

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

Present: Watchfield Parish Councillors S Coombs (Chair), E Markham (Vice), C Parker, A Biggs, J Valadas
C Arnold (Clerk)
T Brock (RFO)
District Cllr Katherine Fox

ITEM

- 109 To receive apologies for absence**
None
- 110 To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**
None
- 111 To take questions and comments from members of the public**
District Cllr KF notes on district report (circulated) – Afghan relocation scheme – a few families will be housed in Watchfield- no update yet provided. Cllr EM and Cllr KF will liaise with MoD to open communications with WPC and the families. Cllr KF congratulates the council on their successful bid for water butts for the residents of Watchfield. Joint local plan discussed- land availability and allocation to housing – Cllr KF states projection for 6-7yr looks to not add further land for development. Thames Water report – Shrivenham not included in the water protection plan – meeting arranged to discuss matter. EM
KF
- 112 To take questions and comments from members of the council**
None
- 113 To approve the minutes of the meeting held on 18.09.23.**
Full Council Approve
- 114 To address Previous Agenda Items-** JV
- **Cemetery footpath** – Cllr JV will update clerk.
 - **CCTV update system on pavilion** – Cllr SC has circulated quotes and options for CCTV. Clerk to add quote to next agenda. CA
 - **To note engagement with Head at Watchfield Primary School re. dangerous parking.**
Clerk to arrange meeting with Jude and Cllr EM CA
 - **Tree Check around the Village**
Clerk to send map to company of WPC land and ask for quote on all trees on council land. Quote to be added to next agenda. CA
 - **Waste provider – new larger bin update**
Clerk chasing response from Nevati waste provider. CA
- 115 To Adress burial matters**
Burial Plot purchased – M Chapman, plot 181, £200. Clerk updated cemetery diagram.
- 116 To address planning matters**
- a) **P23/V2003/O: Westmill Solar Farm Watchfield Swindon: Erection of buildings for battery storage all matters reserved.**
Council – No comment, to be submitted. CA
- 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.**
Mick – playground check – TB to ask for quote. Clerk to add to next agenda. CIL money could be used. TB
CA
- 118 To Agree quote for Teckeez support (website hosting) for www.watchfield.org**
Quote circulated. Council will research email .gov and new website design. Cllr JV will investigate .gov emails. JV
- 119 To Agree quote for play area checks and discuss playground and pavilion checks**
TB to ask Mick for quote – Clerk to add to next agenda. Cllr CP to conduct pavilion checks. CA
- 120 To agree electrician repair quote for fire alarm at the pavilion**
Visit from Humphreys booked. Clerk to follow up. CA
- 121 To discuss/agree removal of debris from repair/tidy of RAF memorial sign and gate.**
Clerk reads out statement. Council discuss matter and agree to remove debris as a one-off gesture of good will. The council will not maintain the land as it is OCC land and invites local group to WPC meetings to open communications on the work. CA

122 To discuss new land purchase – action plan.

Council discussed structural survey on the wall located in the purchased land – levels of land also needed. Clerk to ask OALC on advice on how to sell land. Cllr JV to obtain quote for structural engineer. Clerk notes that Cllr JV has already requested three quotes for evaluation of the land but no response received.

JV

123 To discuss/agree bulb planting project quote around the 3 main stones in the village; £55.00

Council discuss and full council agree on purchase of bulbs. Clerk to organise.

CA

124 To Agree Annual Return year ended 31 March 2023**a. To note the comments from Moore the External auditor. Paper attached.**

Full Council note comments made.

b. To approve and accept the Annual Governance and Accountability Return for the year ended 31 March 2023.

Full Council Approve and Accept the AGAR for 2023. Clerk to publish.

CA

125 To agree/return changes to Schedule 1 of S101 Grass Cutting Agreement with OCC

Tb to look up S101 Grass Cutting Agreement. Clerk to return signed change agreement.

CA

126 Finances to Agree

None

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
PV1783 Litter Act 1983	Glasdon UK Ltd	Litter bin and fixings	£ 794.67
PV1784 Litter Act 1983	No1 Packaging	Refuse bins	£ 67.50
PV1785 LGA 1972 s112	Clerk	July Salary	£ 691.60
PV1786 LGA 1972 s112	RFO	July Salary	£ 252.45
PV1787 LGA 1972 s112	Clerk	Aug Salary	£ 691.60
PV1788 LGA 1972 s112	RFO	Aug Salary	£ 252.45
PV1789 Litter Act 1983	Paul Spencer-Matthews	Waste management	£ 275.00
PV1790 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 123.29
PV1791 Parish Councils Act 1957.	Leon Pearce	Bus stop cleaning	£ 112.00
PV1792 LGA 1972 s112	HMRC	June-Sept TAX	£ 169.80
PV1793 LG (Misc) Act 1976 s19	Shrivenham Fencing	Installing barrier	£ 960.00
PV1794 Local Audit and Accountability Act 2014	Moore	External audit	£ 504.00
PV1795 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 66.78
PV1796 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,295.30
PV1797 Litter Act 1983	Paul Spencer-Matthews	Waste management	£ 275.00
PV1798 LGA 1972 s112	Clerk	Sept Salary	£ 691.60
PV1799 LGA 1972 s112	RFO	Sept Salary	£ 252.45

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

Audit Diary-

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- a) **Online VAT return** – Completed by RFO – Chairman signed.
 - b) **Employer PAYE** – Done by NetResult.
 - c) **Registration of Members' Interests** – Cllrs JV and CP to send to clerk.
 - d) **Section 137 Payments** – None received.
 - e) **Bank Reconciliation** - Completed by RFO and circulated – Chairman signed.
 - f) **Budget Review** – Circulated. Clerk to add to next agenda.
 - g) **Standing Orders Review** – No Changes – Full council Agreed.
 - h) **Code of Conduct Review** – No changes – Full council Agreed.
 - i) **Allotments Register** – Payments and Agreements – all sent out.
 - j) **Cemetery Contract Review** – Bawdens schedule – to review when grass cutting schedule reviewed.
 - k) **Appointment of Internal Auditor** – Clerk chase.
 - l) **Acceptance / approval of External Audit** – Completed, item 124.
 - m) **Grass Cutting Contract** – Clerk to circulate current contract to Cllrs in preparation for renewal in February.
 - n) **Contact Bawden re: leaf clearing** -Clerk- Done.
 - o) **Remembrance Attendance** – Service 12th November 9.30am – clerk organising wreath - Cllrs SC to attend.
 - p) **Clerk to organise wreaths**- one wreath required – clerk to order.
 - q) **Carry out visual PAT testing (tested in March)** – check tickets for pat testing, to be completed by Cllr SC.
 - r) **Budget Forecast for next financial year** – Clerk to organise meeting next month with RFO and Chair. All councillors to prepare budget for their areas of responsibility for next meeting.

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File back-up Storage - Done

To note correspondence

- a) **Christmas Bank Holiday Waste Collection** – Clerk to send to Cllr JV, AB, EM
- b) **War Memorial tidy up** – discussed on item 121.
- c) **Transport Grant** – WPC have submitted interest.
- d) **FOI request** – Completed.
- e) **Dead Tree on golf course path**- Work Completed.
- f) **Request for inspection of non-compliant footpath surface works** – Done but no feedback
- g) **Tree planting request for the late Mr R. Pitts** –

Council recommends either bench (outside pavilion or allotment)-they purchase and gift it to us for insurance purpose and maintenance (earth anchors) or Tree on Meadow View.

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Any other items to be added to next agenda, 21.11.23

- OCC roundabout outside MOD college, dangerous visibility issue – clerk to contact highways and fix my street.
- Replacement of bench outside pavilion
- Re-graveling pavilion carpark

Meeting closed by Claire Arnold, Clerk to Watchfield Parish Council 21:14



