. |  |
| **60** | **Any other business**  None  Meeting Closed:  20:17  Claire Arnold  Clerk to Watchfield Parish Council 15/07/20 |  |

Please be aware of the following points regarding online meetings

1. The meeting will be recorded by the clerk, this will be for the purpose of taking minutes.
2. Time for public comments (Item 40) is 3 minutes per individual. After item 40 the public will be muted and if you have a question or comment to make please raise your hand to be unmuted.
3. Threatening or Foul language will not be tolerated, and you will be removed from the meeting by the clerk.