**Meeting of Watchfield Parish Council**

**Watchfield Village Hall and ZOOM**

**Tuesday 21st September 2021 at 7.30pm**

**Minutes**

**Join Zoom Meeting**

**https://us02web.zoom.us/j/84875719706?pwd=YVpBKzRiNCtNWjd1SWhFejdKQzdDdz09**

**Meeting ID: 848 7571 9706**

**Passcode: 545849**

**(Due to technical issues, the meeting was not streamed via Zoom)**

**Present: Cllrs Parker (to Chair), Nodder, Griffiths, Biggs, 4 members of the public**

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| **ITEM** |  |  |
| **52** | **To receive apologies for absence**  Cllrs Coombs, Valadas, Clerk C Arnold, RFO T Brock, District Cllrs Ware and Howell, County Cllr Constance was unable to join due to technical issues with Zoom |  |
| **53** | **To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**  Cllr SN will not vote on items 61, 68(o), 68(p) |  |
| **54** | **Coronavirus update**   1. **Restrictions and regulations** – await any regulation changes going into winter 2. **Other** – notices etc in pavilion are now advisory only |  |
| **55** | **To take questions and comments from members of the public**   1. **Jacob Constable- AirBand** – did not attend   Item 60 discussed next due to attendance of interested parties |  |
| **56**  **57**  **58**  **59** | **To take questions and comments from members of the Council**  Grass cutting still intermittent and patchy. Recommendations for contractors to ask for quotes requested by Cllr SN.  Putting together proposal for tree planting etc on Meadow View and village for Jubilee. Put forward suggestions to Cllr SN to incorporate. Circulate before next meeting. Approval needed Oct for Autumn/Winter planting  Cllr CP stated there has been a football query about Saturday adult league availability  Matt – wanted ad hoc Sunday 0930-1230 for 1030 kick-off afternoons 1300 to 1600 with kick-of at 1400. Suggested slight reduction for block booking with no cancellations. Otherwise standard rate based on availability. Clerk to contact Matt.  **To approve the minutes of the ordinary meeting held on 15.06.21**  Proposed: Cllr DG Seconded: Cllr SN Agreed: All  All action points are complete, in hand or on the agenda for this meeting  **To address burial matters**   1. **Internment of Mr Poole, plot 106/6**   No interment certificate yet. No payment. Clerk to chase.  **To address planning matters**   1. **Update on current developments**   Expecting application from 32 Curtis Close regarding fencing. Clerk to notify when available.  MUGA conditions discharged – thanks to Cllr JV   1. **P21/V2527/HH - 4 Eagle Lane Watchfield Swindon SN6 8TF. Conversion of existing outbuildings into habitable accommodation**   Suggest comment that the proposed parking arrangements are not shown on the plans. As the design involves increase in bedrooms, it should be clearly demonstrated that there is sufficient parking and turning for those cars on site as Eagle Lane is so narrow, with no pavements and the property is so close to the public right of way entrance.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All | All  All  SN  CP  CA  CA  CA  SN  CA |
| **60** | **To Discuss/Agree resolution of Paddock complaint**  Brought forward to after item 55. Current grazing agreement specifical forbids business use. Electric fencing to protect neighbouring properties as per licence will be erected. Tenant assures no business use.  Members of public leave meeting |
| **61** | **To Agree removal costs of Wasp nest on the allotments, £40.00**  Agree payment when job completed.  Proposed: Cllr AB Seconded: Cllr DG Abstained: Cllr SN Agreed: All |
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| **62**  **63** | **To Agree new internal Auditor, letter of engagement and costs**  Agreed. Jane Olds, charged at £ 230.00. Clerk to organise.  Proposed: Cllr DG Seconded: Cllr AB Agreed: All  **To Agree purchase of tools for sports equipment inspections; A mallet, sureclip pliers, a 17mm socket and a flat head screwdriver.**  Limit set at £100.  Proposed: Cllr SN Seconded: Cllr AB Agreed: All | CA  CP |
| **64**  **65** | **To Agree renewal of Allotment Society membership, £66.00**  Agreed. Clerk to arrange payment.  Proposed: Cllr AB Seconded: Cllr CP Agreed: All  **To Agree Allotment Tree-cutting for October**  Quotes required – in principle on Backlands.  Proposed: Cllr AB Seconded: Cllr CP Agreed: All | CA  DG  SN |
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| **66** | **Finance to Agree**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Spending Power | Invoice date | TOTAL Gross | Detail | | Parkfield Tree and Garden Care | Open Spaces Act 1906 | 18/08/2021 | 540.00 | Grass cutting, strimming  and flailing paddock | | Amazon | LGA1972 s111 | 07/072021 | 41.67 | Stationery | | Proposed: Cllr CP Seconded: Cllr AB Agreed: All | | | | | |  |
| **67**  **68**  **69**  **70**  **71** | **Finance to Note**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name | Spending Power | Date Paid | Total Gross | Detail | | | 707 resource management | Litter Act 1983 | 01/08/2021 | 63.89 | Litter picking | | | Wicksteed Leisure Ltd | LG (Misc) Act 1976 s19 | 30/04/2021 | 27,943.85 | Play equipment | | | Wicksteed Leisure Ltd | LG (Misc) Act 1976 s19 | 30/04/2021 | 51,425.12 | Play equipment | | | British Gas | LG (Misc) Act 1976 s19 | 28/07/2021 | 18.86 | Electricity at pavilion | | | BGG Garden & Tree Care | LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | 31/07/2021 | 1,272.00 | Grass cutting | | | ReQuestaPlan | LGA 1972 s145 | 03/08/2021 | 30.60 | Planning application for  installation of Anglo Saxon-  cross | | | Amy & Jo Cleaning | LG (Misc) Act 1976 s19 | 05/08/2021 | 65.00 | Pavilion cleaning - July | | | C Arnold | LGA 1972 s112 | 31/08/2021 | 577.20 | Aug Salary | | | T Brock | LGA 1972 s112 | 31/08/2021 | 227.05 | Aug Salary | | | Paul Spencer-Matthews | Litter Act 1983 | 28/07/2021 | 250.00 | Litter picking | | | 707 resource management | Litter Act 1983 | 15/08/2021 | 13.36 | Litter picking | | | Moore | Local Audit and Accountability Act 2014 | 18/08/2021 | 360.00 | External audit 2020-2021 | | | McAffee | LGA 1972 s111 | 20/08/2021 | 89.99 | Antivirus software | | | TJ Sansum | LG (Misc) Act 1976 s19 | 12/08/2021 | 103.04 | Repairs to Petanque Lane | | | Oxfordshire Playing Fields Assoc | LGA 1972 s143 | 20/08/2021 | 40.00 | Subscription | | | Leon Pearce | Parish Councils Act 1957. | 23/08/2021 | 105.00 | Bus stop cleaning | | | BGG Garden & Tree Care | LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | 31/08/2021 | 384.00 | Grass cutting | | | Click Waste (prev 707 resource man) | Litter Act 1983 | 07/09/2021 | 74.66 | Litter picking | | | Click Waste (prev 707 resource man) | Litter Act 1983 | 01/09/2021 | 63.89 | Litter picking | | | Virgin Media | Telecom Act 1984 s97 | 28/07/2021 | 28.00 | Office phone bill | | | Virgin Media | Telecom Act 1984 s97 | 31/08/2021 | 28.00 | Office phone bill | | | S Noddere | Open Spaces Act 1906 | 11/08/2021 | 100.00 | Backland bond returned | | | Castle Water | LG (Misc) Act 1976 s19 | 28/07/2021 | 13.38 | Pavilion water | | | Castle Water | LG (Misc) Act 1976 s19 | 31/08/2021 | 13.38 | Pavilion water | | | Paul Spencer-Matthews | Litter Act 1983 | 31/08/2021 | 250.00 | Litter picking | | | Amy & Jo Cleaning | LG (Misc) Act 1976 s19 | 05/08/2021 | 65.00 | Pavilion cleaning - August | | | Name | Spending Power | Date Paid | Total Gross | Detail | | 707 resource management | Litter Act 1983 | 15/06/2021 | 45.72 | Litter picking | | C Arnold | LGA 1972 s112 | 30/06/2021 | 577.20 | June salary | | T Brock | LGA 1972 s112 | 30/06/2021 | 227.05 | June salary | | Virgin Media | Telecom Act 1984 s97 | 28/06/2021 | 29.75 | Office phone bill | | British Gas | LG (Misc) Act 1976 s19 | 22/06/2021 | 14.64 | Electriity at pavioion | | C Arnold | LGA1972 s111 | 28/06/2021 | 23.37 | Stationery | | VWHDC | LG (Misc) Act 1976 s19 | 25/06/2021 | 58.00 | Planning application | | Paul Spencer-Matthews | Litter Act 1983 | 28/06/2021 | 250.00 | Litter picking | | Castle Water | LG (Misc) Act 1976 s19 | 28/06/2021 | 13.38 | Pavilion water | | BGG Garden & Tree Care | LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | 30/06/2021 | 612.00 | Grass cutting | | Castle Water | LG (Misc) Act 1976 s19 | 01/06/2021 | 26.17 | Water - pavilion | | Inland Revenue | LGA 1972 s112 Contract/Pensions Act 2014 | 30/06/2021 | 150.60 | Staff costs | | 707 resource management | Litter Act 1983 | 01/07/2021 | 63.89 | Litter picking | | The Net Result | LGA 1972 s112 | 05/07/2021 | 66.00 | Payroll | | Amazon | LGA 1972 s111 | 07/07/2021 | 217.00 | Printer | | Amy & Jo Cleaning | LG (Misc) Act 1976 s19 | 11/07/2021 | 65.00 | Pavilion cleaning | | Community Hearbeat | Public Health Act 1936 | 13/07/2021 | 324.00 | Defibrillator annual support | | Leon Pearce | Parish Councils Act 1957. | 16/07/2021 | 105.00 | Bus stop cleaning | | C Arnold | LGA 1972 s112 | 31/07/2021 | 577.20 | July Salary | | T Brock | LGA 1972 s112 | 31/07/2021 | 226.85 | July Salary | | Zoom | LGA1972 s111 | 17/07/201 | 143.88 | Video conferencing |   **Agenda Diary**   1. **Registration of Members’ Interests** – Changes to Clerk 2. **Section 137 Payments –** No requests 3. **Bank Reconciliation -**As circulated.   Council Agree.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **Budget Review -** As circulated.   Council Agree.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All   1. **Employer PAYE –** Calculated by NetResult. Paid 2. **Review of Effectiveness of Internal Audit** – As circulated   Council Agree.  Proposed: Cllr DG Seconded: Cllr AB Agreed: All   1. **Audit Plan update –** As circulated   Council Agree.  Proposed: Cllr DG Seconded: Cllr CP Agreed: All   1. **Online VAT return –** RFO completed 2. **Analysis and agreement of Internal audit report –** As circulated   No points of concern raised apart from updating website accessibility statement.  Proposed: Cllr DG Seconded: Cllr AB Agreed: All   1. **Employer PAYE –** Repeated item 2. **Completion of External Audit –** As circulated. No areas of concern.   Proposed: Cllr DG Seconded: Cllr CP Agreed: All   1. **Members’ Interests – Annual review**   Postponed to October meeting   1. **Update Planning Register –** Rolling update by Clerk 2. **Burial Charges Review**   Postponed until Shrivenham charges confirm for comparison   1. **Review of Paddock Licenses and rental**   Agreements to include GDPR statement and requirement for equine public liability insurance  Charges to remain the same  Proposed: Cllr DG Seconded: Cllr AB Abstained: Cllr SN Agreed: All   1. **Allotment Hire Charges and Agreement Review**   £52 per year/£1 per week – no increase last year. Fixed for 2 years. New tenants throughout the year charged pro rata  Proposed: Cllr AB Seconded: Cllr CP Abstained: Cllr SN Agreed: All   1. **Servicing pavilion pump**   Clerk to check when last serviced   1. **Employer PAYE –** repeated item   **File back-up Storage -** Clerk  **To note correspondence**   1. **FCC change in bus stops and times**   Single drop off point by Defence Academy in evening (1530). No lighting most of Majors Road. Children not crossing at light-controlled crossing.  Email Philip Earnshaw (OCC bus man) regarding concerns and suggesting drop on High Street. Progress the matter.   1. **Lighting along Majors Road**   Cllr JV looked into the matter   1. **Maidens Close Parking**   Ownership of parking platz yet to be determined WPC to communicate concerns to OCC Highways and Vale/Sovereign Housing. Clerk to notify 3 Squires Road regarding number of complaints about vans and trailers   1. **VWHDC extraordinary meeting on the suspension of garden waste**   Restarting next week on reduced basis. CA to add to website   1. **Watchfield Parish Council S106 application 13V25 and 15V40**   Submitted Pitch improvement request   1. **MUGA opening and bookings**   Request leaving open during allowed hours  Need notice saying temporarily open weekdays until 4pm free  Mis-use will result in locked facility  **Any other business**  Cllr AB asked if there was any news on internet connection to pavilion. CA previously requested.  Meeting Closed by Cllr CP 21:02, Watchfield Parish Council 21/09/21        clerk@watchfield.org    Please be aware of the following points regarding online meetings.  a. The meeting will be recorded by the clerk, this will be for the purpose of taking minutes. The meeting will be streamed using ZOOM to allow the public access to the meeting without attending due to inadequate social distancing.  b. Time for public comments (Item 55) is 3 minutes per individual, unless arrangements have been made with the council. After item 55 the public will be muted via ZOOM and if you have a question or comment to make, please raise your hand to be unmuted. If attending the meeting in person we request, you follow the same instructions.  c. Threatening or foul language will not be tolerated, and you will be removed from the meeting by the clerk.  d. A Covid- Risk Assessment is available for the Village Hall. Please contact the clerk for a copy.  e. Please follow the one direction system to enter and leave the village hall. Please use the hand sanitizer provided. | CA  TB  CA  CA  TB  CA  CA  CA  CA  CA  CA  CA  CA  CA  CA  JV  CA  CA  CA  CA  CA  CA  AB  CP  CA  CA  CA  SN  DG  CP  SC  CA |
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