**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 18th October 2022 at 7.30pm**

**Minutes**

Present: WPC Cllrs C Parker (Chair), D Griffiths (Vice), J Valadas

District Cllr S Howell

2 members of public

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| **ITEM** |  | |  | |
| **108**  **109**  **110**  **111**  **112**  **113**  **114**  **115**  **116**  **117**  **118**  **119**  **120** | **To receive apologies for absence**  WPC Cllrs S Coombs, A Biggs.  RFO T Brock  District Cllr E Ware  **To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**  Cllr DG no vote on 118  **To take questions and comments from members of the public**  Member of the public states an interest in purchasing a strip of the land next to his property for purpose of access. Cllr JV states the council will be surveying the land and clearing it before any decision is made on selling parts of the land. Clerk to update both members of the public interested in purchasing the land, once survey complete.  Cllr SH mentions Windmill View – Planning application P22/V2221/FUL – change of use for 27 mobile homes, 26 touring caravans. Clerk will approach planning officer on this application for further information. Clerk to add to next agenda.  VWHDC have moved to Abbey House, Abingdon. Local community grants for climate change are now open.  Cllr DG questions increasingly busy parking along High Street in Shrivenham, Cllr SH to pass onto Shrivenham PC.  **To take questions and comments from members of the Council**  None  **To approve the minutes of the meeting held on 27.09.22**  Clerk to add to next Agenda – not at quorate  Abstained: Cllr CP  **To address burial matters**  None  **To address planning matters**   1. **Update on current developments**   None  **To discuss/agree co-option of Emma Markham onto WPC.**  EM not present. Clerk to confirm with OCC when co-option can be made- 6 months before next election.  **To discuss/agree survey on land purchased**  Council Agree to Clearance and survey the land once cleared. Cllr DG to approach Parkway for clearance quote. Clerk to add to next agenda  **To discuss/agree requested signage to be erected on WPC land advertising The Eagle, Public House**  Council discuss and full council agree to no permanent signage but will consider advertising specific communal events, clerk to invite landlord to the next meeting to discuss.  **To discuss/agree purchase of stock fencing to complete the tree fencing on Meadow View POS, Webbs £59.98 + £12.00 VAT = £71.98**  Full Council Agree  **To Agree/Discuss Recreation Ground Hire Request from Village Hall Committee - 23.04.23 Carboot, first Saturday of June 2023 Village Fete.**  To be added to next agenda, not at quorate  **Finance to Agree**  **To Agree Finance List for payment** | | CA  CA  CA  CA  CA  CA  CA | |
| **121**  **122**  **123**  **124**  **125** | Full Council Agree   |  |  |  |  | | --- | --- | --- | --- | |  | |  |  | | **Statutory Power** | **Payee** | **Description** | **Total** | | PV1614 LGA 1972 s111 | Dawn Griffiths | Flowers for Queen | £ 20.00 | | PV1621 Open Spaces Act 1906 | Webbs | Tree fencing at Meadow View POS | £ 71.98 |   **Payment to Note**   |  |  |  |  | | --- | --- | --- | --- | | **INCOME RECEIVED** |  |  |  | | **Statutory Power** | **Income received** | **Description** | **Total** | | RV581 Small holdings & Allotments Act 1908 | S Nodder | Cemetery grazing rent | £30.00 | | RV582 Small holdings & Allotments Act 1908 | Woodland Ponies | Backlands grazing rent | £100.00 | | RV583 LG (Misc) Act 1976 s19 | Westmill | Feed in tariff from solar panels | £738.70 | | RV584 VAT Act 1994 s33 | Inland Revnue | Reclaimed VAT | £3,669.54 | | RV585 LG (Misc) Act 1976 s19 | Shrivenham FC | Use of pavilion | £323.00 | | RV586 LG (Misc) Act 1976 s19 | Shrivenham Royals | Use of pavilion | £185.00 |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **To Note** | |  | |  | |  |  | | **Statutory Power** | **Payee** | | **Description** | | **Total** | | **Agreed (Date & item no.)** | | PV1606 LG (Misc) Act 1976 s19 | Playdale Playgournds Ltd | | Repairs to Zip Wire | | £126.00 | | Emergency repair | | PV1607 LG (Misc) Act 1976 s19 | Clarke Bros Heating | | Ball valve replacement - home dressing room sports pavilion | | £78.00 | | Emergency repair | | PV1608 Public Health Act 1875 | Krypton Environmental | | Pest control | | £126.00 | | Contract | | PV1609 LGA 1972 s112 Contract/Pensions Act 2014 | HMRC | | TAX Jul-Sept | | £300 | | Payroll | | PV1610 Small holdings and Allotments Act 1908 ss 23,25 | Allotment rent | | Allotment rent-written off old cheques | | £ 80.00 | | approved 27/09/2022 item 100 RV459 | | PV1611 LG (Misc) Act 1976 s19 | British Gas | | Electricity - sports pavilion | | £ 28.89 | | Contract | | PV1612 Parish Councils Act 1957. | Leon Pearce | | Bus stop cleaning | | £ 105.00 | | Contract | | PV1613 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | Bawden Manged Landscapes | | Grass cutting at various sites | | £ 1,233.05 | | Contract | | PV1615 LGA 1972 s111 | The Net Result | | Payroll | | £ 102.00 | | Payroll | | PV1616 Litter Act 1983 | Paul Spencer-Matthesq | | Litter picking | | £ 250.00 | | Contract | | PV1617 LG (Misc) Act 1976 s19 | Castle Water | | Pavilion water | | £ 20.11 | | Contract | | PV1618 Telecom Act 1984 s97 | Virgin Media | | Broadband | | £ 28.00 | | Contract | | PV1619 Litter Act 1983 | Click Waste | | Litter picking | | £ 67.08 | | Contract | | PV1620 LG (Misc) Act 1976 s19 | Amy & Jo Cleaning | | Sept pavilion clean | | £ 60.00 | | Contract | | PV1622 Local Audit and Accountability Act 2014 | Moore | | External audit | | £ 480.00 | | Audit | | P1623 LGA1972 s126 | C&R Legal Ltd Solicitors | | Purchase of land | | £ 1,776.00 | | From reserves |   **Agenda Diary**   1. **Online VAT return-** Done by RFO 2. **Employer PAYE -** Done by NetResult 3. **Registration of Members’ Interests –** No Change 4. **Section 137 Payments -** None 5. **Bank Reconciliation**   Full Council Agree and Chair Signs   1. **Budget Review-** to add to next agenda CA 2. **Audit Plan update –** No changes 3. **Standing Orders Review –** Full Council Agree CA 4. **Code of Conduct Review-** Full Council Agree CA 5. **Allotments Register –** Payments and Agreements in progress CA 6. **Cemetery Contract Review –** grass cutting review item 122 (n) 7. **Appointment of Internal Auditor -** complete 8. **Acceptance / approval of External Audit** CA   **Annual Return year ending 31 March 2022 (AGAR).**  TB  **i ) To note that Moore the appointed external auditor found that it was in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with the Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.**  Full Council Note.  ii) **To note matters not affecting Moore's opinion, Box 9 relating to Sole Trustee answered no instead of N/A and Box 11 on the same topic answered no instead of N/A. AGAR was corrected and did not further impact on their opinion.**  Full Council Note.   1. **Grass Cutting Contract –** to be completed in February 2023. Council to startinvestigating grass cutting areas, weed killing areas and quotes. ALL 2. **Contact Bawden re: leaf clearing-** Clerk to contact Bawdens CA 3. **Remembrance Attendance –** Clerk to confirm dates and send to council CA 4. **Carry out visual PAT testing (tested in March)-** To be carried out in March 2023 5. **Budget Forecast for next financial year –** To be added to next agenda. CA   Council to start investigating finances of each area of responsibility. ALL  **File back-up Storage –** Done. RFO noted USB was corrupt and data lost from it  (backed up on desk top) – external hard drive requested/cloud storage –  Clerk to add to nest agenda. CA  **To note correspondence**  Council note SFC goals have not been adequately stored and council are  concerned regarding safety, Cllr CP has contacted SFC – now padlocked.  Clerk to add to next agenda to discuss. CA  Cllr JV notes Brunel Surveys to send file to clerk, regarding fencing installation.  Cllr JV to chase. JV  2 members of the public would like to join the council – Clerk to check 6-month co-option deadline CA  **Any other items to be added to next agenda, 18.11.22**  AirSkier repair/replacement. CA  **Meeting closed; 20:27** | |  | |
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