**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 17th May 2022 at 7.30pm**

**Minutes**

**Present: Watchfield PC Cllrs S Coombs, D Griffiths, C Parker, A Biggs**

**C Arnold (Clerk)**

**2 members of Residents**

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| **ITEM** |  | |  |
| **1** | **To Agree and Sign Acceptance of Office.**  All councillors sign the Acceptance of Office. Cllr SN to sign at next meeting. | | **SN** |
| **2** | **To elect a Chair of the Council for the coming year**  The council elect Stacey Coombs. Full Council Agree. | |  |
| **3** | **To elect a Vice-Chairman of the Council**  The council electDawn Griffiths and CarrieParker. Full Council Agree | |  |
| **4** | **To appoint sub-committees**  Council Agreed to No sub-committee | |  |
| **5** | **To appoint officers to the Council**  **Allotment Officer**  Council Agreed to Cllrs DG, SC  **Estates Officer**  Council Agreed to Cllrs JV, SN  **Finance**  Council Agreed to Cllr SN. Cllr SN to agree to position at next meeting.  **Burials**  Council Agreed to Cllrs DG, CP  **Pavilion**  Council Agreed to Cllrs CP, DG  **Play-Ground**  Council Agreed to Cllrs AB, JV | |  |
| **6** | **To receive apologies for absence**  WPC Cllrs S Nodder, OCC Cllr Y Constance, VHHDC Cllrs E Ware, S Howell, WPC RFO T Brock | |  |
| **7** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  None | |  |
| **8** | **To take questions and comments from members of the public**  Resident notes on extraordinary meeting and purchase of Land. Resident interested in purchasing half the plot, for half the price that the council will buy it for. Resident does not want the land built on, contacted an estates agent and land valued at £12,000; resident not willing to pay over the value. The resident is hoping to buy the extra land for a small granny annexeto be built onto their current house (no planning enquiry has been made yet). To be addressed at item 17.  Another resident discusses the classes she would like to run in the pavilion (week-day, morning, 1hr) - Qigong classes. The resident will offer this class free of charge but will ask for a small donation to go towards tea and coffee. To be addressed at item 21. | |  |
| **9** | **To take questions and comments from members of the Council**  Cllr CP reports on overgrown trees at the back of Shute Avenue – to report to OCC, Fix my Street.  Cllr AB asks for Boot-cleaners to be replaced next to pavilion. Clerk to contact Cllr SN on purchase, Cllr CP notes football training schedule to be released soon.  Cllr DG reports on bus roof panel loose (first bus shelter coming off Majors RD round about), Cllr DG to check safety of the panel. Cllr SC asks who will cover costs for cleaning the pavilion for the village fete? Council discuss and suggests Village Hall Committee clean pavilion after use, however if not cleaned adequately the Village Hall Committee will be charged for professional cleaning (£15ph, 2 hours maximum clean). To be added and agreed, if required, to the next agenda. | | CP  CA  DG  CA |
| **10** | **To approve the minutes of ordinary meeting held on 19.04.22**  Full Council Approve. Abstain: Cllr CP, DB | |  |
| **11** | **To address burial matters**  None | |  |
| **12** | **To address planning matters**  **a) Update on current developments-**  No | |  |
| **13**  **14**  **15** | **To agree insurance provider and costs-**  Clerk chasing to be added to next agenda  **To agree Internal Audit Letter Report 21/22.**  Full council Agreed. Recommendations to be addressed to be added to the next agenda  **To agree and sign Section 1&2 of Internal Audit 2021/22**  To be added to June Agenda – External Audit | | CA  CA |
| **16**  **17**  **18** | **To agree Delegation of Powers to the Clerk**  Full Council agreed.  **To discuss/agree part sale of new plot to resident**  Council discussed– Council request formal written letter from resident explaining why they would like to purchase the land- resident agrees. Council will investigate legalities once letter received.  **To discuss/ agree Cemetery/Rec entrance maintenance work quote**  Council discussed and full council agreed quote of £2,600. Clerk to liaise with Cllr JV | | ALL  CA  JV |
| **19**  **20**  **21**  **22** | **To discuss/agree Litterbug trail**  Full Council Agree, clerk to liaise with VWHDC  **To discuss/agree Payroll charge increase - Payroll Processing Fee: £25, Payslip charge: increased by £1**  Full Council Agreed.  **To discuss/agree free pavilion use for Qigong classes.**  Full Council Agree to providing this free of charge for the community. Council will monitor and review. Clerk to send letter of agreement to instructor.  **Finance to Agree**   |  |  |  |  | | --- | --- | --- | --- | | **Payee** | **Spending Power** | **TOTAL Gross** | **Detail** | | Jane Olds | LGA 1972 s111 | £ 230.00 | Internal audit fees | | | CA  CA |
|  | Full Council Agree | |  |
| **23** | **Finance to Note**   |  |  |  |  | | --- | --- | --- | --- | | **Income received** | **TOTAL Gross** | **Detail** | | | Allotment rent | £ 26.00 | Rent | | | Angela Davis | £ 150.00 | Purchase of Watchfield sign | | | Allotment rent | £ 13.00 | Rent | | | Gallagher | £ 1,389.34 | Insurance claim for damaged bus shelter | | | Inland Revenue | £ 2,002.49 | VAT reclaim | | | **Expenditure** | **Spending Power** | **Total Gross** | **Detail** | | Click Waste | Litter Act 1983 | £ 67.08 | Litter picking; REFUSE COLLECTION | | Click Waste | Litter Act 1983 | £ 67.08 | Litter picking; REFUSE COLLECTION | | Leon Pearce | Parish Councils Act 1957. | £ 105.00 | Bus shelter cleaning | | Amazon | LG (Misc) Act 1976 s19 LGA 1972 s145 | £ 279.13 | Netting to disable play parks and bunting for 75th D Day celebrations during covid | | Executive Retail Ltd | LGA 1972 s111 | £ 36.98 | Condolence book and table sign | | Ancala Water Services | Open Spaces Act 1906 | £ 296.16 | Allotments | | Jim Griffiths | LG (Misc) Act 1976 s19 | £ 13.99 | Padlock for MUGA | | Post Office | LGA 1972 s111 | £ 7.65 | Postage | | HJ Webb & Son | Open Spaces Act 1906 | £ 1,208.40 | Meadow View POS tree planting project | | HJ Webb & Son | Open Spaces Act 1906 | £ 1,062.48 | Meadow View POS tree planting project | | Watchfield Village Hall | LGA 1972 s137 | £ 150.00 | Grant | | Click Waste | Litter Act 1983 | £ 67.08 | Litter picking | | British Gas | LG (Misc) Act 1976 s19 | £ 34.65 | Electricity at pavilion | | |  |
| **24** | **Agenda Diary**   1. **Election of Officers -** Complete 2. **Registration of Members’ Interests –** No Changes 3. **Section 137 Payments -** None 4. **Employer PAYE –** Done by NetResult 5. **Agree to Code of Conduct**   Full Council Agree   1. **Agree to Standing orders**   Full Council Agree | |  |
| **25** | **File back-up Storage -** Complete | |  |
| **26** | **To note correspondence -** None | |  |
| **27** | **Any other item to be added to next agenda, 21.06.22**  Benches on POS.  **Meeting Closed 20:47**        **clerk@watchfield.org** | |  |
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|  | Claire Arnold  Clerk to Watchfield Parish Council 20/05/22 | |  |
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