

**Meeting of Watchfield Parish Council  
Watchfield Pavilion  
Tuesday 16th January 2024 at 7.30pm  
Minutes**

Present; WPC Cllrs S Coombs (Chairman), E Markham (Vice), A Biggs, J Valadas  
2 members of the public  
District Cllr V Patel

**ITEM**

<b>156</b>	<b>To receive apologies for absence</b> RFO Tina Brock WPC Cllr Carrie Parker	
<b>157</b>	<b>To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting</b> None	
<b>158</b>	<b>To take questions and comments from members of the public</b> District Cllr VP notes on district council report. Afghan family meeting to be organised by clerk and community support lead Officer, Cllr VP to be invited to the teams meeting. Cllr VP notes County Cllr Yvonne Constance is currently away from work – temporary replacement, Cllr Thomas. School bollards discussed with the headteacher- Cllr VP notes that WPC will need to approach enforcement officers – Cllr EM to send photographic evidence to Cllr Thomas and parking enforcement team. Cllr VP to follow up the matter.	CA EM VP
<b>159</b>	<b>To take questions and comments from members of the council</b> Cllr EM to attend eco-housing public consultation. Cllr JV requests S106 list to be sent to council. Cllr SC to purchase Laptop for RFO – agreed at September 2023 meeting.	EM CA SC
<b>160</b>	<b>To approve the minutes of the meeting held on 18.12.23.</b> Full Council Agree – To add scale point for clerk Cllr JV abstained as he was absent from meeting	
<b>161</b>	<b>To address Previous Agenda Items-</b> ➤ <b>CCTV update system on pavilion – to Agree quote.</b> Council to obtain three quotes – Clerk to organise. Four cameras required, mobile compatibility with the requirement to see car registration plates. Clerk to send email trail to Cllr VP for grant for internet installation into the pavilion, Cllr VP to investigate. ➤ <b>Update on Shrivenham Sustainability hub - Community compost site</b> Council will wait to see how Shrivenham PC get on – to be added to agenda when feedback received from SPC.	CA VP CA
<b>162</b>	<b>To Address burial matters</b> Cllr EM has interment matter regarding Ugland	EM
<b>163</b>	<b>To address planning matters</b> ➤ P23/V2851/HH; 10 Beverley Road Watchfield Swindon SN6 8DJ - Proposed Rear Extension Full Council Agree – No comment ➤ P23/V2719/HH; 6 Oxford Square Watchfield Swindon SN7 6TB - Proposed first floor extension over rear extension. Full Council Agree – No comment ➤ P23/V2765/HH; 92 High Street Watchfield Swindon SN6 8SW - Two storey rear extension with loft conversion. Full Council Agree – No comment	
<b>164</b>	<b>To discuss / receive quotes for an auto-closing gate in the children’s play area and repair/filling of hole under the play area fence.</b> Shrivenham fencing to be contacted and Cllr AB to meet contact. Cllr EM to organise and clerk to add to next agenda.	AB EM
<b>165</b>	<b>To agree electrician repair quote for fire alarm at the pavilion</b> On waiting list for Humphreys – Clerk to chase.	CA
<b>166</b>	<b>To discuss/agree allowing Pony therapy sessions in the paddock by Dinky Ponies once charity status achieved.</b> Dinky Ponies owner discusses applying for charity basis of Dinky Ponies and providing therapy sessions on the paddock, once a week. The Council will assess the viability of this proposal upon receipt of additional information. Clerk to add to next agenda. <b>To discuss arrival and welcome of refugee families to Watchfield</b> Clerk to arrange teams meeting – as discussed in item 158.	CA
<b>167</b>	<b>Finances to Agree</b> To be added to next agenda.	CA
<b>168</b>	<b>Finances to Note and Approve</b> To be added to next agenda.	CA

169		CA
	<b>Audit Diary-</b>	
170	1. <b>Online VAT return</b> – Completed by RFO	
	2. <b>Registration of Members' Interests-</b> Cllr JV and CP to complete this week.	
	3. <b>Bank Reconciliation</b> –Full Council Agree	TB
	4. <b>Budget Review</b> – Full Council Agree	CP
	5. <b>Section 137 Payments</b> – Clerk to resend grant application to resident who purchased Christmas lights.	JV
	6. <b>Risk Assessment</b> – circulated – Full Council Agree	CA
	7. <b>Certificates of Appreciation – Nomination.</b> Cllr SC to organise, clerk to invite Sue and Francis Nodder to next meeting	
	8. <b>Audit Plan update</b> – No changes	SC
	9. <b>Employer PAYE</b> – Done by Net Result	CA
	10. <b>Complaints Policy</b> – Review – Full Council Agree	
	11. <b>Lone Worker Policy</b> – Review – Full Council Agree	
	<b>File back-up Storage</b> - clerk to add to next agenda	
171	<b>To note correspondence</b> - Cllr AB to meet with Wicksteed and discuss snag list for MUGA. Clerk to send Cllr AB and JV snag list – Cllr AB and JV to check MUGA and Wicksteed play area over the weekend.	CA
172	<b>Any other items to be added to next agenda, 20.02.24</b>	
	Co-option of Jose Ortiz	AB
173	Village Assembly date tbc	JV
		CA
	<b>Meeting Closed; 20:45</b>	CA



