**Meeting of Watchfield Parish Council**

**Watchfield Village Hall and ZOOM**

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

**Minutes**

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

District Cllr E Ware, County Cllr Y Constance

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| **ITEM** |  | | |  |
| **72** | **To receive apologies for absence**  Cllrs Coombs, Biggs  District Cllr S Howell | | |  |
| **73** | **To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**  None | | |  |
| **74**  **75**  **76**  **77**  **78**  **79** | **To take questions and comments from members of the public**  Cllr E Ware report circulated. Garden waste now returning to two-weekly collection. Housing development proposal in Shrivenham, meeting with senior housing officer has confirmed a panel review will take place for the application. WPC to respond to planning application. Eastern Villages outline application approved.  Cllr Y Constance reports on Faringdon College bus stops and the additional stop now along Watchfield High Street. Cllr YC will report back to the transport officer to request an additional stop along Majors Road and the feasibility of an additional bus. 20 miles an hour scheme approved by OCC for villages. Parish councils to liaise with OCC; speed reports no longer required; Parish Councils will need to fund signage (clerk to add to budget/precept. Seven Waste tips will be going through a re-fresh, non will be closed.  Cllr EW notes she is now Vice Chair on the Faringdon area traffic advisory board.  **To take questions and comments from members of the Council**  Cllr SN reports on School bus letter – now pm drop on High Street. Cllr SN also notes that Street lights at MOD end of High Street have been reported again. Cllr SN to chase. Cllr CP notes a resident has stated that there will be a no-smoking ban on MoD land, Cllr SN will enquire.  Cllr JV requests investigating speed cushions along Majors Road, first Cllr SN to apply for 20miles per hour speed limit for the whole of Watchfield.  Cllr CP notes a resident is interested in hiring the recreation ground for football training, resident is liaising with Shrivenham football team regarding pitch marking. Cllr CP also notes that Shrivenham Football team have now paid for match games till December.  Cllr JV reports there has been no communication from Wicksteed regarding fixing snag list for MUGA, Clerk to respond with request for work to be completed by a set date, if work is not completed the matter will be closed and no further payment will be made.  Cllr JV and SN note that Shrivenham fencing have reported that the play-area fencing needs a specialised repair. Securafence are not taking responsibility. Cllr JV and SN to investigate repair.  Cllr JV asks about fencing the whole of the recreation ground. To be discussed on Item 83.  **To approve the minutes of the ordinary meeting held on 21.09.21**  Council Agree  Proposed: Cllr CP Seconded: Cllr SN Abstained: Cllr JV Agreed: All  **To address burial matters**   1. **application to erect a memorial stone at Watchfield cemetery, cremation stone for Mr Poole**   Council Agree.  Proposed: Cllr SN Seconded: Cllr DG Agreed: All  **To address planning matters**   1. **Update on current developments**   No update from management company re ash trees along Star Lane hedgerow. Cllr JV to send clerk contact details. Clerk to chase.   1. **P21/V2269/FUL: Land at the Junction of Oxford Square & Chapel Hill Oak Road, Installation of public work of art on green at junction of Oak Road, Chapel Hill & Oxford Square.**   WPC application – support. Clerk to respond  Proposed: Cllr CP Seconded: Cllr DG Agreed: All  **WPC response to Breaches of Code of Conduct consultation**  As circulated. WPC thank Cllr SN for her work on this.  Parish Councils, as well as higher tiers of government, require robust protection for volunteers and officers. Council Agree to response, clerk to submit.  Proposed: Cllr DG Seconded: Cllr CP Agreed: All | | | CA  CA  SN  SN  SN  CA  JV  SN  JV  CA  CA  CA |
| **80**  **81**  **82**  **83**  **84**  **85**  **86**  **87**  **88**  **89**  **90**  **91**  **92** | **To Discuss/Agree quote for MUGA noise report- application to remove condition 4 of use on the MUGA**  Thanks to Cllr Valadas for his work on this. As circulated. Cllr JV notes WPC will not be able to remove the condition but can change it. WPC aim to change the conditions so the MUGA can be opened over the weekend and from 8am-8pm.  WPC agree up-to £2000 quote for the noise report (either ACA Acoustics £1740 or £1825 Acon UK)  Cllr JV requests meeting with the environmental officer for VWHDC. Council agrees.  MUGA to now be left opened during the days over half term. Cllrs to organise opening and locking of MUGA.  Cllr SC to produce signs – No Climbing, open weekdays only, 9am-4pm.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All  **Allotment Update**   1. **Contracts sent –** Complaints received on increase of charges. WPC notes that we pay for grass cutting, hedge cutting, rat control, wasp removal, tree trimming, water. 2. **Rat report and wasp nests –** Cllr DG notes another wasp nest has been noted but the cold will kill them off, rat traps have been re-baited. 3. **Tree cutting –** Cllr DG will liaise withtree cutter. 4. **Water stand-pipe repair –** Cllr DG reports that the pipe has been tightened by a resident free of charge. WPC thanks the resident.   **To Agree ‘Clean the Play Area’ morning**  Cllr SN has cleaned off the graffiti, WPC thank Cllr Nodder for her work on this. Councillors to organise for a weekend after half term on a sunny day, Cllr SN to advertise when date confirmed, possibly 5/6th November.  **To Agree/Discuss plans for the artificial pitch contribution of £2,003.36 (received) from S106**  **Agreement 16V08 (P14/V2877/FUL - Land at Cowans Camp Depot High Street)**  As circulated from Vale Beth Elkins. WPC agree that they will not need this S106 money, but clerk will contact Shrivenham Council to see if they need this money for an AstroTurf.  If Shrivenham do not need it, WPC agree to FCC using the money.  Cllr SN reports that an application for fencing around the recreation ground has been applied for through S106, Cllr JV to obtain another quote if the application is successful.  Proposed: Cllr CP Seconded: Cllr JV Agreed: All  **To Agree/Discuss WPC Environmental Policy**  As circulated. Council agrees to the policy as a working document. WPC thanks Cllr SN for her work on this. Clerk to add to website.  Proposed: Cllr DG Seconded: Cllr CP Agreed: All  **To Agree/Discuss replanting of failed trees on Meadow View POS**  As circulated. Council discusses, 28 trees have died, Cllr SN has investigated first phase - re-planting, mulching, water irrigation system, next year watering. Second Phase – orchard planting, planting of three signature trees, seating. Cllr SN to investigate quotes.  **To Agree/Discuss future plans for Meadow View POS**  As circulated. Discussed in item 85.  **Finance to Agree**   |  |  |  |  | | --- | --- | --- | --- | | Payee | Spending Power | TOTAL Gross | Detail | | VWHDC | Town & Country Planning 1988 | £117.00 | VWHDC planning app  Anglo Saxon Cross PWA P21/V2269/FUL | | Passinc Ltd | Town & Country Planning 1988 | £16.79 | PWA plan | | Proposed: Cllr CP Seconded: Cllr SN Agreed: All | | | |   **Finance to Note**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name | Spending Power | Date Paid | Total Gross | Detail | | Krypton Enviromental | Public Health Act 1875 | 15/09/2021 | 166.00 | Removal of wasp nest  at allotments | | C Arnold | LGA 1972 s112 | 30/09/2021 | 577.20 | Sept Salary | | T Brock | LGA 1972 s112 | 30/09/2021 | 227.05 | Sept Salary | | The Net Result | LGA 1972 s112 | 30/09/2021 | 66.00 | Payroll | | Inland Revenue | LGA 1972 s112 Contract/Pensions Act 2014 | 30/09/2021 | 150.80 | Staff costs | | Humphreys Electrical | LG (Misc) Act 1976 s19 | 23/09/2021 | 374.40 | Floodlights bulb & wire  guard | | British Gas | LG (Misc) Act 1976 s19 | 30/08/2021 | 26.76 | Pavilion electricity | | British Gas | LG (Misc) Act 1976 s19 | 28/09/2021 | 31.66 | Pavilion electricity | | The National Allotment Society | LGA 1972 s143 | 28/09/2021 | 66.00 | Membership | | Amy & Jo Cleaning | LG (Misc) Act 1976 s19 | 30/09/2021 | 65.00 | Pavilion cleaning - Sept | | NBB recycled furniture | Open Spaces Act 1906 | 30/09/2021 | 528.00 | Park bench for cemetery | | Paul Spencer-Matthews | Litter Act 1983 | 28/09/2021 | 250.00 | Litter picking | | Castle Water | LG (Misc) Act 1976 s19 | 28/09/2021 | 13.38 | Pavilion water | | Virgin Media | Telecom Act 1984 s97 | 28/09/2021 | 28.00 | Office phone bill | | Click Waste (prev 707 resource man) | Litter Act 1983 | 01/10/2021 | 63.89 | Litter picking | | BGG Garden & Tree Care | LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | 30/09/2021 | 708.00 | Grass cutting | | Leon Pearce | Parish Councils Act 1957. | 11/10/2021 | 105.00 | Bus stop cleaning |   **Agenda Diary**  **a) Members’ Interests – Annual review -** Completed  **b) Burial Charges Review**  As circulated. WPC agrees to increased charges. Clerk to update burial fee document and add to website.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All  **c)** **Online VAT return**  As Circulated. Council Agree.  Proposed: Cllr SN Seconded: Cllr CP Agreed: All  **d) Employer PAYE -** calculated by NetResult  **e) Section 137 Payments**  Request from HomeStart Southern Oxfordshire. Cannot break down to Watchfield residents as they have been making contact by phone. Council agrees to £100 donation. Cllr SN to pay and contact HomeStart.  Proposed: Cllr DG Seconded: Cllr CP Agreed: All  **f) Bank Reconciliation** – As circulated. Council Agree  Proposed: Cllr DG Seconded: Cllr CP Agreed: All  **g) Budget Review** – As circulated. Council Agree.  Proposed: Cllr DG Seconded: Cllr CP Agreed: All  **h) Audit Plan update –** As circulated, Clerk to remove Bawdens.  **i) Standing Orders Review**  As circulated. Covid-19 sections removed. Otherwise, no changes recommended  Proposed: Cllr CP Seconded: Cllr SN Agreed: All  **j) Code of Conduct Review**  As circulated. No changes recommended  Proposed: Cllr DG Seconded: Cllr SN Agreed: All  **k) Allotments Register – Payments and Agreement-** Clerk to update once all payments received  **l) Cemetery Contract Review**  Integral in grounds maintenance contract. Quotes requested  **m) Acceptance / approval of External Audit**  As circulated. Council Accept External Audit Report. Public right of Notification published in September.  Proposed: Cllr CP Seconded: Cllr DG Agreed: All  **n) Grass Cutting Contract**  Quotes requested. Council to obtain quotes. Cllr SN to investigate  **o) Contact Bawden re: leaf clearing**  Bawden not contractors for this year. Previous 3 years have not cleared streets. Very weather dependent.  **p) Remembrance Attendance –** Sunday 7th Service, Cllr SC to be asked.  **q) Carry out visual PAT testing – tested in March**  Cllr Nodder to carry out.  **r) Budget Forecast for next financial year**  All Councillors to submit speculative plans and forecasts for budget for 2022-23 and submit to Clerk and Cllr Nodder as soon as possible  **File back-up Storage -Clerk completed**  **To note correspondence**   1. **Parking on double yellow lines – Highstreet and Hill Road, school drop off and pick up**   Clerk contacted TVP. Civil Parking Enforcement may help – this to come out on 01.11.21.   1. **South and Vale - New policy to boost the planting and protection of trees on public land**   Cllr Nodder to investigate this for Meadow View POS. Cllrs to identify other areas of village.   1. **St. Thomas' Remembrance Service Military WPC attendance- Thursday 4th November at 1045 in the cemetery. –** Cllr DG to attend   **Any other business**  Clerk to contact rev. Norma Ferguson to enquire if the church will be using one of their trees for a Christmas service.  Clerk to contact OCC regarding installing salt bin at the top of Majors Road- High Street junction | | | JV  JV  All  SC  DG  ALL  SN  CA  JV  CA  SN  CA  TB  TB  TB  CA  CA  CA  CA  All  CA  TB  SN  SC  SN  ALL  SN/ ALL  DG  CA  CA |
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|  | Meeting Closed 21:30, by Claire Arnold, Clerk to Watchfield Parish Council 20/10/21        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.  b. Time for public comments (Item 74) is 3 minutes per individual, unless arrangements have been made with the council.  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. | | |  |
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