

**Meeting of Watchfield Parish Council  
Watchfield Pavilion  
Tuesday 19th September 2023 at 7.30pm  
Minutes**

Present: Watchfield PC S Coombs (Chair), E Markham (Vice), A Biggs, E Markham  
C Arnold (Clerk)  
T Brock (RFO)  
VWHDC Cllrs V Patel, K Fox  
2 members of the public

**ITEM**

- 84 To receive apologies for absence**  
WPC Cllrs J Valadas, C Parker
- 85 To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**  
None
- 86 To take questions and comments from members of the public**  
County Cllrs VP and KF recommend submitting interest in EV charging points – completed by clerk. Any litter issues to be passed onto VP – with photos.  
Cllr KF comments on Windmill View planning application withdrawn but will be re-submitting their application. Waste-water provision and pedestrian access will be addressed. Care Home application in Shrivenham withdrawn. 10 housing development ceased in Shrivenham due to lack of sewage provision. Botley Road closure suspended. Maidens Close – broken vehicles removed. Cllr EM asks for data on river pollution in the area – Cllr KF notes data will be released later in the year and will provide an update then.  
Two members of the public ask for an update on the land purchased by the council and if any further action from them is required. The council will be discussing this on item 102.
- 87 To take questions and comments from members of the council** EM  
Cllr EM to check height of bar, 2.4m to swing bar or 2.4m to fix bar.
- 88 To approve the minutes of the meeting held on 28.07.23.**  
Full Council Agree
- 89 To address Previous Agenda Items-**
- **Play area repairs.** – Quote received was £10,000 – clerk to contact Mick (playground check service) and send him the RoSPA report. CA
  - **Council mobile phone** – Clerk to complete – contract in her name – council agree to contract in clerk’s name. CA
  - **Update Email package -To agree increase of storage for clerk@watchfield.org £71.86 for 1 year.** TB  
Full Council Agree to £71.86.  
upgrade 5 email addresses to the 25 GB email package normally 299.4 GBP + VAT per year.  
Offering 15% discount, the price will be 254.49 GBP + VAT. CA  
Cllr EM to research other email providers. JV
  - **Cemetery footpath** – Cllr J Valadas -To be added to next agenda. JV
  - **Grass cutting and weeding around Watchfield.** – Clerk has contacted Bawden and work is being completed – Clerk to send grass cutting plan to Cllr AB of grass cutting areas. Hedge trimming is needed around the allotment and paddock areas – clerk to check contact for this. Tree check required for the village - Nicholsons tree evaluation. Clerk to contact them. CA  
CA
  - **CCTV update system on pavilion** – To be updated. Cllr SC to obtain quotes. SC
  - **Bank Reconciliation** - Full Council to agree, Cllr SC signs. TB
  - **Budget Review** – Full Council Agree, Cllr SC signs. TB
  - **Audit Plan update** – Completed, no changes.
  - **To note engagement with Head at Watchfield Primary School re. dangerous parking.** AB  
CA  
Cllr AB to contact head. Clerk to arrange meeting
- 90 To Adress burial matters**  
Plot purchase enquiry – Cllr EM to choose plot number and organise purchase form and send to clerk. EM
- 91 To address planning matters** - none
- 92 To review the bin contracts and when these will end, to find new provider to avoid penalty payment for being overweight.**

Add to audit diary – April renewal, clerk to contact provider and see if WPC can upgrade our waste level provider so we are not charged for extra weight – can WPC have a larger bin?  
 Cllr SC and Cllr AB to organise new bin installation.

CA  
 SC  
 AB

**93 To discuss/agree shed on the Backlands paddock .**

Full Council Agree

CA

**94 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.**

Cllr EM to investigate quote from Shrivenham fencing.

EM

**95 To discuss installation of electric vehicle charging points at the pavilion**

Clerk has submitted WPC interest.

CA

**96 To Agree quote for Teckeez support (website hosting) for [www.watchfield.org](http://www.watchfield.org)**

Clerk to forward quote and chase the break down – add to next agenda.

CA

**97 To Agree quote for play area checks and discuss playground and pavilion checks**

Already discussed on item 89, quote to be added to next agenda.

CA

**98 To Agree Recreation Ground and pavilion hire for Watchfield Village Fete 01.06.23- organised by Watchfield Village Hall**

Full council Agree – on the basis that cleaner is paid for a maximum of 2 hours. Clerk has informed village hall committee.

CA

**99 To agree electrician repair quote for fire alarm at the pavilion**

Humphreys will be visiting tomorrow – clerk to contact Cllr SC to open pavilion. Cllr SC to discuss safety light coming on with electrician.

CA  
 SC

**100 To discuss/agree maintenance or financial aid for repair/tidy of RAF memorial sign and gate.**

Full Council agree not to financially support maintenance. Clerk to recommend S137 grant to working party who helps maintain the area.

CA

**101 To discuss/agree winter preparation – salt bins – Full council agree not to purchase any bins.**

**102 To discuss new land purchase – action plan.**

Cllr JV to organise valuation of plot and clerk to add to next agenda. Clerk to contact OALC if selling of land needs to be made public- clerk to check legal parameters on the sale.

CA  
 JV

**103 Finances to Agree**

- Disposal of tyre/wheel of £6 to be paid to Sue

Full Council Agreed

TB

**104 Finances to Note and Approve**

**Income**

Statutory Power	Income received	Description	Total
RV624 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00
RV625 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 100.00
RV626 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00
RV627 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 100.00
RV628 VAT Act 1994 s33	Inland Revenue	VAT reclaim	£ 2,646.74
RV629 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00
RV630 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 100.00
RV631 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00

**Expenditure**

Statutory Power	Payment	Description	Total	Agreed (Date & item no.)
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PV1762 Litter Act 1983	Paul Spencer-Matthews	Litter Picking	£ 275.00	Contract
PV1763 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 20.11	Contract
PV1764 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 40.35	Contract
PV1765 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,295.30	Contract
PV1766 LGA 1972 s111	The Net Result	Payroll processing	£ 88.50	Payroll
PV1767 Litter Act 1983	Click Waste	Waste management	£ 70.42	Contract
PV1768 Public Health Act 1875	Nanogreen Cleaning Ltd	Pest control	£ 42.00	Contract
PV1769 Litter Act 1983	Click Waste	Waste management	£ 40.06	Contract
PV1770 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,233.05	Contract
PV1771 Litter Act 1983	Click Waste	Waste management	£ 70.42	Contract
PV1772 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 22.33	Contract
PV1773 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 23.24	Contract
PV1774 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 20.11	Contract
PV1775 Litter Act 1983	Paul Spencer-Matthews	Waste management	£ 275.00	Contract
PV1776 Parish Councils Act 1957.	Leon Pearce	Bus stop cleaning	£ 112.00	Contract
PV1777 Public Health Act 1875	Nanogreen Cleaning Ltd	Pest control	£ 42.00	Contract
PV1778 Litter Act 1983	Click Waste	Waste management	£ 23.22	Contract
PV1779 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,295.30	Contract
PV1780 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 35.58	Contract
PV1781 Litter Act 1983	Click Waste	Waste management	£ 70.42	Contract

## 105 Audit Diary-

- **Completion of External Audit** – not yet returned.
- **Members' Interests – Annual review** – All councillors to return to clerk asap ALL
- **Section 137 Payments** – none received.
- **Update Planning Register** – circulated.
- **Burial Charges Review** – Full council agree to keep burials the same as previous year. Clerk to update. CA
- **Review of Paddock Licenses and rental** – Full Council Agree to no changes to the contract and full council agree to increase rental by 10% for each paddock. Clerk to update. Clerk to contact tenants. CA
- **Allotment Hire Charges and Contract Agreement Review** – Full council agree contract. Full council agree to 10% increase for rental of plots. Clerk to update. CA
- **Servicing pavilion pump** – Clerk to investigate information on the pump. CA
- **Employer PAYE** – Done by Netresult
- **Footballers Hire of recreation ground – charges and contract review.** CA  
 Contract additions - Footballers to dispose of own white paint tubs,  
 Obligated to pick up any litter left after games by spectators and players.  
 Goals to be stored safely – any damage or injury caused by goals will not be the liability of the parish council. CP

Full council agree to not increase charges for the season 2023/24.

**106 File back-up Storage - Done**

**107 To note correspondence – none**

**108 Any other items to be added to next agenda, 17.10.23 – None**

Meeting Closed:21.30