**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 19th April 2022 at 7.30pm**

**Minutes**

Present: Cllrs S Coombs (Chairman), D Griffiths (Vice Chairman), S Nodder, J Valadas

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| **ITEM** |  | | |  |  |
| **201** | **To receive apologies for absence**  WPC Cllrs C Parker, A Biggs, T Brock | | |  |  |
| **202**  **203**  **204**  **205**  **206**  **207**  **208**  **209**  **210**  **211**  **212**  **213**  **214**  **215**  **216** | **To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**  Cllr DG will not participate in item 216  **To take questions and comments from members of the public**  County Cllr Y Constance report circulated. 20mph scheme discussed – public consultations next step. A420 freight traffic discussed - Cllr YC to keep WPC updated on matters. Cllr S Howell states communication is open between Vale Council and Swindon Council  Cllr E Ware report circulated. Updates on homes for Ukraine Scheme, planning issues – Gladman Development for 90 dwellings (off Townend RD, Shrivenham) refused. Care Home application in Shrivenham.  WPC raised concerns on the condition of Star Lane and the possible impact on public services. Cllrs discussed Star Lane Bi-way ownership and road condition with OCC and Vale Cllrs. Cllr YC will contact the Highways Officer in the area to check the RD condition. WPC do not take responsibility for this Bi-way.  **To take questions and comments from members of the Council**  Cllr SN contacted Bawdens regarding missed grass cutting areas and non-cut of football pitches. Sign required for no carparking outside the allotment gate. Cllr SC to produce.  Tree planting 05.05.22. Ford Ranger dangerously driving in pavilion carpark reported to local policing team. New homes bonus scheme grant should be paid into WPC account soon.  **To approve the minutes of the ordinary meeting held on 15.03.22**  Minutes Approved by full Council.  **To address burial matters**  **a) To Agree to the refund of Plot 165**  Full Council Agree to letter in response (circulated) – copy of Probate and Identification required. Clerk to issue.  **To address planning matters**  **a) Update on current developments -**  **Removal of condition 4 (Hours Restriction) on application P19/V2037/FUL- GRANTED.**  Opening times (9am-6pm, unless otherwise agreed by the council). Clerk to contact contractor and give them 2-week notification for remedial work or order to be closed and payment no longer released. Trees to be planted on embankment – once complete, MUGA opening to be advertised.  **To Agree/Sign 3rd party agreement for the acceptance of £57,570.31 for Pitch Improvements S106 claim P21/V2531/106**  Full Council Agree to third party agreement and sign documentation. Cllrs SC and SN sign. Cllr SN to send off. Council Agree to wait for work to start till funds are released. Cllr SN to return signed document.  **To Discuss/Agree quote/solution to muddy park entrance on recreation ground**  Verbal quote obtained for item 209, 210, £1800. Cllr JV to circulate written quote and work included. Full Council agree on the provision of an acceptable quote the amount of £1800 will be accepted and work to be carried out. Council request individual to quote for whole cemetery also.  **To Discuss/Agree quote for work required on cemetery footpaths**  See item 209  **To Discuss/Agree Fir tree planting locations and costs for Queen's Jubilee**  Full Council discuss quotes for varying sized trees. Cllr SN to confirm which large fir tree will survive in limestone soil, Cllr SN to check with planning officer and environmental officer if permission for planting and lighting is required. Full Council Agree to maximum spend of £5,000 for large Fir tree, installation, electrics, fence. Location- next to the pavilion. Cllr JV to check sewage boundaries.  **To Agree purchase of Condolences Ledger for Operation London Bridge**  Full Council Agree to Royal Blue and maximum spend of £50.00. Cllr DG to purchase.  **To Discuss/Agree budget of £100 for pothole repairs along Footpath 2, resident request**  Full Council Agree to purchase materials (type 1) for repair, £100 maximum spend. Work to be done voluntarily later.  **To Discuss/Agree purchase of updated CCTV signage**  Full Council Agree to update signage with contact details. Cllr SC to produce signage for MUGA.  **To discuss Watchfield Parish Council interest in small parcel of land at junction of Oak Road and Oxford Square currently for sale**  Land for sale at £30,000, Council discuss and show interest in the purchase as use for a memorial garden. Full council agree to offering £25,000. Council to investigate budget, use, feasibility. Clerk to organise extraordinary meeting when required.  **Finance to Agree**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Spending Power | TOTAL Gross | Detail | PV no. | | Clarke Brothers | Open Spaces Act 1906 | £60.00 | Repairs to o/s tap-allotments | 1494 | | | |  | YC  YC  SC  CA  CA  SN  JV  JV  SN  JV  DG  SN  SC  ALL  CA |
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| **218**  **219**  **220**  **221** | **Full Council Agree, Abstained: Cllr DG**  **Finance to Note**   |  |  |  |  | | --- | --- | --- | --- | | **Income received** | **Invoice date** | **TOTAL Gross** | **Detail** | | Shrivenham FC | 31/03/2022 | 298.00 | March use of pavilion | | VWHDC | 06/04/2022 | 23,132.00 | 1st half of precept |   **Expenditure**   |  |  |  |  | | --- | --- | --- | --- | | Name | Spending Power | Total Gross | Detail | | BGG Garden & Tree Care | LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | £ 564.00 | Grass cutting | | OALC | LGA 1972 s143 | £ 405.46 | Subscription April - March | | Leon Pearce | Parish Councils Act 1957. | £ 105.00 | Bus stop cleaning | | Designer Metal (Suffolk) Ltd | Open Spaces Act 1906 | £ 1,434.00 | Tree guards - POS Meadow View | | English Woodlands | Open Spaces Act 1906 | £ 597.18 | Trees - POS Meadow View | | Microsoft | LGA1972 s111 | £ 113.11 | Software | | Community First | LGA 1972 s143 | £ 70.00 | Subscription April - March | | C Arnold | LGA 1972 s112 | £ 764.80 | Mar salary | | T Brock | LGA 1972 s112 | £ 295.10 | Mar salary | | HMRC | LGA 1972 s112 Contract/Pensions Act 2014 | £ 170.00 | TAX Jan-March 2022 | | British Gas | LG (Misc) Act 1976 s19 | £ 35.73 | Pavilion electricity | | Oxfordshire Playing Fields | LGA 1972 s143 | £ 45.00 | Annual membership | | GW Shelter Solutions | Parish Councils Act 1957 | £ 2,613.13 | Repairs to bus shelters | | Virgin Media | Telecom Act 1984 s97 | £ 28.00 | Office phone bill | | Castle Water | LG (Misc) Act 1976 s19 | £ 13.38 | Pavilion water | | Paul Spencer-Matthews | Litter Act 1983 | £ 250.00 | Litter picking | | Paul Spencer-Matthews | Litter Act 1983 | £ 250.00 | Litter picking | | Jim Griffiths | LG (Misc) Act 1976 s19 | £ 99.00 | Play park fence brackets, nuts & bolts | | Mycorhizzal | Open Spaces Act 1906 | £ 119.96 | Bolster plant growth | | NBB Recycled furniture | Open Spaces Act 1906 | £ 2,910.00 | Bench | | Ornamental Trees | Open Spaces Act 1906 | £ 4,872.40 | Trees - POS Meadow View | | GSS | Open Spaces Act 1906 | 158.00 | Grass | | The Net Result | LGA 1972 s112 | £ 88.00 | End of year payroll | | Click Waste | Litter Act 1983 | £ 8.04 | Litter picking |   **Agenda Diary**  **a)** **Online VAT return -** Completed by RFO  **b) Registration of Members’ Interests –** no updates  **c) Employer PAYE – Annual Return –** Done by NetResult  **d) Section 137 Payments –**  **Grant application from Watchfield village hall C.I.O.**  Full Council Agree to grant of £150. Clerk to respond to Village Hall, Cllr SN to organise payment. CA  **e) Bank Reconciliation –** Complete, Full Council Agree  **f) Budget Review – end of year –** Complete, Full Council Agree  **g) To agree and sign Section 1&2 of Internal Audit –** To be added to next agenda CA  **h) Audit Plan update –** inform Clerk of any changes ALL  **i) ROSPA Play Area inspection**  Booked by Clerk for April/May. No charge as council agree to allow RoSPA to use WPC equipment for training and RoSPA do not charge inspection in return.  **j) Update key holder list -** inform Clerk of any changes CA  **k) Carry out full PAT testing –** To be completed by Cllr SN SN  **l) Review Insurance**  Clerk has started process CA  **File back-up Storage -** Complete  **To note correspondence -** None  **Meeting closed 9:25** | | | |  |
|  | **Meeting Called by Claire Arnold, Clerk to Watchfield Parish Council 14/04/22**        **clerk@watchfield.org**    **Please be aware of the following points regarding meetings.**  **a. Time for public comments (Item 203) is 3 minutes per individual unless arrangements have been made with the council. After item 203 the public will not speak out unless you have a question or comment to make, please raise your hand.**  **b. Threatening or foul language will not be tolerated, and you will be removed from the meeting by the clerk.**  **c. A Covid- Risk Assessment is available for the Village Hall. Please contact the clerk for a copy.**  **d. Please follow the one direction system to enter and leave the village hall. Please use the hand sanitizer provided.** | | |  |  |
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