**Meeting of Watchfield Parish Council**

**ZOOM VIRTUAL MEETING**

**Tuesday 20th October 2020 at 7.30pm**

**Minutes**

**Join Zoom Meeting**

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**Meeting ID: 873 5866 4670**

**Passcode: 563005**

Present: Cllrs S Nodder (Chairman), D Griffiths, C Parker, S Coombs, B Lyle, C Arnold (Clerk)

District Cllr E Ware

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| **ITEM** | |  | |  | |
| **85** | | **To receive apologies for absence**  District Cllr S Howell, Cllr J Valadas, T Brock (RFO) | |  | |
| **86** | | **To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting**  Cllrs SN, DG will not vote on Item 102 as Village Hall Committee members**.** | |  | |
| **87** | | **Coronavirus update**   1. **Volunteer effort** 2. **Grants and finances** - £500 grant received from Cllrs Ware and Howell for Covid-19 materials (signs, PPE, equipment). Council offers thanks. 3. **Restrictions and regulations** – currently in Tier 1 (medium) 4. **Other –** Requests for assistance coming from Shrivenham, Cllr EW asks they be passed on to her to feedback to Shrivenham PC. | | SN  EW | |
| **88** | | **To take questions and comments from members of the public**  Cllr EW reports that civic parking enforcement should be in place for 2021 providing all structure and democratic process is in place. Corporate Plan although submitted was incomplete and therefore additional meeting required. Planning for the future response has received many negative responses due to the current Covid-climate and priorities should be concentrating elsewhere. | |  | |
| **89** | | **To take questions and comments from members of the Council**  S6 bus service no longer comes through Watchfield Village – no prior warning or reasons given. Money from Watchfield developments given to support S6 route. Clerk investigating.  Annual community litter pick on Saturday 24th October 10am to 1pm. Collection/deposit point on recreation ground car park. Only 1 negative comment received. | | CA | |
| **90** | | **To approve the minutes of ordinary meeting held on 15.09.20**  Council Agree.  Proposed: Cllr SN Seconded: Cllr BL Abstained: Cllr CP Agreed: All | |  | |
| **91** | | **To address matters arising from the ordinary meeting held on 15.09.20**  All action points are completed, in hand or on the agenda for this meeting | |  | |
| **92** | | **To address burial matters**   1. **New inscription for plot 106/4 Veronica and David Larkin**   **Inscription to read: AND DAVID LARKIN (NED) 22.1.19.44 – 3-.10. 2019. NEVER FORGOTTEN. paid.**   1. **Quotes for bench plinth received – see item 97** | |  | |
| **93** | | **To address planning matters**   1. **Update on current developments**   Cllr Valadas has finalised agreement between Thames Water and Wicksteed for installation of MUGA. | |  | |
| **94**  **95**  **96**  **97**  **98**  **99**  **100**  **101**  **102**  **103** | | **To discuss/agree contribution towards autumn verge bulb planting**  Annual bulb planting by volunteers. Council agree to £250 towards costs.  Proposed: Cllr SN Seconded: Cllr BL Agreed: All  **To discuss/agree options for replacement trees on Meadow View POS**  Currently there are at least 8 trees requiring replacement. Poor quality originals and difficult soil. Group formed to research, part fund, plant and care for trees. Already received £420 from Barratt for replacement. Council agree to £500 from POS fund towards planting project. Central signature tree discussed.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **community orchard**   As part of above. Fruit trees to be included.  **To discuss/agree response to Planning for the Future government consultation**  As circulated by Cllr SN. If the council have any comments please submit to Cllr SN by the end of the week before response is submitted. Council agree to submitting response once feedback received.  Proposed: Cllr SN Seconded: Cllr BL Agreed: All  **To discuss/agree installation of bench plinths for memorial bench in cemetery and in front of pavilion**  Quote circulated. Cemetery plinth cost to be reimbursed by family. Council agree to quote of £150.  Proposed: Cllr DG Seconded: Cllr BL Agreed: All  **To discuss/agree installation of a solid base for bin store on recreation ground**  Quote circulated. To ease moving bin. Council agree to quote of £250.  Proposed: Cllr CP Seconded: Cllr SC Agreed: All  **To discuss/agree installation of hard standing at recreation ground pedestrian entrance from footpath 2**  Entrance has been moved with new gate but already becoming muddy. Quote circulated. Council agree to quote of £100.  Proposed: Cllr SC Seconded: Cllr CP Agreed: All  **To discuss/agree to scaffolding for a residential home being delivered via the rec.**  Require access to recreation ground. No impact on pitch. Council agree to access. Cllr SN to leave a key with Cllr DG.  Proposed: Cllr SN Seconded: Cllr DG Agreed: All  **To discuss/agree feasibility of outdoor table tennis in the village**  As suggested by VWHDC Leisure. Council discuss and will investigate when MUGA is completed to see if space is available.  Proposed: Cllr Seconded: Cllr Agreed: All  **To discuss/agree use of pavilion during Village Hall renovations**  Village Hall will need to close during 8-10 weeks of renovation starting at the beginning November. Legislation does allow for village hall users to use the pavilion. Council discuss and agree to allow village hall users to book the pavilion, providing they are covid compliant and abide to social distancing by marking the floor space and use a one way in and one way out via a different door.  Proposed: Cllr CP Seconded: Cllr BL Abstained: Cllrs SN, DG Agreed: All  **Finance to Agree**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Payee | | Spending Power | | | TOTAL Gross | Detail |  | | Parkfield Tree & Garden Care | | Open Spaces Act 1906 | | | 240.00 | Emergency tree work | | Proposed: Cllr SN Seconded: Cllr CP Agreed: All | | | | | | | | Clerk | |  | 20.44  13.68 | | Printer Ink,  18 first Class Stamps | | Proposed: Cllr SN Seconded: Cllr CP Agreed: All | | | | | | | SN  SN  ALL  SN  SN  SN  SN  DG  SN  SN | |
| **104**  **105** | | **Finance to Note**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name | Spending Power | Total Gross | Detail |  | | C Arnold | LGA 1972 s112 | 544.00 | Sept salary |  | | T Brock | LGA 1972 s112 | 213.85 | Sept salary |  | | Leon Pearce | Parish Councils Act 1957. | 105.00 | Bus cleaning |  | | 123 Reg | LG 1972 s142 | 19.19 | Website | | | The Nat Allotment Society | LGA 1972 s143 | 67.00 | Membership |  | | Paul Spencer-Matthews | Litter Act 1983 | 250.00 | Litter picking |  | | Stocksigns |  | 85.11 | Social distancing signs |  | | Amazon |  | 223.19 | Sanitising equipment |  | | Stocksigns |  | 275.97 | Social distancing signs |  | | No Butts Bin Co | Litter Act 1983 Parish Councils Act 1957 | 678.00 | Bench and litter bin |  | | F Nodder | LG (Misc) Act 1976 s19 | 75.96 | Padlocks |  | | The Net Result | LGA 1972 s112 | 92.50 | Payroll |  | | BGG | Open Spaces Act 1906 LG (Misc) Act 1976 s19 Highways Act 1980 | 1,116.00 | Grass cutting of verges, church and recreation ground |  |   **Agenda Diary**   1. **Online VAT return -** 2. **Employer PAYE**  - calculated by NetResult 3. **Registration of Members’ Interests** – changes to the Clerk 4. **Section 137 Payments** – no requests 5. **Bank Reconciliation**   As circulated. Council Agree.  Proposed: Cllr SN Seconded: Cllr BL Agreed: All   1. **Budget Review**   As circulated. Council Agree  Proposed: Cllr sc Seconded: Cllr DG Agreed: All   1. **Audit Plan update**   As circulated. Electrical testing will need to be changed.   1. **Standing Orders Review**   As circulated. Council Agree  Proposed: Cllr SN Seconded: Cllr SC Agreed: All   1. **Code of Conduct Review**   As circulated. Council Agree.  Proposed: Cllr SN Seconded: Cllr CP Agreed: All   1. **Allotments Register – Payments and Agreements** - ongoing 2. **Cemetery Contract Review –** undertake as part of whole village review. Council note complaints were made on FB about the flower bed outside Sovereign housing and lack of upkeep by the council. The council do not own this flower bed and the council have approached sovereign housing asking if they would be willing to give the land to us for maintenance, but they refused. WPC are not responsible for this flower bed. 3. **Appointment of Internal Auditor**   As circulated. Clerk has made arrangement. Audit diary will need amending.   1. **Acceptance / approval of External Audit**   Not yet provided.   1. **Grass Cutting Contract –** undertake as part of whole village review 2. **Leaf clearing**   Will investigate as a part of the village review   1. **Remembrance Attendance –** allowed under special Covid-19 regulations. Cllr Nodder will lay wreath on behalf of Council. 2. **Carry out visual PAT testing.**   To be done by Cllr SN   1. **Budget Forecast for next financial year –** all officers to draft 2021/22 budget for their areas asap and forward to Cllr Nodder | |  | |
| **106**  **107** | | **To note correspondence**   1. **Three Street lights are off at the end of the High Street, MoD owned**. MoD Estates Management have been informed and will be carrying out the maintenance work. 2. **Forensic training session carried out at the pavilion without permission from WPC.**   Clerk has contacted the company and waiting for a response.   1. **Christmas Tree Collection –** Council Agree for Christmas Trees to be collected after Christmas from the Rec. 2. **Resident noted suspicious activity around the pavilion.** Cllr SN reviewed CCTV and saw only two youths urinating near the hedge.   **Any other business**  Cllr CP notes Shrivenham Football Club are no longer using the pitches.  Cllr SN notes the light is not working in the pavilion Storeroom. Cllr CP to contact pavilion contractor to ask about warranty.  Cllr SN states the Village Hall renovations should be completed in 2021, there will be an office available for the clerk to work from.  Cllr SC would like to offer her help on making any outside signs needed for the village.  Cllr BL notes a firepit has been made by children in the POS (not in our area), councillors to keep an eye.  Meeting Closed 20:28 | |  | |
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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 88) is 3 minutes per individual. After item 64 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.

Claire Arnold

Clerk to Watchfield Parish Council 21/10/20