

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

**AGENDA**

Notice is hereby given of the meeting of Watchfield Parish Council on Tuesday 18 July 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 18 July 2023 at 7.30pm for the purpose of transacting the following business:

**ITEM**

- 84 To receive apologies for absence
- 85 To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting
- 86 To take questions and comments from members of the public
- 87 To take questions and comments from members of the council
- 88 To approve the minutes of the meeting held on 28.07.23.
- 89 To address Previous Agenda Items-
  - Play area repairs.
  - Council mobile phone
  - Update Email package -To agree increase of storage for clerk@watchfield.org £71.86 for 1 year. 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.
  - Cemetery footpath
  - Grass cutting and weeding around Watchfield.
  - CCTV update system on pavilion
  - Bank Reconciliation
  - Budget Review
  - Audit Plan update
  - To note engagement with Head at Watchfield Primary School re. dangerous parking.
- 90 To Adress burial matters
- 91 To address planning matters
- 92 To review the bin contracts and when these will end, to find new provider to avoid penalty payment for being overweight.
- 93 To discuss/agree shed on the Backlands paddock .
- 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.
- 95 To discuss installation of electric vehicle charging points at the pavilion
- 96 To Agree quote for Teckeez support (website hosting) for [www.watchfield.org](http://www.watchfield.org)
- 97 To Agree quote for play area checks and discuss playground and pavilion checks
- 98 To Agree Recreation Ground and pavilion hire for Watchfield Village Fete 01.06.23- organised by Watchfield Village Hall
- 99 To agree electrician repair quote for fire alarm at the pavilion
- 100 To discuss/agree maintenance or financial aid for repair/tidy of RAF memorial sign and gate.
- 101 To discuss/agree winter preparation – salt bins
- 102 To discuss new land purchase – action plan.
- 103 Finances to Agree
  - Disposal of tyre/wheel of £6 to be paid to Sue
- 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.)
PV1762 Litter Act 1983	Paul Spencer-Matthews	Waste management	£ 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

**Audit Diary-**

- **Completion of External Audit**
- **Members' Interests – Annual review**
- **Section 137 Payments**
- **Update Planning Register**
- **Burial Charges Review**
- **Review of Paddock Licenses and rental**
- **Allotment Hire Charges and Contract Agreement Review**
- **Servicing pavilion pump**
- **Employer PAYE**
- **Footballers Hire of recreation ground – charges and contract review.**

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**File back-up Storage**

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**To note correspondence**

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**Any other items to be added to next agenda, 17.10.23****Meeting Called by Claire Arnold, Clerk to Watchfield Parish Council 14/09/23****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 86) is 3 minutes per individual. After item 86 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.**