**Meeting of Watchfield Parish Council**

**ZOOM VIRTUAL MEETING**

**Friday 23rd April 2021 at 7.30pm**

**Minutes**

**Join Zoom Meeting**

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**Meeting ID: 815 6946 7092**

**Passcode: 844930**

Present: Cllrs S Nodder (Chairman), D Griffiths, S Coombs, C Parker, J Valadas, District Cllr E Ware, 1 member of public

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| **ITEM** |  |  |
| **208**  **209** | **To receive apologies for absence**  County Cllr Constance is in purdah, District Cllr S Howell  **To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting**  Cllr SN, DG are members of the village hall committee and will therefore not vote on item 218. |  |
| **210**  **211** | **Coronavirus update**   1. **Volunteer effort** – mostly now individual arrangements plus Cllr Nodder who expressed thanks to those who have stepped up during her absence. 2. **Grants and finances –** all applicable business support grants have been applied for. 3. **Restrictions and regulations –** areas will open or close according to the government legislation and appropriate signage will be shown. Please note central directives are for the earliest dates for reopening, not a requirement to do so. 4. **Other -** None   **To take questions and comments from members of the public**  Cllr EW report circulated. Deepest condolences with the news of Roger Cox’s sudden passing, funeral will be next Thursday. Call for Vale Planning Committee meeting regarding application for five self-built houses. At meeting the Vale have agreed to join with South Oxfordshire Local Plan 2031, Cllr EW will keep WPC up to date on issues regarding this. Cllr JV asks if there is feedback from the planning enforcement officer regarding its decision on the erected fence in Watchfield, decision dated as 04.03.21. Cllr EW will investigate.  Aaron Biggs introduced himself and expressed an interest in becoming a councillor. Aaron has a particular interest in parks/play area. Clerk to send Aaron all documentation on becoming a councillor and the work involved. | CA |
| **212** | **To take questions and comments from members of the Council**   1. **Social Media Questions –** None. Cllr CP to publish comments only approved by herself or the clerk. Cllr SC to assist in this set-up.   Cllr JV updates the council on the MUGA and fitness equipment installation. There is a wait for parts on pieces of the fitness equipment, delaying the installation till 24.05.21. However, play area can be opened without delay. Fencing will be removed next week, Cllr JV requests a councillor join him in examining the newly installed equipment for damage or missing parts, Cllr SC volunteers. Cllr JV has noted gradient of the bank has been improved and the contractors will re-seed the area. Cllr DG will investigate a combination padlock for the MUGA.  Cllr JV asks why the planning officer at the Vale did not request an installation of a sound barrier when Knapps was built. Cllr EW will ask the planning officer at the Vale. | CP  SC  JV  SC  DG  EW |
| **213** | **To approve the minutes of ordinary meeting held on 16.03.21. All minutes will be formalised and signed when the council re-commence physical meetings.**  Council Agree minutes.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All |  |
| **214**  **215**  **216**  **217**  **218**  **219**  **220**  **221**  **222**  **223**  **224** | **To address matters arising from the ordinary meeting held on 16.03.21**  All action points are complete, in hand or on the agenda for this meeting.  **To address burial matters**   1. **Samuel Cudjoe burial 23rd April, 12.45 plot 215**   Clerk to send off the Green Form.  **To address planning matters**   1. **Update on current developments** 2. **P21/V0503/O Outline application for the provision of 5no. Self-Build and/or Custom Housebuilding plots, with all matters reserved except for access from Faringdon Road**   Approval of response agreed previously. Watchfield Parish Council **OBECTS** to the proposed development on the grounds of contravention of planning policy (national, district and local), ecological impact and habitat destruction, flooding and health risks, and highway safety.  Proposed: Cllr CP Seconded: Cllr SC Agreed: All  **To Agree and formalise WPC’s Co-opting process**  This procedure is based on NALC Legal Briefing L15-08 – Good practice for selection of  candidates for co-option to local Councils. Council agrees to adopt this policy and agree to hold a confidential interview at a WPC meeting followed by a decision by the councillors on co-option of the individual. Clerk to add to website and advertise vacancies with co-opt policy councillor criteria on the notice boards. Clerk to ask Aaron Biggs for a written application for the councillor vacancy.  Proposed: Cllr Seconded: Cllr Agreed: All  **To Agree/Discuss quote for installation and monthly costs of Virgin Broadband into the Village Hall**  Cllr SC states it will be a maximum fee of £35 for installation and £28pm for 18months at a speed suitable for streaming live meetings. Earliest installation 05.05.21. Cllr SC to organise.  Proposed: Cllr CP Seconded: Cllr JV Abstained: Cllrs SN, DG Agreed: All  **To Agree/Discuss the replacement of a bench in Watchfield Parish Cemetery. 1.5m Park Seat with Back Recycledfurniture.co.uk £440 + VAT (free delivery)**  Replacement of domestic grade vandalised bench with council grade recycled plastic version as circulated. Council Agree to purchase.  Proposed: Cllr CP Seconded: Cllr JV Agreed: All  **Finance to Agree -**none  **Finance to Note.**   |  |  |  |  | | --- | --- | --- | --- | | Name | Spending Power | Total Gross | Detail | | Leon Pearce | Parish Councils Act 1957. | 105.00 | Bus stop cleaning | | BGG Garden and Tree Care | LG (Misc) Act 1976 s19 | 144.00 | Grass cutting | | C Arnold | LGA 1972 s112 | 801.20 | February salary | | T Brock | LGA 1972 s112 | 343.85 | February salary | | Screwfix | Open Spaces Act 1906 | 19.99 | Padlock for rec gate | | BG Business | LG (Misc) Act 1976 s19 | 71.52 | Electricity at Pavilion | | Paul Spencer-Matthews | Litter Act 1983 | 250.00 | Litter picking | | 707 resource management | Litter Act 1983 | 63.89 | Litter picking | | Parkfield Tree and Garden Care | Open Spaces Act 1906 | 384.00 | Tree work @ Backlands paddock | | 707 resource management | Litter Act 1983 | 24.01 | Litter picking | | Leon Pearce | Parish Councils Act 1957. | 105.00 | Bus stop cleaning | | C Arnold | LGA 1972 s112 | 577.20 | March salary | | T Brock | LGA 1972 s112 | 226.85 | March salary | | OALC | LGA 1972 s143 | 424.31 | Subscription | | Community First | LGA 1972 s143 | 70.00 | Subscription | | BG Business | LG (Misc) Act 1976 s19 | 73.50 | Electricity at Pavilion | | Paul Spencer-Matthews | Litter Act 1983 | 250.00 | Litter picking | | HMRC | LGA 1972 s112 Contract/Pensions Act 2014 | 202.01 | TAX Jan-March 2020 |   **Agenda Diary**   1. **Online VAT return –** carried out by RFO. 2. **Registration of Members’ Interests –** any changes to Clerk 3. **Employer PAYE – Annual Return –** completed by NetResult 4. **Section 137 Payments –** no requests 5. **Bank Reconciliation –** as circulated   Council Agree to adopt.  Proposed: Cllr DG Seconded: Cllr CP Agreed: All   1. **Budget Review – end of year** – as circulated. Expected income and expenditure are at variance due to the pandemic. WPC will need to roll over outstanding projects and issues into this financial year. The budget does tally with the cash books and bank rec. Council Agree and note the variances.   Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **To agree and sign Section 1&2 of Internal Audit.**   To be added to the next agenda, clerk to liaise with RFO. Internal audit now complete and signing off report will be added to the next agenda. Council thanks RFO and clerk for their work on this.   1. **Audit Plan update –** fluid document. Changes to Clerk received. Clerk to modify and send copy to councillors. 2. **ROSPA Play Area inspection –** Clerk has booked RoSPA check of all equipment. Cllr JV requests that RoPSA check new equipment installed in May as a part of post installation checks. Clerk to organise. 3. **Update key holder list** – Councillors have sent details to Clerk. Clerk to update list. 4. **Carry out full PAT testing –** now in September. Interim checks in March 5. **Pavilion charges review**   Council discuss and agree to three session charges per day 9am-12am, 1pm-4pm, 5-8pm, 3hr slots, replacing hourly charges, if an extra hour is required it is charged at £7.50. Each slot is charged at £25.00. Cleaning cost of £13.50 to be added to charges. Tournament and match day charges will be increased by 10%. Contracts to be adapted and modified for sports use and party use (public liability, cleaning costs, alcohol use etc.). Clerk and Cllr CP to review contracts.  Proposed: Cllr SC Seconded: Cllr JV Agreed: All   1. **Review Insurance**   Clerk to add to next agenda, waiting for quotes.  **To note correspondence**  Email received from a resident for a private party with a bouncy castle and BBQ/Hog roast at the pavilion in August. The council discuss and agree for Hog roast to occur on the pavilion patio without the awning up. No BBQS on the grass. Public liability certificate will be needed if a bouncy castle is present. Litter must be removed and taken away with them. Alcohol license needed if selling alcohol, bond required. Cllr CP and CA to work on the contracts.  Council Agree to party depending on government guidelines at the time. Clerk to check numbers attending the party.  Resident complaint received regarding a BBQ on the recreation ground. Situation dealt with by Cllr SC and Clerk.  Cllr JV notes that excess stones from the play area construction have been offered to Star Lane residents for repair of their road. Clerk to check how much money the Star Lane residents have for reimbursement purposes agreed in previous meetings and inform Cllr JV.  **Any other business**  The Allotment ditch is being cleared by the school, which should alleviate future flooding problems.  Cllr DG notes an allotment holder has asked if we can allow for fires on the allotment. The allotment contract states no bonfires. There are cases of fires in incinerators on the allotments. Clerk will issue a letter to all allotment holders informing them that the contract will be amended to clarify that no burning of any material on your allotment is allowed. Any burning of material will result in termination of contract.  Cllr CP notes use of the pavilion by village hall users when the election is on. Cllr DG to check with Village hall committee and liaise with Cllr CP. | CA  CA  CA  SC  TB  TB  CA  TB  CA  CA  CA  CP  CA  CA  CP  CA  CA  JV  CA  DG  CP |
|  | **MEETING CLOSED: 21:05** |  |

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 211) is 3 minutes per individual. After item 211 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 25/04/21