

**Meeting of Watchfield Parish Council
Watchfield Pavilion
Tuesday 20th February 2024 at 7.30pm
Minutes**

Present; WPC Cllrs S Coombs (Chair), C Parker, A Biggs, E Markham (Vice)

District Cllr V Patel

Presentation of Appreciation Award to S Nodder and F Nodder

ITEM

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- 174 To receive apologies for absence**
RFO T Brock
WPC Cllr J Valadas
- 175 To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**
None
- 176 To take questions and comments from members of the public**
District Cllr VP reports on flooding in the district (none reported in Watchfield), local planning documentation circulated – consultation ends Monday, volunteers recruited to discuss councillor allowances. Cllrs discuss litter build up along Majors Road, Cllr AB to continue to report and take photos of the two specific areas. Afghan families discussed – meeting with VWHDC, WPC and MoD tomorrow, Cllr VP and Cllr EM will report back to WPC. EM
VP
- 177 To take questions and comments from members of the council**
- **Statement on the loss of Councillor A Stillman**
WPC mourns the loss of Alan Stillman who sadly passed away earlier in the month. Our sincere condolences and thoughts are with family and friends at this very sad time.
Alan was highly respected within the Parish Council and local community of Watchfield. Alan was passionate about Watchfield and its residents, he was truly community spirited in everything he did, and he would always have a cheeky smile and words of wisdom for his fellow neighbour.
Alan will be greatly missed by all who knew him, a remarkable man with a lifetime of stories.
- 178 To approve the minutes of the meeting held on 16.01.23.**
Full Council Agree
- 179 To address Previous Agenda Items-**
- **Wicksteed MUGA meeting**
Cllrs AB, JV met with Wicksteed contractor to discuss snag list. Waiting for feedback from Wicksteed.
 - **Feedback on eco-housing public consultation, attended by Cllr EM**
Unfortunately, Cllr EM could not attend.
 - **Afghan family meeting.** EM
Cllr EM to attend meeting tomorrow.
 - **Internet installation in the Pavilion** CA
Clerk to chase in 2 weeks' time if no correspondence made.
- 180 To Adress burial matters** CA
Exclusive rights of burial to be added to next agenda.
- 181 To address planning matters**
None
- 182 To discuss Play area ;**
- **To agree quote for an auto-closing gate in the children's play area** EM
Shrivenham fencing quote -£1480 not inc. VAT. Council discussed location of gate- request gate be at the side of the fence. Council chose yellow gate option. Cllr EM to liaise with Shrivenham Fencing.
Council Agree to a maximum spend of £1500 inc. VAT.
 - **To agree quote for repair/filling of hole under the play area fence** EM
Not received – free of charge by Shrivenham fencing
 - **To Agree quote for removal of AirSkier (cannot be repaired)** CA
£300 not inc. VAT – to be added to next agenda.
 - **Address dogs entering the play area.** SC
Self-closing gate and repair of hole under the fence should address the problem. Cllr SC to organise No Dogs Allowed sign to be attached to fence surrounding the play area.
 - **Play area check list.**
Cllr AB carries out play checks.
- 183 To agree electrician repair quotes for fire alarm system at the pavilion**
Quote received - £287.90 inc. VAT. Full Council Agree. Cllr EM to liaise with electrician.
- 184 To agree emergency-spend on fire alarm unit replacements.** EM
TB
£509.57 inc. VAT. Full Council Agree. RFO to pay invoice.
- 185 To discuss/agree allowing Pony therapy sessions in the pavilion area by Dinky Ponies once charity status achieved.**

Council discussed. Full council Agreed to allow Dinky Ponies to carry out therapy sessions in the pavilion carpark, subject to:

- Charity status for Dinky Ponies
- WPC risk assessment
- WPC insurance company feedback,
- Dinky Ponies insurance cover
- Dinky Ponies risk assessment
- Contract between WPC and Dinky Ponies

Clerk to liaise with Dinky Ponies and ask if use of the pavilion is required.

- 186 **To Agree Village Assembly Date** CA
14.05.24 – Clerk to send out invites.
- 187 **To Agree releasing the funds for the cemetery path works – quote expired.** CA
Full Council Agree
- 188 **To Agree Quote for Royal Mail redirection service for Mail to the pavilion – business account.**
Up to 3 months£237
Up to 6 months£352
Council do not agree – Clerk to send new postal address to contact list. CA
- 189 **To Discuss/Agree pavilion goal post storage quote.**
One quote obtained - £1920 inc. VAT. Full council discuss and Agreed to quote. Storage charge to increase for footballers in April/May charge review. AB
CA
- 190 **To Agree emergency repair quote for toilet in the pavilion**
£78 inc. VAT. Full Council Agree
- 191 **To Agree purchase of legionnaires testing kit for the pavilion** TB
Full council agree to maximum spend of £150. Cllr SC to purchase. SC
- 192 **To Agree S137 grant to Nigel Bayston – to be paid into a personal bank account – as previously agree 16.01.24.**
Full Council Agree. TB
- 193 **To Agree purchase of Flowers, £55, the passing of councillor A Stillman.**
Full Council Agree. TB
- 194 **To Agree general maintenance work Quotes and Quotes for Bin Storage, Car Park re-graveling, Hedge cutting around.**
Not received. Meeting grounds workers this Thursday with Cllr SC, AB SC
AB
- 195 **To Agree Grass Cutting Quote** CA
Not received, Clerk to investigate other grass cutting companies. Clerk to add to next agenda. CA
- 196 **To Agree Waste provider Quote** CA
Not received- 1100L and 600l bin required (for the summer months). Clerk to add to next agenda.
- 197 **Finances to Agree** CA
None
- 198 **Finances to Note and Approve**
Income Received – Jan 2024

Statutory Power	Income received	Description	Total
RV644 Small holdings & Allotments Act 1908	Allotment rent	Various	£ 406.00
RV645 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00
RV646 Small holdings & Allotments Act 1908	Allotment rent	Various	£ 116.00
RV647 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 100.00
RV648 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 100.00
RV649 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00

Income Received – February 2024

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

Expenditure – January 2024

Statutory Power	Payment	Description	Total	Agreed (Date & item no.)
PV1825 Public Health Act 1875	Nano green Cleaning Ltd	Pest control	£ 42.00	Contract
PV1826 Litter Act 1983	Click Waste	Waste management	£ 19.43	Contract
PV1827 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,295.30	Contract
PV1828 LG (Misc) Act 1976 s19	Amy & Jo Cleaning	Nov pavilion clean	£ 68.00	Contract
PV1829 Litter Act 1983	Click Waste	Waste management	£ 31.51	Contract
PV1830 Litter Act 1983	Paul Spencer-Matthews	Litter picking	£ 275.00	Contract
PV1831 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 192.57	Contract
PV1832 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 311.33	Contract
PV1833 Parish Councils Act 1957.	Leon Pearce	Bus stop cleaning	£ 112.00	Contract
PV1834 Litter Act 1983	Paul Spencer-Matthews	Litter picking	£ 275.00	Contract
PV1835 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 86.47	Contract
PV1836 LGA 1972 s112	RFO	Dec salary	£ 252.45	Payroll
PV1837 LGA 1972 s112	Clerk	Dec salary	£ 691.60	Payroll
PV1838 LG (Misc) Act 1976 s19	S Coombs	Post box for pavilion	£ 27.99	agreed
PV1839 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 164.38	Contract

Audit Diary-

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- **Assets Register** – circulated.
- **Registration of Members' Interests** – no updates
- **Social Media Policy** – Review – Full Council Agreed
- **Section 137 Payments** – Non received.
- **Employer PAYE** – Done by Net Result.
- **Financial Regulations** – Full Council Agreed

CA

CA

	<ul style="list-style-type: none"> • Freedom of Information Policy – Review – Full Council Agreed with increase of 50p per sheet to be amended on contract. 	CA
	<ul style="list-style-type: none"> • Data Protection Policy – Review – Full Council Agreed. 	CA
	<ul style="list-style-type: none"> • Community First membership- Expires in March – Full council Agreed £70.00. Clerk and Cllr EM to organise PAT Testing. 	TB CA EM
200	File back-up Storage - Complete	
201	To note correspondence	
	<ul style="list-style-type: none"> • Repair of Fence/Barrier Faringdon Rd, Beckett Gate entrance to the Defence Academy – Work to commence early March by OCC 	
	<ul style="list-style-type: none"> • Watchfield Deep Cleanse 02.04.24 – Cllrs to inform clerk of areas requiring deep clean. 	ALL
	<ul style="list-style-type: none"> • Big Spring Clean – Clerk to book in equipment for weekend of 23rd/ 24th March. 	CA
	<ul style="list-style-type: none"> • New Land purchase – quotes for clear up and retaining wall to be investigated. 	EM
202	Any other items to be added to next agenda, 19.03.24	SC
	We-Set metre reading to be submitted – clerk to find when last payment was received from We-set.	AB CA
	Meeting Closed; 20:50	