

**Meeting of Watchfield Parish Council**  
**Watchfield Village Hall**  
**Tuesday 9th May 2023 at 7.30pm**  
**Minutes**

Present; S Coombs, E Markham, J Valadas  
C Arnold (Clerk)  
T Brock (RFO)  
District Cllrs Viral Patel, Katherine Foxhall

**ITEM**

- 1 To Agree and Sign Declaration of Acceptance of Office for elected Officers.**  
All elected councillors sign acceptance of Office
- 2 To elect a Chair of the Council for the coming year**  
Council elect Cllr Stacey Coombs as Chair – Cllr SC requests documentation states Chairman
- 3 To elect a Vice-Chairman of the Council**  
Council elect Cllr Emma Markham as Vice Chair
- 4 To Agree to Co-Opt Councillors**  
Council Agree to co-opt Aaron Biggs to the council. Clerk has confirmed with the Elections team that the council can co-opt immediately after an election. Declaration of Acceptance of Office for Cllr AB to be added to next agenda. CA
- 5 To appoint sub-committees**  
No Sub- committees appointed
- 6 To appoint officers to the Council**  
Estates Officer – Cllr JV  
Recreational/Play Area Officer – Cllr AB  
Allotments Officer – Cllr EM, Cllr SC  
Burials Officer – Cllr EM  
Finance Officer – Cllr SC  
Pavilion Officer – Cllr JV, Cllr AB
- 7 To agree Delegation of Powers to the Clerk**  
Full Council Agree to Delegation of Powers to clerk
- 8 To receive apologies for absence**  
None
- 9 To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**  
None
- 10 To take questions and comments from members of the public**  
New district Cllr Katherine Foxhall introduces herself and explains her role and help she can provide to WPC – play areas, sewage, planning. Cllr JV asks if there are any issues that the district will be addressing immediately in Watchfield – Cllr KF - sewage pollution; long term issue to address, bin storage and parking by Maidens Close, investigating empty military houses in Watchfield for refugees – discussions to start with DA and district. Clerk to send Cllr KF contact liaison group for DA. Monthly District Report will be provided. New district Cllr Viral Patel introduces himself. Council asks for an update on the enforcement on the Green fence – Cllr KF to investigate. The council discusses planning application P22/V2221/FUL. Cllr VP to investigate. Care home application in Shrivenham discussed – district Cllrs to investigate. Cllr SC invites the district Cllrs to Watchfield Assembly next week 16.05.23 19;30hrs, District councillors send their apologies – committed to Ashbury PC AGM. CA
- 11 To take questions and comments from members of the Council**  
Cllr AB asks about Rope bridge repair- Clerk informs the RoSPA report is now available – quote to be obtained for all repairs on play equipment. CA  
Cllr JV – Cemetery path repair and entrance to playground – quote already agreed last year – work to possibly start in a few weeks. Council asks if a quote can be provided for top-up on allotment path. To be added to next agenda. JV  
Clerk to ask OCC what grit was used for pathway to match the stone. CA
- 12 To approve the minutes of ordinary meeting held on 21.04.23.**  
Full council approves
- 13 To address burial matters**

- None
- 14 To address planning matters**
- a) Update on current developments**  
    Planning consultation for another business unit on Shrivenham 100 – Council to review documents and build a draft response. Cllr JV to send councillors draft response. JV
- 15 To agree insurance provider quote**  
Council fully Agree to Hiscox quote - £3,851.21. CA
- 16 Update on land at Oak Road/Oxford Square**  
Survey information received. Cllr JV mentions that plans and elevations have been created. Council to review the information and visit the site. Clerk to add to the next agenda for discussion. ALL  
CA
- To Discuss/agree pavilion carpark overhead barrier quote.**
- 17 To be added to next agenda. Clerk to contact insurance company on liability. Cllr EM to send measurements for accurate quote. Clerk to add to next agenda.** EM  
CA
- To Discuss/Agree Bus Shelter repair quote.**
- 18 Council do not agree – Clerk to obtain another quote.** CA
- To Agree insurance short-full for pavilion repair - £4,046.47**
- 19 Full Council Agree**
- To Agree maximum of 6 Shetland ponies on the paddock**
- 20 Full Council Agree. Clerk to inform tenant and change contract.** CA
- Finance to Agree**
- 21 To be added to next agenda** CA
- Finance to Note**
- 22 To be added to next agenda** CA
- 23 Agenda Diary**
- a) **Election of Officers** - Complete
- b) **Registration of Members’ Interests** – Clerk to send to Cllrs CA
- c) **Section 137 Payments** – None received.
- d) **Employer PAYE** – Done by Net Result
- e) **Agree to Code of Conduct** – Full Council Agree CA
- f) **Agree to Standing orders**- Full Council Agree CA
- 24 Data back-up completed.** - Complete
- 25 To note correspondence** – Council to check post box
- 26 Any other item to be added to next agenda 20.06.23.**
- Microsoft 365 cloud for storage for clerk and RFO CA
- Purchase post box for pavilion
- Agree date for moving meetings to pavilion.
- Meeting Closed – 9pm**

