**Meeting of Watchfield Parish Council**

**ZOOM VIRTUAL MEETING**

**Tuesday 19th January 2021 at 7.30pm**

**Minutes**

**Join Zoom Meeting**

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**Meeting ID: 828 8189 8655**

**Passcode: 654379**

**Present:** Cllrs Nodder (Chairman), D Griffiths (Vice), S Coombs, B Penrose-Lyall, C Parker (Vice), P Scratchley, C Arnold (Clerk), District Cllrs Howell & Ware

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** |  | **Action** | |
| **146** | **To receive apologies for absence**  Cllr J Valadas, T Brock (RFO) |  | |
| **147** | **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 participate in discussion or decision for item 154b |  | |
| **148** | **Coronavirus update**   1. **Volunteer effort** Mainly transport to vaccinations at STEAM. Some social care help. 2. **Grants and finances** Further business closure grants applied for National Lockdown 2 and Tier 2). Awaiting details on Tier 4 and National Lockdown 3 support grants. Assistance for residents has been publicised. District Councillor Covid grants do not have new grant money to offer, just remaining grants. 3. **Restrictions and regulations** Play area currently allowed to remain open. Outdoor gym equipment closed. May need assistance of Covid Marshalls for rec. and McDonald’s. Cllr SC notes groups of dog walkers on the rec., councillors to be vigilant. 4. **Other -** None |  | |
| **149** | **To take questions and comments from members of the public**  Cllr SH reports suspension of Brown bins to be reviewed next month, Officers at Vale are working from home and in some cases being re-deployed to other departments and therefore skeleton staff is operating in some areas. Cllr EW notes report has been circulated. Two CIL public consultations are open for response. OCC officers have met with Swindon Cllrs regarding infrastructure impact on A420 traffic. |  | |
| **150**  **151** | **To take questions and comments from members of the Council**   1. **Social media questions** 2. **Salt bins Majors Rd/High St.** Can request evaluation from OCC. Cost to Parish of £250 plus subsequent filling (approx. £150 per fill). Decision and exact location down to OCC. 2 current bins – High St/Faringdon Rd and top of Chapel Hill (on footpath 2) Gritting route by OCC – High Street, Faringdon Road, Majors Road (bus route). Council will investigate possible locations with OCC and agreement of costs will be added to the next agenda.   Proposed: Cllr PS Seconded: Cllr CP Agreed: All   1. **Street lights** Non-functional lights have been reported again via FixMyStreet and MOD Estates. 2. **Street lights outside Shrivenham 100** Additional lighting item 155. No further correspondence with resident complaining. Clerk to chase. 3. **Mobile tapas in Recreation Ground car park 1 or 2 nights/week** No request has been made to the Clerk. Car park locked at night due to ASB. Not permitted to encourage congregation. Mobile pizza in area recently led to litter, congregation, noise and ASB. Businesses can apply to council – considered once restrictions allow. H&S, insurances, licences etc would have to be investigated and costs agreed. 4. **Concerns regarding traffic that is backing up from McDonald’s** Request photographic evidence to take to Highways and Vale. Was highlighted during first lockdown. Rubbish a problem in Watchfield, Longcot, Ashbury and Bourton. Push to get numberplates put on take away containers so can identify the waste. Need photographs of waste, collections etc. Clerk to contact head office and Watchfield branch regarding company’s efforts to control waste from Watchfield store.   Cllr PS to obtain photos of traffic build up with time slot.   1. **Future of village Christmas Eve carols** Has taken place for past 35+ years. Current organiser does not wish to continue. Usual tree is now dead. Suggest Council investigates planting of tree for future. Near pavilion would allow power source for lights, venue for refreshments and safe place to congregate for residents. Council agree to investigate new location and interim tree till long term tree and location found. Council would like to thank the previous organiser for his many years of effort and planning the Christmas eve carols.   Cllr Nodder states that Wiltshire Air Ambulance attended medical emergency last week. Unable to land at original site due to out-of-control dog. Bulb planting has been completed. PWA installation being pursued again with Vale suggesting pre-application advice sought.  Cllr BL notes broken metre panel on the pavilion. Cllr SN will repair. Water metre has not been located, clerk to correspond with Thames regarding location.  Combination lock recommended for pavilion gate for easier access in the occasion of an emergency.  **To approve the minutes of ordinary meeting held on 15.12.21**  Council Agree. Cllr PS to add link to FB page to website.  Proposed: Cllr BL Seconded: Cllr SC Agreed: All | CA  CA  CA  PS  All | |
| **152** | **To address matters arising from the ordinary meeting held on 15.12.20**  All action points are either complete, in hand or on the agenda for this meeting |  | |
| **153** | **To address burial matters**   1. **Request for removal and refurbishment of memorial to JESSICA SARAH ANNE FRYER**   Stone mason has submitted application signed by family |  | |
| **154**  **155**  **156**  **157**  **158**  **159** | **To address planning matters**   1. **Update on current developments-** no feedback from OCC regarding drainage issueon the Curtis Close boundary dispute. Cllr JV in conversations with relevant authorities. Council thoroughly investigating the matter. 2. **P20/V3214/LB - Replacement of existing windows and door, re-instatement of recently discovered single 17C window. SN6 8TB**   Cllr Nodder absents herself from the meeting. Cllr Griffiths assumes the Chair. Council Agree to respond with No Objection. Clerk to respond.  Proposed: Cllr SC Seconded: Cllr CP Agreed: All  Cllr Nodder re-joins the meeting and resumes the Chair.  **To discuss street lighting along Majors Road**  OCC are highway authority but previously stated they do not have funds for additional lighting. Parish would need to pay (2017 estimated £18K for 3 poles plus a commuted sum for the ongoing maintenance and energy costs). Cllr Valadas to update information. Clerk to contact resident for location of streetlamps requested and correspond with OCC on costs per pole and commuted sum. To be added to the next agenda for discussion.  **To agree/discuss improvements to gateway thresholds to Recreation Ground and playpark**  Previous estimate based on old gateway. Funnelling of foot traffic results in very muddy entrances. Quotes sought. Cllr PS requests more gravel on the footpath 2, Cllr SN will ask contractor for costings.  **To agree/finalize Budget 2021/22**  As circulated with consequences of range of precept. Earmarked reserves not spent due to Covid restrictions, and Covid risk assessment means allowances must be made for a pandemic to ensure the council can still operate. Council discuss 5% rise based on future operational costs, reserves for pandemic risk assessment and loss of income.  Council Agree to 5% rise in precept. Budget to be updated and circulated, Council agree to budget.  Proposed: Cllr CP Seconded: Cllr SC Agreed: All  **To agree Precept 2021/22 – deadline 22.01.2021**  Based on agreed item 157, precept request for £ 43,520.97 to be submitted, council agree 5% rise. £2.03 per house rise.  Proposed: Cllr PS Seconded: Cllr BL Agreed: All  District Cllr Howell leaves the meeting  **To agree/discuss response to Community Infrastructure Levy and Developer Contributions consultation**  Draft responses circulated. Council agree on response, thanks to Cllr SN for researching.  Proposed: Cllr DG Seconded: Cllr SC Agreed: All | JV  ALL  CA  JV  CA  SN  SN  SN  CA  SN | |
| **160**  **161**  **162**  **163** | **To agree quote for repair/replacement of damaged security light sensor on Pavilion**  Waiting for quote, to be added to the next agenda.  **To discuss improvements in communication for WPC**  Cllr PS notes duplication of emails, Cllr SN notes email addresses were duplicated on certain mailing lists, this has now been altered and should not occur again.  Cllr PS reports on success of FB page and increased interaction with the community. Cllr PS is preparing a new website.  **Finance to agree**   |  |  |  |  | | --- | --- | --- | --- | | Payee | Spending Power | TOTAL Gross | Detail | | Parkfield Tree Care | Open Spaces Act 1906 | 144.00 | Clear brambles from Recreation Ground - High Street side | | Proposed: Cllr DG Seconded: Cllr CP Agreed: All | | | |   **Finance to Note**   |  |  |  |  | | --- | --- | --- | --- | | Name | Spending Power | Total Gross | Detail | | British Gas | LG (Misc) Act 1976 s19 | 60.55 | Pavilion electricity | | VE Renovations | Litter Act 1983 Parish Councils Act 1957 | 550.00 | Bench & bin store plinths | | British Gas | LG (Misc) Act 1976 s19 | 214.59 | Pavilion electricity | | 707 resource management | Litter Act 1983 | 17.18 | Waste collection | | C Arnold | LGA 1972 s112 | 544.00 | Dec salary | | T Brock | LGA 1972 s112 | 213.85 | Dec salary | | Leon Pearce | Parish Councils Act 1957. | 105.00 | Bus cleaning | | PSpencer-Matthews | Litter Act 1983 | 250.00 | Litter picking | | 123 Reg | LG 1972 s142 | 71.86 | Website | | The Net Result | LGA 1972 s112 | 55.50 | Payroll | | | Homestart | LGA 1972 s137 | 100.00 | Grant | | | Moore Stephens | Accs & audit (Eng) regs 2011/817 | 1200.00 | External audit | | | PSpencer-Matthews | Litter Act 1983 | 250.00 | Litter picking | | | 707 resource management | Litter Act 1983 | 60.84 | Waste collection | | | 707 resource management | Litter Act 1983 | 60.84 | Waste collection | | | 707 resource management | Litter Act 1983 | 10.36 | Waste collection | | | 707 resource management | Litter Act 1983 | 60.84 | Waste collection | | | Leon Pearce | Parish Councils Act 1957. | 105.00 | Bus stop cleaning | | | CA | |
| **164**  **165** | **Agenda Diary**   1. **Online VAT return** completed by RFO 2. **Registration of members’ interests** changes to Clerk. Cllr SC requires update of register – new allotment tenant. 3. **Bank reconciliation** As circulated. Council Accept.   Proposed: Cllr PS Seconded: Cllr CP Agreed: All   1. **Budget review** As circulated. Council Agree   Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **Section 137 Payments**   Clerk to check percentage this can be increased by for the new budget.  **Oxfordshire South and Vale Citizens Advice (OSAV CA)**  44 Watchfield residents assisted in last year. £187 remaining of S137 budget in final quarter.  Council discuss and agree to grant of £100.  Proposed: Cllr SC Seconded: Cllr DG Agreed: All   1. **Risk assessment** As circulated, Adapted to encompass pandemic financial risks. Council Agree.   Proposed: Cllr DG Seconded: Cllr CP Agreed: All   1. **Certificates of appreciation – nomination**   Postponed due to Covid-19.   1. **Audit plan update**   Circulated. Live document   1. **Employer PAYE** 2. **Complaints policy – review** As circulated. Council Agree.   Proposed: Cllr SN Seconded: Cllr CP Agreed: All   1. **Lone worker policy – review** As circulated, COVID precautions included. Council Agree.   Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **Review clerk’s salary**   Clerk leaves the meeting.  Confidential minutes  Clerk rejoins meeting  **To note correspondence**  None | | SC  CA  TB  TB  CA  SN  TB  CA  TB  CA  ALL  CA  CA  SN | |
| **166** | **Any other business**  Clerk notes Cllr SC has now been offered a half allotment plot after 11 months on the waiting list.  Cllr BL states she is probably moving away from the village and therefore may be resigning soon from the council. The council thank her for her commitment and all the work she carried out for the council and wish her all the best in the future. She will be sorely missed.  Meeting Closed 20:45 |  | |

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 149) is 3 minutes per individual. After item 149 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 23/01/21

**Meeting of Watchfield Parish Council**

**ZOOM VIRTUAL MEETING**

**Tuesday 19th January 2021 at 7.30pm**

**Confidential Minutes**

**Present:** Cllrs Nodder (Chairman), D Griffiths (Vice), S Coombs, B Penrose-Lyall, C Parker (Vice), P Scratchley, District Cllr Ware

Clerk leaves meeting

**Item 164 l) Review Clerk’s Salary**

Clerk owed £224 in back pay due to missed national pay scale rise.

Propose increase to SCP21, which at the 20/21 scale equates to £13.78/hour plus £26 working from home allowance per month.

Proposed: Cllr CP Seconded: Cllr PS Agreed: All

Clerk rejoins meeting