

**Meeting of Watchfield Parish Council
Watchfield Pavilion
Monday 18th December 2023 at 7.30pm
Minutes**

Present: WPC Cllrs S Coombs (Chair), E Markham (Vice), C Parker, A Biggs
C Arnold (Clerk)
District Cllr V Patel

ITEM

132	To receive apologies for absence T Brock (RFO) WPC J Valadas	
133	To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting None	
134	To take questions and comments from members of the public District Cllr VP reports on Afghan family home relocation in Watchfield – 2-point plan. These are families that have worked with Armed forces and therefore their relocation is in empty military homes, on a temporary basis for 18 months (this is a first set if families), welcome pack issued by VWHDC and military will organise education and medication – this is an MOD and home office budget. The MOD has accelerated this relocation scheme to 6-week plan. Watchfield, Shrivenham and Carterton are the locations. There is a liaison group with the MOD, clerk asks communication channels to open between WPC, OCC and MoD. Clerk asks Cllr VP to produce a report on this and clerk to publish on website and notice boards. Bishopstone Quarry - completed 4 years ago, back to farmland - land owner has now put in planning application for 25m high Office buildings. This has gone through County Office; District Council are strongly against this application. Expected to go through Committee. Please inform Cllr VP of overflowing waste bins – send a pin location and picture if possible. Cllr VP notes no update on green fence – deadline for removal is April 2024.	VP
135	To take questions and comments from members of the council Cllr CP to open barrier for bin collection on 28.12.23. Deep Clean locations – Queens Close new gravel path Resident request: Queens Close – overgrown tree and non-working street light – should have been adopted by OCC – clerk to contact highways. Cllr AB to take photos and send to clerk. Cllr EM notes between Majors Road and Lapwing – overgrown hedgerow. Clerk to contact Highways. Clerk asks rubbish at the military gate be removed. Cllr SC to organise. Cllr EM reports on meeting with headteacher regarding dangerous parking – investigating bollards in front of the school. Cllr VP to investigate where permission will be required. Voluntary bus scheme transport granted – volunteers requested – Cllr EM and clerk to publish. Post box to be put up on pavilion wall by Cllr AB	CP CA AB CA SC VP EM CA AB
136	To approve the minutes of the meeting held on 17.10.23 Full Council Approve.	AB
137	To address Previous Agenda Items- <ul style="list-style-type: none"> • CCTV update system on pavilion – to Agree quote. Quote no longer valid – to be added to next agenda. • To note engagement with Head at Watchfield Primary School re. dangerous parking. Discussed on item 135. • Tree Check around the Village. On waiting list, clerk to chase in New Year. • Waste provider – new larger bin update Contract renewal in April 2024. Clerk to chase quote for recycle bin. • Playground Checks Quote Clerk to chase and organise further quotes • New Land purchase check list Clerk to contact Cllr JV for update. Quotes required for land value and costs. No agreement on selling the land is made. 	CA SC CA CA CA JV
138	To Adress burial matters <ul style="list-style-type: none"> • Internment of Ashes, Mrs Ugland 	
139	To address planning matters <ul style="list-style-type: none"> • P23/V2544/LDP; 10 Beverley Road Watchfield Swindon SN6 8DJ; Proposed rear extension. Council agree - no objection 	
140	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. No quote received. Cllr EM to contact Shrivenham To be added to next agenda.	EM CA

- 141 **To agree electrician repair quote for fire alarm at the pavilion** CA
On waiting list for quote from Humphreys. Clerk to chase.
- 142 **To discuss/agree additional bulb planting project quote around the 3 main stones in the village; £120 ex VAT, total spend £175.** SC
Full Council Agree. Cllr SC to obtain receipt for purchase and RFO to reimburse.
- 143 **To Agree Internal Auditor quote and fees for 23/24** TB
Two quotes circulated. Full Council Agree on Rachel Brown as Internal Auditor. Clerk and RFO to respond and organise. CA
TB
- 144 **To Agree National Pay rise for Clerk and RFO in-line with OALC.** CA
Full Council Agree. Clerk to send details to Net Result. Clerk is on SCP25 and works 40 hours a month.
- 145 **To discuss grant funds for the community around the Armed Forces.** EM
Council Agree for Cllr EM to investigate.
- 146 **Update on Shrivensham Sustainability hub** CA
Community compost site discussed - No free land for a location to place a composter but council could take deliveries to the allotments. Clerk to add to next agenda.
- 147 **To discuss government funding schemes to have Electric Car charging points installed at the pavilion car park.** VP
Cllr VP to update council on its grant application.
- 148 **To discuss and Agree Budget 2024/25**
Budget circulated. Full council agree to budget – upcoming projects to consider – resurfacing Watchfield Pavilion Carpark and building football goal bins.
- 149 **To Agree to Precept 2024/25** CA
Full Council Agree to no increase in precept for 2024/25. Precept agreed at £48,673.20.

150 **Finances to Agree – Full Council Agree**

Statutory Power	Payment due	Description	Total
Telecom Act 1984 s97	C ARNOLD	Mobile Phone Contract – monthly Payment	£22.80
Telecom Act 1984 s97	C ARNOLD	Mobile phone upfront Cost	£9.00
LGA 1972 s142	C ARNOLD	Increase email Storage	£ 71.86

151 **Finances to Note and Approve**

Income

Statutory Power	Income received	Description	Total
RV636 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00
RV637 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 100.00
RV638 Small holdings & Allotments Act 1908	Allotment rent	Various	£ 232.00
RV639 VAT Act 1994 s33	Inland Revenue	VAT reclaim	£ 1,156.13
RV640 Local Auth Cemeteries Order 1977	M Chapman	Burial Plot 181	£ 200.00
RV641 Small holdings & Allotments Act 1908	Allotment rent	Various	£ 638.00
RV642 CIL	VWHDC	CIL share	£ 8,380.62
RV643 LG (Misc) Act 1976 s19	Shrivensham FC	Hire of pavilion	£ 2,575.00

Expenditure

Statutory Power	Payment	Description	Total	Agreed (Date & item no.)
PV1804 Public Health Act 1875	Nanogreen Cleaning Ltd	Pest control	£ 42.00	Contract
PV1805 LGA 1972 s111	Committed2Eq ulaity	Membership	£72.00	18/7/2023 item 77
PV1806 Parish Councils Act 1957.	Leon Pearce	Bus stop cleaning	£ 112.00	Contract

PV1807 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,295.30	Contract
PV1808 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 98.76	Contract
PV1809 LGA 1972 s112	Clerk	Oct Salary	£ 691.60	Payroll
PV1810 LGA 1972 s112	RFO	Oct Salary	£ 252.45	Payroll
PV1811 LGA 1972 s111	S Coombs	Wreath	£ 23.98	Item 128 O
PV1812 Litter Act 1983	Click Waste	Waste management	£ 70.42	Contract
PV1813 Litter Act 1983	Paul Spencer-Matthews	Waste management	£ 275.00	Contract
PV1814 LG (Misc) Act 1976 s19	Castle Water	Pavilion water	£ 164.38	Contract
PV1815 LGA1972 s145	Oxford Exteriors Ltd	Installing Anglo Saxon Cross	£ 1,320.00	27/09/2022 item 93
PV1816 LG (Misc) Act 1976 s19	Amy & Jo Cleaning	Aut-Sept pavilion cleaning	£ 153.00	Contract
PV1817 LG (Misc) Act 1976 s19	Amy & Jo Cleaning	Oct pavilion clean	£ 85.00	Contract
PV1818 LGA 1972 s112	Clerk	Nov Salary	£ 691.60	Payroll
PV1819 LGA 1972 s112	RFO	Nov Salary	£ 252.45	Payroll
PV1820 Public Health Act 1875	Nanogreen Cleaning Ltd	Pest control	£ 42.00	Contract
PV1821 Litter Act 1983	Click Waste	Waste management	£ 70.42	Contract
PV1822 Litter Act 1983	Click Waste	Waste management	£ 20.14	Contract
PV1823 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	Bawden Managed Landscapes	Grass cutting at various sites	£ 1,295.30	Contract
PV1824 Parish Councils Act 1957.	Leon Pearce	Bus stop cleaning	£ 112.00	Contract

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Audit Diary-

- **Budget Forecast for next financial year** – Full Council Agreed on item 148.
- **Employer PAYE** – Done by Net Result
- **Registration of Members’ Interests** – no updates
- **Section 137 Payments**
Christmas Lights for the Village, £200. Full Council Agree. Cllr SC to obtain receipts for reimbursement. SC
- **Review RFO salary-** Completed in-line with OALC national pay rise, item 144.
- **Vexatious Complaints Policy – Review**
Full Council Agree CA

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File back-up Storage

To note correspondence

- Temporary Road Closure and “No Waiting” restriction at Shrivenham / Ashbury, B4000 19 January 2024. This will operate between 09:30 and 15:30.
- Temporary Road Closure and “No Waiting” restriction at Shrivenham, Faringdon Road 19 January 2024. This will operate between 09:30 and 15:30.
- Temporary Road Closure at Shrivenham, Longcot, from 17 January 2024 up to and including 18 January 2024. This will operate between 08:00 and 18:00.
- Watchfield Parish Council invitation to take part in the Shrivenham and Ashbury Benefice Consultation.

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Any other items to be added to next agenda, 16.01.24

None

Meeting Closed – 20:54
