**Extraordinary Meeting of Watchfield Parish Council**

**Watchfield Pavilion**

**Tuesday 20th June 2023 at 7.30pm**

**Minutes**

**Present: Cllr S Coombs (Chair), E Meckham (Vice), J Valadas**

**C Arnold (Clerk)**

**T Brock (RFO)**

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| **ITEM** |  | | |  |
| **27**  **28**  **29**  **30**  **31**  **32**  **33**  **34**  **35**  **36**  **37**  **38**  **39**  **40**  **41**  **42**  **43**  **44**  **45**  **46**  **47** | **To receive apologies for absence**  Cllr A Biggs  **To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**  None  **To take questions and comments from members of the public**  None  **To approve the minutes of the AGM meeting held on 09.05.23.**  Full Council Agree  **To address burial matters**  None  **To address planning matters**   1. **Update on current developments.**   None  **To Agree Pavilion barrier quote £2,448.00 Inc. VAT, delivery £185, Shrivenham fencing £700 for installation.**  Full Council Agreed. Agreed height of 2.4m. Cllr EM to organise.  **To Discuss/Agree part sale of land at Oak Road/Oxford Square**  Next agenda  **To Discuss/Agree Play Area equipment repairs as recommended by the RoSPA report.**  Next agenda  **To Agree SO or DD payments for Bawden (Grass cutting Contractor) Leon Pearce (Bus Shelter Cleaning), Nanogreen (pest control)**  Full Council Agreed  **To Agree Bank Charge Card for use by the clerk, maximum limit £500.**  Full Council Agreed  **To Agree Bank Charge Card Policy**  Full Council Agreed  **To Agree Internal Audit for the year ended 31 March 2023.**  To be added to next agenda  **1. To receive, note and consider recommendations made in the internal audit 2022/2023 report carried out by Jane Olds.**  **2.Annual Governance and Accountability Return 2022/2023 Form 3 for the year ended 2022/2023.**  **a. To note Jane Olds, Internal Auditor has completed and signed the Annual Internal Audit Report 2022/2023.**  **b. To complete, approve and sign Section 1 Annual Governance Statement 2022/2023. To be signed by the Chair and Clerk.**  **c. To approve and sign Section 2 Accounting Statements 2022/2023. To be signed by the Chair and RFO.**  **d. To approve the bank reconciliation for the year ended 31 March 2023.**  **e. To approve the explanation of variances. Paper 8.**  **f. To approve the dates for the Notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return for the year ended 31 March 2023. To commence on Thursday 22 June 2023 and end Wednesday 2 August 2023.**  **To Agree Shrivenham FC Royals and youths pavilion and recreation ground hire for 2023/24 season – Dates circulated.**  Full Council Agreed. Add to next Agenda – Councillor responsibility – bookings.  **To Agree Acceptance of Conditions document for S106 application for the Watchfield footpath improvements project- £1,156.13**  Full Council Agreed  **To Agree/Discuss moving council office meetings to the Pavilion**  Full Council Agreed – September meeting to be moved to pavilion, clerk to inform village hall committee  **To Agree/Discuss the purchase of a post box for the pavilion and postal redirection charge - 3 months £ 237, 6 months £ 352 and 12 months £570**  Full Council Agreed 12 months – maximum spend on post box £50.00  **To Agree/Discuss Dangerous parking in and around South Street, Watchfield – School traffic.**  To arrange meeting with Head teacher – Cllr JV and Cllr EM to send available dates, Clerk to arrange an OCC transport officer to watch the traffic.  **To Agree Scheme of Delegation Policy**  Full Council Agreed  **Finance to Agree**  Full Council Agreed   |  |  |  |  | | --- | --- | --- | --- | | **statutory Power** | **Payment due** | **Description** | **Total** | | LGA 1972 s111 | C Arnold | ZOOM payment 2022/23 | £ 143.88 | | LGA 1972 s111 | S Nodder | Postage of Bank Documents | £ 3.75 | | LG (misc) Act 1976 s19 | S Nodder | Mould and mildew stain remover- pavilion | £ 8.99 | | Litter Act 1983 | S Nodder | Tape for litter picker- to hold bon bags in bins | £ 23.88 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Payment to Note**  **INCOME RECEIVED**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | |  | |  | | | **Statutory Power** | **Income received** | | **Description** | | **Total** | | | **RV621 LA Cemeteries Order 1977** | **B Lane** | | **Memorial Stone** | | **£50.00** | | | **RV622 Small holdings & Allotments Act 1908** | **S Nodder** | | **Cemetery grazing rent** | | **£30.00** | | | **RV623 Small holdings & Allotments Act 1908** | **Woodland Ponies** | | **Backlands grazing rent** | | **£200.00** | | | | | | | |  |  |  |  | | | |  |
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| **48**  **49**  **50**  **51** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **PAYMENTS DUE** |  |  |  |  | | **Statutory Power** | **Payment** | **Description** | **Total** | **Agreed (Date & item no.)** | | PV1734 Small Holdings & Allotmenstes Act 1908 | Ancala Water Services | Allotment water | £ 10.51 | Contract | | PV1735 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | Bawden Managed Landscapes | Grass cutting at various sites | £ 1,233.05 | Contract | | PV1736 Public Health Act 1875 | Nanogreen Cleaning Ltd | Pest control | £ 42.00 | Contract | | PV1737 Local Audit (Smaller Auth) Regs 2015 | Jane Olds | Internal Audit | £ 250.00 | Agreed 27/09/2022 item 99 | | PV1738 Parish Councils Act 1957. | Leon Pearce | Bus stop cleaning | £ 112.00 | Contract | | PV1739 Litter Act 1983 | Click Waste | Waste management | £ 7.82 | Contract | | PV1740 LGA 1972 s112 | Clerk | MaySalary | £ 719.40 | Payroll | | PV1741 LGA 1972 s112 | RFO | MaySalary | £ 252.45 | Payroll | | PV1732 Litter Act 1983 | Paul Spencer-Matthews | Waste management | £ 25.00 | Contract owed price increase | | PV1742 Litter Act 1983 | Paul Spencer-Matthews | Waste management | £ 275.00 | Contract | | PV1743 LG (Misc) Act 1976 s19 | Castle Water | Pavilion water | £ 20.11 | Contract | | PV1744 LG (Misc) Act 1976 s19 | British Gas | Electricity - sports pavilion | £ 22.32 | Contract | | PV1745 Litter Act 1983 | Click Waste | Waste management | £ 70.42 | Contract | |  | S Nodder | Rotivator hire for wildflower planting on Meadow View | £ 162.30 | Agreed | | PV1746 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980 | Bawden Managed Landscapes | Grass cutting at various sites | £ 1,233.05 | Contract |   **Agenda Diary**   1. **Employer PAYE –** Done by NetResult 2. **Allotment inspection-** To be completed by Cllr EM**,SC** 3. **Certificates of Appreciation –** Nomination- Full Council agreed Sue and Francis Nodder - to be organised by clerk 4. **Registration of Members’ Interests** – to be returned to Clerk 5. **Update Planning Register –** completed by clerk 6. **Section 137 Payments –** none received 7. **Send copies of all minutes to archive centre** 8. **Negotiation of fixed price energy plan for pavilion – To Agree energy plan renewal charges-**   Council Agree to one year contract.  **File back-up Storage - completed**  **To note correspondence - none**  **Any other items to be added to next agenda, 18.06.23**  Flowers and thank you card to Dawn Griffiths for her many years on the parish council  Climate grants  New CCTV on pavilion | | |  |
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