

**Meeting of Watchfield Parish Council
Watchfield Pavilion
Tuesday 17th October 2023 at 7.30pm**

AGENDA

Notice is hereby given of the meeting of Watchfield Parish Council on Tuesday 17 October 2023, commencing at 7.30pm in Watchfield Pavilion, Watchfield.

The Press and Public are welcome to attend this meeting and can participate during the public participation session. Please note that the public and media have a right to record meetings of the Council. Please notify the Clerk prior to the start of meeting if you wish to record or take photographs during the meeting.

To: Members of the Parish Council: You are summoned to attend a meeting on Tuesday 17 October 2023 at 7.30pm for the purpose of transacting the following business:

ITEM

- 109 To receive apologies for absence
- 110 To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting
- 111 To take questions and comments from members of the public
- 112 To take questions and comments from members of the council
- 113 To approve the minutes of the meeting held on 18.09.23.
- 114 To address Previous Agenda Items-
 - Cemetery footpath
 - CCTV update system on pavilion
 - To note engagement with Head at Watchfield Primary School re. dangerous parking.
 - Tree Check around the Village
 - Waste provider – new larger bin update
- 115 To Adress burial matters
- 116 To address planning matters
 - a) P23/V2003/O: Westmill Solar Farm Watchfield Swindon: Erection of buildings for battery storage all matters reserved
- 117 To discuss / receive quotes for an auto-closing gate in the children’s play area, to prevent access to deer and dogs into the children’s play area.
- 118 To Agree quote for Teckeez support (website hosting) for www.watchfield.org
- 119 To Agree quote for play area checks and discuss playground and pavilion checks
- 120 To agree electrician repair quote for fire alarm at the pavilion
- 121 To discuss/agree removal of debris from repair/tidy of RAF memorial sign and gate.
- 122 To discuss new land purchase – action plan.
- 123 To discuss/agree bulb planting project quote around the 3 main stones in the village; £55.00
- 124 To Agree Annual Return year ended 31 March 2023
 - a. To note the comments from Moore the External auditor. Paper attached.
 - b. To approve and accept the Annual Governance and Accountability Return for the year ended 31 March 2023.
- 125 To agree/return changes to Schedule 1 of S101 Grass Cutting Agreement with OCC
- 126 Finances to Agree
- 127 Finances to Note and Approve

Income

Statutory Power	Income received	Description	Total
RV632 LGA 1982 s150	VWHDC	2nd half of precept	£ 24,336.50
RV633 S106	VWHDC	S106 funds footpaht improvements project P23/V1041/106	£ 1,156.13
RV634 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 100.00
RV635 LG (Misc) Act 1976 s19	P Donath	Party	£ 65.00

Expenditure

Statutory Power	Payment	Description	Total

PV1782 Public Health Act 1936 s234	Community Heartbeat	Annual support - defibrillator	£ 324.00	Contr
PV1783 Litter Act 1983	Glasdon UK Ltd	Litter bin and fixings	£ 794.67	Agree item 7
PV1784 Litter Act 1983	No1 Packaging	Refuse bins	£ 67.50	Agree item 7
PV1785 LGA 1972 s112	Clerk	July Salary	£ 691.60	Payro
PV1786 LGA 1972 s112	RFO	July Salary	£ 252.45	Payro
PV1787 LGA 1972 s112	Clerk	Aug Salary	£ 691.60	Payro
PV1788 LGA 1972 s112	RFO	Aug Salary	£ 252.45	Payro
PV1789 Litter Act 1983	Paul Spencer-Matthews	Waste management	£ 275.00	Contr
PV1790 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 123.29	Contr
PV1791 Parish Councils Act 1957.	Leon Pearce	Bus stop cleaning	£ 112.00	Contr
PV1792 LGA 1972 s112	HMRC	June-Sept TAX	£ 169.80	Payro
PV1793 LG (Misc) Act 1976 s19	Shrivenham Fencing	Installing barrier	£ 960.00	20/06
PV1794 Local Audit and Accountability Act 2014	Moore	External audit	£ 504.00	Contr
PV1795 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 66.78	Contr
PV1796 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,295.30	Contr
PV1797 Litter Act 1983	Paul Spencer-Matthews	Waste management	£ 275.00	Contr
PV1798 LGA 1972 s112	Clerk	Sept Salary	£ 691.60	Payro
PV1799 LGA 1972 s112	RFO	Sept Salary	£ 252.45	Payro
PV1800 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 164.38	Contr
PV1801 Litter Act 1983	Click Waste	Waste management	£ 25.84	Contr
PV1802 LGA 1972 s111	The Net Result	Payroll processing	£ 102.00	Payro
PV1803 Litter Act 1983	Click Waste	Waste management	£ 70.42	Contr

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Audit Diary-

- a) Online VAT return
- b) Employer PAYE
- c) Registration of Members' Interests
- d) Section 137 Payments
- e) Bank Reconciliation
- f) Budget Review
- g) Standing Orders Review
- h) Code of Conduct Review
- i) Allotments Register – Payments and Agreements
- j) Cemetery Contract Review
- k) Appointment of Internal Auditor
- l) Acceptance / approval of External Audit
- m) Grass Cutting Contract
- n) Contact Bawden re: leaf clearing
- o) Remembrance Attendance
- p) Carry out visual PAT testing (tested in March)
- q) Budget Forecast for next financial year

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File back-up Storage

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To note correspondence

- a) Christmas Bank Holiday Waste Collection
- b) War Memorial tidy up
- c) Transport Grant
- d) FOI request
- e) Dead Tree on golf course path
- f) Request for inspection of non-compliant footpath surface works

g) Tree planting request for the late Mr R. Pitts

131 Any other items to be added to next agenda, 21.11.23

Meeting Called by Claire Arnold, Clerk to Watchfield Parish Council 11/10/23



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 111) is 3 minutes per individual. After item 111 the public will be muted and if you have a question or comment to make, please raise your hand to be unmuted.
- c. Threatening or foul language will not be tolerated, and you will be removed from the meeting by the clerk.

