

**Minutes of Warborough Parish Council**  
**Held on Wednesday 7<sup>th</sup> February 2018 in The Greet Memorial Hall**

**Present** Cllr Paul Duncan – Chair – (PD)  
Cllr Kerry Burbedge - (KB)  
Cllr Eliza Jones (EJ)  
Cllr Pat Elder (PE)  
Cllr William Pattison (WP)  
Cllr Jonnie Bradshaw (JB)  
Cllr Lorraine Lindsay-Gale (LLG)  
Lynda Raynor (Clerk)

Public – 16 members of the Public

2018/018 **Apologies** –Cllr M Herbert.

2018/019 **Declarations of interest (existence and nature) with regards to items on the agenda.** – There were no declarations of interest

2018/020 **County Councillor’s Report** – Cllr LLG has submitted her report that had been circulated to Cllrs. PD summarised the report & WP highlighted the fact that CC were renewing its stewardship scheme. LLG confirmed the Stewardship scheme and money would be available from April 2018 & LLG would have ability to allocate funds direct. The growth deal is about to be signed off which will enable the Crossing of Thames at Culham & the Clifton Hampden bypass to go ahead. W. Oscroft asked if some litter picking could be carried out on the A4074. PE informed LLG that the OCC were not responding to emails/calls on their Liaison Service and asked her to investigate that. R. Pascoe said that since there was a charge for taking tyres to Council tips the number of tyres being dumped on the roadside had increased and suggest that there should be a disposal charge built into the cost of a tyre.

2018/021 **District Councillor’s Report** – No report had been received from Cllr Pullen

2018/022 **To confirm the minutes of the meeting held on 3<sup>rd</sup> January 2017**

**To confirm the minutes of the Extraordinary meeting held on 16<sup>th</sup> January 2017**

The minutes had previously been circulated to all Councillors prior to approval at meeting. Cllrs approved signing the minutes as a true record.

Standing orders were suspended for the next item of the Agenda

2018/023 **Representation from the Public**

**W. Oscroft** informed the meeting that a donation to fund another AED in Shillingford had been offered & a possible site had been found. He asked if the Parish Council would be prepared to carry out the financial administration of the project. PD confirmed that no vote could be made on this evening, but it would be reviewed at the next meeting

**W. Oscroft**, in his capacity of Footpath Warden for the Parish said Footpath 6 was getting reduced in width by encroaching mud & grass and as this was the responsibility of OCC he was trying to report it to them.

**W. Oscroft** said the bus timetable had been fixed & asked if the Real time notice had been investigated. PE confirmed that the real time bus information was working for Shillingford stops but currently was only available on smart phone via the App. He had requested information from OCC Liaison Group regarding installation of illuminated signs at the bus stops but was having no response.

**Mrs T Pascoe** asked if there was a clear understanding of where the boundary between Warborough & Shillingford actually was – it was not clear but Cllr Herbert to be asked.

Standing Orders were reconvened for the remainder of the meeting

County Councillor Lorraine Lindsay Gale joined the meeting & PD asked if she would like to present her report – see Item 2018/020 above.

2018/024 **Neighbourhood Plan** – Laurie Kosobucki (LK) firstly thanked Cllr Burbedge for all her help in assisting SODC to get the consultation documents up and running on the Parish Website. She informed the meeting that we were now in the consultation period administered by SODC and this would run until March 14<sup>th</sup>. After that it would be necessary for a review by an External Examiner. SODC produce a list of acceptable examiners and due to the demands on their time it was imperative that the services of one of them should be secured as early as possible. Although the Parish Council had handed over powers to the NHPSG in 2015 for purposes of openness & transparency, LK requested that the Council confirmed that they were happy for the NHPSG to go ahead and appoint an examiner. It was proposed by EJ & seconded by KB – Agreed by all Councillors.

2018/025 **Planning** – P17/S4438/HH – 18 Hammer Lane, Warborough. – Retrospective application for Car Port  
PE gave his review of the application & proposed that Council support the application. There was a majority vote to support.

2018/026 **Correspondence** – not covered under other Agenda items

Emailed correspondence had been forwarded to all Councillors. Clerk asked if Councillors were going to do anything about the changes to Data Protection, PD agreed to start looking into the requirements.

KB said she would be keen to attend Rural

1 Oxfordshire Network meeting on Rural Youth on 18<sup>th</sup> April

Letters had been received from Brig. Harding regarding the use of Drones at the Wharf & from M Payne about fishing at the Wharf. Both will be held over and discussed at the meeting on 21<sup>st</sup> February.

## 2018/027 R.F.O. Report

Cheques for the month were signed off, details below

Grant forms for War Memorial Grant required signing

### Payments

Supplier	Description	Value	Chq No	Code
Opus	Electricity at Pavilion	15.02	D/D	6055
EDF	Greet Hall Electricity	423.63	D/D	5030
Gigaclear	Broadband Greet Hall	25.51	D/D	4320
HMRC	Tax on Salaries	XXXX	ONLINE	4120
PRS for Music	PRS for Greet Hall	397.18	922	5050
CFO	NHP Legal Advice	1,200.00	923	6110
SODC	Dog Bins	113.03	924	6020
Berinsfield Community Business	Ditch Clearance	1,414.72	925	6075
Lynda Raynor	Expenses	272.51	926	4320
	Clerks Salary	XXXX		4110
Will Partridge	Caretaker Salary	XXXX	927	4140
Lynda Raynor	Top up Mobile	10.00	928	4320
Aisha Stores	Greet Hall Consumables	12.17	929	5010
G F Hobbs	Footpath Cutting etc	1,088.00	930	6070
S Ratliff	Repairs to Sound Equip - Greet Hall	112.00	931	5060
Gillett & Johnstone	Service - Church Clock	231.60	932	4150
Coulton Tree Services	1 Month Tree Work	600.00	933	6060

### Receipts

Received from	Description	Value	Code	Paying In No.
Greet Hall	Rent & Hiring's	679.50	1310/1320	500101
Colin McLarty	Allotment Fees	65.00	1230	500101
Joanna Carter	Rent	225.00	1320	BACS
Orchestra St John	Hiring's	48.00	1310	BACS
Greet Hall	Hiring's	280.00	1310	500102
OALC	Refund of Course Fee	42.00	4350	500102

## 2018/028 Working Group Reports

**Preservation of the Green & Parking** – JB reported that he had been in touch with SODC regarding the Trees, & Drainage and whether there was a need for planning approval. Pre-Application would give advice on Hard Standing, of which there were several options along with advice on drainage & tree management. JB proposed that Council authorise the fee of £140.00 to submit a Pre-Application. Seconded by WP & agreed by all Councillors. JB to provide Clerk/RFO with the paperwork to raise a cheque for signing at the next meeting.

### **Infrastructure & Environment** – (PE & WP)

*Hammer Lane Pot Holes*– PE said he was having difficulty in contacting OCC regarding the Hammer Lane Pot holes, but he had seen some reports on Fix my Street. Members of the public informed the meeting that the holes had been filled in over the last few days.

*Trees* – PE reported that Coulton Tree Services had carried out the Month 1 work except for one tree that SODC had to authorise. If SODC had not responded in any way before 16<sup>th</sup> February we were at liberty to go ahead with the necessary works. PE had circulated costings of the work required on the trees, which would also commit PC to further inspections in 2019 & 2020, but the figure came in £1000 below the budget set for 2018/2019 which would leave some money for emergency work should it be necessary. PE proposed & WP seconded that the Clerk should issue a purchase order for the work. Agreed by all Councillors.

### **Recreation including Playgrounds, The Green & the Greet Hall** (JB)

*Greet Hall* – Mike Phillips had started work the internal work but had not completed and was yet to produce a quote for the external work. Wheelers had provided a quotation of £500 for electrical works but a few further items needed attention so they were in the process of re quoting – JB proposed & PE seconded that Council authorise the Clerk/RFO to issue a purchase order for the revised quotation as long as it did not exceed £650.00 Agreed by all Councillors.

*Pavilion* – Wheeler had provided a quote of £150 to supply a fluorescent light in the changing rooms. JB proposed & PE seconded that a Purchase Order be raised for this work. Agreed by all Councillors.

*Greet Hall Booking System* – JB suggested an automated booking system, with a 'walk round' video for potential hirers to view the hall, and also to provide hirers instructions on how the facility works, thereby eliminating the work & time involved in taking the bookings. The requirement for there always to be someone available to open

the hall could be eliminated with the purchase of coded key safes. PE suggesting looking into electronic safes as it was

possible to recode these remotely and this would help with the security aspect of handing out the codes. JB also suggested that the booking function could be online, with a similar system to Airbnb & other organisations. JB proposed & KB seconded that we pay for two key safes, pay for the production of a Video and employ someone to set up an internet booking system. JB was asked to provide full quotations for the meeting to be held on 21<sup>st</sup> February.

**Playground** – JB spoke at some length about his ideas for play facilities in the village. PE noted that Warborough had half the number of children to other villages of a comparable size, but JB said we were still falling short of the required amount of space. JB went over the equipment at Hammer Lane and on the Green, reinforcing the view of the recent ROSPA report that most of the equipment was in an end of life condition. JB suggested a village survey to gauge opinion on whether the two sites Hammer Lane & The Green continued or as his preferred option of a new site in the waste area alongside the Cricket Nets would be a better option. He intended to do a 'Survey Monkey' consultation with the village and for those without internet hard copy forms in strategic sites within the village and advertised in the Parish Magazine. The new site would require obtaining permission to use Allotment Land & Planning permission. JB was keen to get all these issues agreed so he could start applying for grants as early as April. Little Milton village had just completed a very successful playground build funded almost entirely by grants and with the Parish Council provided a minimal contribution and JB urged Councillors to support his plan, so he could get in on the first round of allocation. There was some discussion about whether £231 should be spent on the planning permission application before the village had been consulted but it was felt it was a small price to pay to get things lined up for a speedy build programme. JC therefore proposed the following -

- a. Approach Allotments Society with a view of relinquishing Allotment Land for playground use.
- b. Seek DCLG approval on the above
- c. Seek Planning Permission on proposed plot
- d. Apply to WREN for funding
- e. Apply to SODC under their Capital Grants Scheme
- f. PC engage with Playground Developers for quotes and designs
- g. PC to pay short term contract with Survey Monkey to enable consultation with village & printing costs for the hard copies.
- h. He proposed a working group was formed to move these plans forward

PE seconded, and all Councillors agreed.

Paperwork for any cheques required should be supplied to Clerk/RFO for preparation ahead of the meeting on 21<sup>st</sup> February.

*Potential Youth Football team for under 13's* – JB to follow up an enquiry regarding formation of a youth football team.

**Events** – EJ

The summer fayre would be on June 16<sup>th</sup>. EJ requested & proposed that council provide £500 funds to run the event. JB seconded – All Councillors agreed. KB to give advance notice in the Parish Council News in Parish Magazine.

**Website & Communication** – KB had been busy helping with SODC consultation on the Neighbourhood Plan. KB had looked into paying costs for Website by Direct Debit because currently the Clerk's personal card was being used. There is no facility for Direct Debit, so it will have to continue with a card payment of some form. The next payment is due in June.

**2018/029 Any other Business** – WP advised the meeting that he had been approached by Benson Parish Council to becoming a Councillor in Benson again. He had contacted OALC and there was nothing to prevent him being on two Parish Councils so if he was co-opted on to Benson it was his intention to do both Parishes. WP informed the meeting that Benson Community Association were looking to improve the area known as Warwick Spinney, which although is in the parish of Warborough is under their control.

The meeting closed at 21.37

The next meeting will be an Extraordinary Meeting to be held on 21st February 2018 in the Greet Hall

Signed .....

Name .....

Dated .....