**Meeting of Watchfield Parish Council**

**ZOOM VIRTUAL MEETING**

**Tuesday 16th March 2021 at 7.30pm**

**Minutes**

Present: Cllrs S Nodder, C Parker, D Griffiths, S Coombs, J Valadas, C Arnold (Clerk).

District Cllrs E Ware, S Howell

County Cllr Y Constance

2 members of the public

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| **ITEM** |  | | |  | |
| **184**  **185**  **186** | **To receive apologies for absence**  RFO T Brock  **To elect Chair to the Parish Council**  Council discuss and agree that Cllr Sue Nodder will remain as Chair till the May AGM when a new chairman will be elected. Cllr SN requests support over the next six weeks.  **To review and agree councillor roles and responsibilities.**  Other ad hoc roles Cllr SN will continue for now. All councillors will remain in current till reviewed in Mays AGM. | | |  | |
| **187** | **To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting**  Cllr SN and DG will abstain from Item 199 due to membership of the Village Hall Committee. | | |  | |
| **188** | **Coronavirus update**   1. **Volunteer effort** – still carrying out prescription collections and transport to vaccinations. 2. **Grants and finances** – all applicable Business grants have been applied for in relation to the pavilion. 3. **Restrictions and regulations** – need to ensure that outdoor sports restriction lifting includes use of internal facilities such as changing rooms. Waiting for clarification. 4. **Other** | | |  | |
| **189** | **To take questions and comments from members of the public**  Member of the public would like to record thanks to Cllr SN for all her service to the village. Also notes the public path to the cemetery needs re-graveling and removal of the plastic membrane to stop flooding. Cllr SN replies that we are waiting on a quote for the work. Member of the public also states that the school ditch also needs clearing.  Cllr YC comments on 20-mile speed limit in all villages suggested for the next administration, revival of speed-watch programme. Notes no planning application has been submitted for the erection of the fence, however there is nothing that county council will do. Cllr EW notes that matter is with the Vale planning enforcement team and she will chase for an update.  Cllr YC would like to record thanks to Cllr SN for her care and work as Chair on WPC.  Cllr EW notes report circulated. Joint Local Plan has gone to committee and will go to full council meeting on 24.03.21. Information found on the Vale website. Cllr EW notes three housing developments have been submitted in Highworth for a total of 380 dwellings on the B4000. OCC and the Vale are raising concerns on the increased traffic along the Windfarm Farm and B4000. A new planning application has also been submitted for five self-build houses by the sewage works near Shrivenham.  Cllr YC will not attend the next meeting due to Purdah. WPC would like to thank Cllr YC and hopes to see her again soon. | | | EW | |
| **190**  **191** | **To take questions and comments from members of the Council**  Cllr JV states that there was an unforeseen construction issue related to the existing drainage infrastructure that will delay the completion date of the multi-use games area.  Thames water have been on site to evaluate and cap. Also, we may have spare sub-base which we could use on footpath 2 or along Star Lane with agreement from the residents. To be added to the next agenda for agreement.   1. **Social Media Questions –** None. Cllr CP to place statement on all social media pages requesting questions are sent to the clerk’s email for response.   **To approve the minutes of ordinary meeting held on 15.02.21**  Council Agree.  Proposed: Cllr CP Seconded: Cllr JV Abstained: Cllr SN Agreed: All | | | JV  CA  CP | |
| **192** | **To address matters arising from the ordinary meeting held on 15.02.21**  All action points are complete, in hand or on the agenda for this meeting | | |  | |
| **193** | **To address burial matters**  None | | |  | |
| **194**  **195**  **196**  **197**  **198**  **199**  **200**  **201**  **202**  **203**  **204** | **To address planning matters**   1. **Update on current developments.**   None   1. **P21/V0466/LDP: 15 Lysander Crescent Watchfield Swindon; Single Storey Rear Extension.**   Council Agree to respond, No Comment. Clerk to respond.  Proposed: Cllr CP Seconded: Cllr SC Agreed: All  **To Agree grass cutting and grounds maintenance contract for 2021**  As circulated for Feb meeting. Areas of responsibilities resolved. Council Agree to accept Grass cutting contract. Clerk to liaise with contractors.  Proposed: Cllr SC Seconded: Cllr DG Agreed: All  **To discuss/agree gateway improvements, footpath and cemetery path re-gravelling quote.**  Quote not received. MUGA arisings could be used. To be added to next agenda.  **To discuss/agree the cost of installation of a temporary trackway for MUGA installation £1,322.34 ex. VAT**  Note VAT exclusive. Council Agree to payment to allow for the work to be done.  Proposed: Cllr DG Seconded: Cllr SC Agreed: All  **Update on outstanding S106 projects.**  Wicksteed working on MUGA, fitness and play equipment – rising main issues.  Remaining S106 items circulated. Pots for pitch provision, football, gym equipment, youth facilities, rugby, cricket, public open space, footpath 2, benches, play equipment, grass pitch, allotments, amenity green space, parks and gardens and natural green spaces. Cllr SN will speak to S106 officer to clarify definitions of areas to spend money on. Once clarification obtain the council will need to decide on how the money is to be spent. To be added to next agenda.  **To discuss/agree Parish Council use of Watchfield Village Hall**  Use of halls for PC and village meetings, storage and ad hoc use of office. Cllr SN notes that the Village Hall kindly do not charge WPC for use of its hall for meetings. Clerk notes that streaming of meetings is being encouraged. Council discuss and agree to contributing cost of Wi Fi to allow meetings to be streamed in the Village Hall. It is noted that there is no phone line coming into the village hall, therefore a phone line will also need to be installed. Cllr SC volunteers to gather information on costs for installing a phone line and costs for unlimited broadband. Once information/costs obtained the council will discuss/agree at meeting.   1. **To discuss/agree purchase of printer for council use.**   Eco printer/scanner/copier for approx. £250 with reduced through life costs. Council Agree to purchasing printer for use by the whole council up to the value of £300 which would include A3 printing abilities.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All  **To discuss/agree re-opening of the pavilion for local football clubs**  In line with national restrictions and government guidance. Additional cleaning required and covid risk assessments adhered to. MUGA work planned to be completed within 4 weeks but potentially within 6 weeks. Issues regarding car parking, social distancing, foul language from older players to be addressed with the football team, Cllr CP to liaise. Council discuss and agree to re-opening the pavilion once government guidelines and restrictions allow it. Cllr CP will organise cleaning after use. Also to note the pavilion will be used by OALC on 6th May 10.30-11.30, 3.35-5.00. The cleaners will be required after OALC use and before football training.  Clerk requests risk assessment for files.  Charges to be reviewed at the next meeting, Cllr CP to liaise with the Shrivenham football team and council regarding cleaning costs and grass cutting.  Proposed: Cllr JV Seconded: Cllr CP Agreed: All  **To discuss/agree OALC membership renewal, £424.31.**  Council Agree to membership  Proposed: Cllr CP Seconded: Cllr DG Agreed: All  **To Agree dates for Annual Parish Meeting and Annual meeting of the Parish Council**  Clerk states that legislation for remote meetings expires on May 6th 2021. OALC recommends planning for a virtual Annual Parish Meeting and Annual Parish Meeting Council before 6.5.21. Council Agree to the 4th for Annual Parish Meeting and the 5th for Annual Meeting of the Parish Council.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All  **Finance to Agree**  To be added to next agenda  **Finance to Note**  To be added to next agenda | | | CA  CA  CA  SN  SN  CA  SC  CA  SN  CP  CP  CA  CP  SN  CA | |
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| **205**  **206**  **207** | **Agenda Diary**   1. **Employer PAYE –** carried out by NetResult 2. **Registration of Members’ Interests –** changes to the Clerk 3. **Section 137 Payments –** no requests 4. **Paddocks topping and/or harrowing –** now part of the annual grass cutting agreement. To be removed from the Audit Diary. 5. **Fire Safety Assessment in Pavilion –** as circulated   Council Agree.  Proposed: Cllr SC Seconded: Cllr DG Agreed: All   1. **Date for Annual Assembly & May Meeting**   Agreed on item 202.   1. **Update Planning Register –** Completed by the clerk 2. **Review waste collection arrangements**   UKWS Ltd current suppler. Fortnightly collections just sufficient.  Council Agree to keep current arrangements.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **Book PAT testing equipment from Community First**   Full check due September. Currently Cllr Nodder qualified PAT tester. Council to consider training another councillor or paying for a pat tester.  **To note correspondence**   1. **WHITE HART JUNCTION IMPROVEMENTS – ERMIN STREET DRAINAGE WORKS – Road closure, Monday 15 March for one week, and again from Monday 19 April for two days.** Clerk to add to website. 2. **Insurance renewal invitation received.**   To be completed end of April. Clerk to liaise with RFO and Cllr SN.   1. **Internal Audit booked in for the end of April; remote meeting to be carried out.** Carried out by RFO and Clerk, liaise with Cllr SN. 2. **Flooding on school allotments.**   School ditch needs to be cleared. Clerk to chase school for feedback.  **Any other business**  None  **MEETING CLOSED: 20:39hrs.** | | CA  CA  CA  CA  SN  All  CA  TB  SN  CA  CA  TB  CA | |
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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 189) is 3 minutes per individual. After item 189 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 22/03/21