

**Meeting of Watchfield Parish Council
Watchfield Pavilion
Tuesday 19th March 2024 at 7.30pm
Minutes**

Present: WPC S Coombs (Chair), E Markham (vice), C Parker
2 members of the public
2 members of the new transport scheme initiative
District Cllr Viral Patel

ITEM

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- 203 To receive apologies for absence**
WPC Cllr A Biggs
T Brock (RFO)
District Cllr Katherine Foxhall
- 204 To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**
None
- 205 To take questions and comments from members of the public**
Two members of the public introduce themselves to the council with interest to join the parish council. CA
Council discusses the responsibilities of the councillors. Clerk to follow up.
Cllr Viral Patel notes on Afghan relocation scheme, three tranches – 2 ran by the mod, one by the Vale. EM
Monthly meeting scheduled for the third Tuesday of the month 4.15 Teams meeting – Cllr EM to attend.
Sewage reported on the golf course- no update. Joint local plan consultation report submitted by the Vale.
Development on the golf course – 10-year plan already met; however Oxforde unmet need will still have an effect though out the Vale.
- 206 To take questions and comments from members of the council** CPCA
Cllr CP notes Pavilion Party Booking – details to be sent to clerk for booking
Litter Pick date confirmed – 6/7th April .
Cllr EM notes water butt order wanted before Litter pick – Clerk to investigate Unity Banking for a cash card EMCA
for purchase of water butts.
Council makes a statement on retirement of Cllr Joao Valadas – The council will sorely miss Cllr Joao Valadas, who retired this month from the council. Cllr Joao brought expertise knowledge and dedication to the council, we thank him for the many years he worked on the council and we wish him all the best.
- 207 To approve the minutes of the meeting held on 21.02.23.**
Full Council Agree
- 208 To address Previous Agenda Items-**
- **Afghan family meeting-** Community liaison meeting regarding three tranches of Afghan family settling – 21 houses settled, 26 families transitioning, third group on 6-week temporary settlement (housing provided by MoD and SFA). EM
Communication open between Vale, WPC, MoD; Monthly meeting now organised, Cllr EM to attend.
Financial uplift money provided by government – waiting on its release- to be held by school trusts, Vale Council, MoD.
 - **Internet installation in the pavilion** CA
Clerk to chase.
- 209 To Adress burial matters** EMCA
- **Purchase of double ashes plot.**
- Cllr EM to choose plot near donkey paddock and send plot number to clerk.
- **Removal of headstone for new inscription by stone mason – Coral Dickinson.** CA
Full Council Agree
- 210 To address planning matters**
- None
- 211 To discuss/agree Community Transport Bid from Watchfield S106 - £32,000.** CA
- David Swann, Cllr from Bourton and Penny discuss wheelchair accessible vehicle purchase for hospital /medical appointments and personal appointments– to be ran in Shrivenham, Watchfield, Bourton and other local villages. £51,000 grant obtained, £32,000 from the Watchfield S106 pot. Funds released in 3 months. The scheme is asking for WPC support in advertising, volunteer mangers of the committee, drivers, and contacts with groups who may need the help – S Nodder, R Holman suggested. Clerk to be main liaison between scheme and WPC.
- OCC Officer - Dave Harrison- S106 money – Full council agree for funding to be used for this purpose.
- 212 To Agree quote for removal of AirSkier (cannot be repaired), £816.00 inc. VAT** EM
Full Council Agree. Cllr EM to organise.
- 213 To Agree Grounds Work Quotes – Quotes circulated;**
- **Bin Storage** – 2 quotes received – waiting for third quote – clerk to add to next agenda. CA
 - **Car Park re-graveling** – 2 quotes received – council discuss works required – clerk to add to next agenda. CA

- **Clearance of new land purchase** – 1 quote received – waiting for 2 further quotes – clerk to add to next agenda. CA
 - **Cemetery Pathway and church lane** – 3 quotes obtained – CA
Three quotes circulated. Full Council agree cemetery pathway quote £3,925 and Allotment/Church pathway Quote £2,575, work to start in April. Clerk to organise and request metal edging on cemetery pathway.
- 214 To Agree Grass Cutting provider – 2 Quotes circulated** – Full Council Agree to BGG; Quotes circulated. Clerk to organise – schedule required. CA
- 215 To Agree Waste provider-** Quotes circulated. Full Council Agree to Grundon – Clerk to ask if 600L bin can be just from March- October. CA
- 216 To Agree Hedge cutting Quote - £1525.** Full Council Agree. RFO to organise payment. TB
- 217 To Agree purchase of Microsoft 365 Office package for RFO -£59.99** – Full Council Agree. RFO to purchase. TB
- 218 To discuss replacement tree grant – locations in Watchfield** – Full Council Agree locations provided by OCC.
- 219 To Agree purchase of two new benches by the pavilion** – Add to next agenda
- 220 To Agree renewal of OALC membership - £401.70** – Full Council Agree. Clerk to organise renewal of membership. CA
CATB
- 221 Finances to Agree**

Statutory Power	Payment due	Description	Total
PV1849 LG (Misc) Act 1976 s19	Clark Brothers Heating	Replace faulty ball valve (emergency repair)	£ 78.00

Full Council Agree

222 Finances to Note and Approve

INCOME RECEIVED

Statutory Power	Income received	Description	Total
RV650 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00
RV651 VAT Act 1994 s33	Inland Revenue	VAT reclaim	£ 980.71
RV652 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 110.00
RV653 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00
RV654 Local Auth Cemeteries Order 1977	Harkin	Right of burial	£ 75.00
RV655 LG (Misc) Act 1976 s19	Shrivenham FC	Hire of pavilion Nov - Feb	£ 825.00

PAYMENTS FOR NOTING/APPROVAL

Statutory Power	Payment	Description	Total	Agreed (Date & item no.)
PV1840 Litter Act 1983	Click Waste	Waste management	£ 70.42	Contract
PV1841 LGA 1972 s112	HMRC	Oct-Dec TAX	£ 169.80	Payroll
PV1842 Public Health Act 1875	Nanogreen Cleaning Ltd	Pest control	£ 42.00	Contract
PV1843 Litter Act 1983	Click Waste	Waste management	£ 23.47	Contract
PV1844 Litter Act 1983	Click Waste	Waste management	£ 23.93	Contract
PV1845 LGA1972 s111	Currys	RFO laption	£ 232.00	Agreed 18/07/2023 item 73
PV1846 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 318.38	Contract
PV1847 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,295.30	Contract
PV1848 Litter Act 1983	Click Waste	Waste management	£ 70.42	Contract
PV1850 LGA1972 s111	Mcafee	Antivirus	£ 39.99	Agreed 18/07/2023 item 73

PV1851 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 892.21	Contract
PV1852 LGA1972 s111	Information Commissioners Office	Data Protection registration	£ 35.00	Membership
PV1853 Parish Councils Act 1957.	Leon Pearce	Bus stop cleaning	£ 112.00	Contract
PV1854 Litter Act 1983	Paul Spencer-Matthews	Litter picking	£ 275.00	Contract
PV1855 Parish Councils Act 1957.	Leon Pearce	Bus stop cleaning	£ 112.00	Contract
PV1856 LG (Misc) Act 1976 s19	Amy & Jo Cleaning	Dec and Jan pavilion clean	£ 119.00	Contract
PV1857 Public Health Act 1875	Nanogreen Cleaning Ltd	Pest control	£ 42.00	Contract
PV1858 LGA 1972 s111	The Net Result	Payroll processing	£ 102.00	Payroll
PV1859 Public Health Act 1936 s234	Chilman Fire and Security	Fire alarm and emergency light call out at pavilion	£ 509.57	Agreed 20/2/2024 item 184
PV1860 Litter Act 1983	Click Waste	Waste management	£ 23.47	Contract
PV1861 LGA 1972 s112	Clerk	Jan salary	£ 691.60	Payroll
PV1862 LGA 1972 s112	RFO	Jan salary	£ 252.45	Payroll
PV1863 LGA 1972 s137	N Bayston	Grant for Xmas tree	£ 200.00	Agreed 20/2/2024 item 192
PV1864 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 255.47	Contract
PV1865 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,295.30	Contract
PV1866 LGA 1972 s112	Clerk	Feb salary	£ 723.80	Payroll
PV1867 LGA 1972 s112	RFO	Feb salary	£ 252.45	Payroll
PV1868 Litter Act 1983	Click Waste	Waste management	£ 73.94	Contract
PV1869 LG (Misc) Act 1976 s19	Amy & Jo Cleaning	Feb clean	£ 68.00	Contract
PV1870 Litter Act 1983	Paul Spencer-Matthews	Litter picking	£ 275.00	Contract
PV1871 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 160.57	Contract
PV1872 LGA 1972 s111	I V Florest	Flowers for ex councillor	£ 55.00	Agreed 20/2/2024 item 189
PV1873 LG (Misc) Act 1976 s19	CDPS 360 Ltd	Installation of goal post sockets	£ 1,920.00	Agreed 20/2/2024 item 177

223

Audit Diary-

- **Employer PAYE** – Done by NetResult
- **Registration of Members' Interests** - no changes.
- **Section 137 Payments** – none received.
- **Fire Safety Assessment** – Clerk to add to next agenda.
- **Date for Annual Assembly & May Meeting**- Previously agreed -
- **Update Planning Register** – to be updated by Clerk
- **Review waste collection arrangements** – Agreed on item 215.
- **Book PAT testing equipment from Community First** – Cllr EM to organise.
- **Pavilion charges review** – Full Council Agree to no increase in the current charges - £27.00 per three hour booking, £10 for extra hour, £10 for MUGA use.
Football hire charges to remain the same – however storage charges increased to £30per month.
- **Annual review of Pavilion Cleaning team** - £17 per hr – full council agree.
- **Annual review of Litter picker/** – Full Council Agree to 3% pay rise. Clerk to clarify litter pick
2 new bins -by the MUGA and basketball area
- **Annual review of Bus Shelter Cleaner** – Clerk to Clarify if he can remove graffiti. Full Council Agree.

CA

CA

EM

CA

CA

CA

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- **Annual review of Payroll provider** – Full Council Agree to provider NetResult.

224 **File back-up Storage** - Complete

225 **To note correspondence**

- **Repair of Fence/Barrier Faringdon Rd, Beckett Gate entrance to the Defence Academy** – Changed to May start date.
- **Watchfield Deep Cleanse 02.04.24**
- **New Carers Community VOWH - meeting on Wednesdays, term time at 12.30 till 14.30 in St Albans Church in Watchfield**
- **Replacement Tree to be done by OCC - Red oak, Northford Hill**
- **Thames Water Sewage leak on Golf Course**
- **Community Larder closed down.**

226 **Any other items to be added to next agenda, 16.04.24** - None

Meeting Closed:21:19