

**Minutes of Warborough Parish Council  
Held on Wednesday 3rd January 2018 in The Greet Memorial Hall**

**Present** Cllr Kerry Burbedge - (KB)  
Cllr Eliza Jones (EJ)  
Cllr Pat Elder (PE)  
Cllr William Pattison (WP)  
Cllr Jonnie Bradshaw (JB)  
Lynda Raynor (Clerk)

Public – Fifteen members of the Public

- 2018/001 **Apologies** – Cllr P Duncan, Chair, Lorraine Lindsay Gale County Cllr. – Richard Pullen District Cllr. Cllr M Herbert.  
As it had been anticipated that both Chair & Vice Chair would be absent from the meeting Cllr Bradshaw & Cllr Pattinson had offered to take the chair. Clerk requested that Councillors agree Cllr Bradshaw chair the meeting. All agreed so meeting was able to proceed.
- 2018/002 **Declarations of interest (existence and nature) with regards to items on the agenda.** – There were no declarations of interest
- 2018/003 **County Councillor’s Report** – Cllr LLG has submitted her report that had been circulated to Cllrs. JB summarised the report that will be published on the Parish Website
- 2018/004 **District Councillor’s Report** – Cllr RP has submitted his report that had been circulated to Cllrs. JB summarised the report that will be published on the Parish Website
- 2018/005 **To confirm the minutes of the meeting held on 6<sup>th</sup> December 2017** – The minutes had previously been circulated to all Councillors prior to approval at meeting. Cllrs approved signing the minutes as a true record.
- 2018/006 **Representation from the Public**  
**W. Oscroft** requested that the Council look into the provision of Real Time Information at the bus stops on the Henley – Oxford Road. From his research it would appear that there would be no charge to the Council. JB confirmed Council would look into it if Mr Oscroft could supply any information he may have.  
**M. Powell** requested an update on Six Acres & Plough Field Development. EJ responded that the Six Acres application was being pursued with SODC by the developer and it was now thought SODC would be looking at it in March. With the situation at Plough Field, the council had not received the documentation yet and due to the huge backlog of applications that SODC are currently dealing with no officer has as yet been assigned to the case.  
**R. Thomas**, having previously emailed councillors, spoke to the meeting about his views regarding flooding & drainage on the Six Acres & Plough Field. His opinion is that the Plough Field has a robust case to support the drainage on the site whereas the Six Acres had not. He requested that the Council submit a holding objection until the applicant had carried out drainage tests. JB responded to say that the Council had already submitted their opinion on the Six Acres development to the Planning Portal and it would be SODC who would make the final decision.  
**C. McLarty** asked what parishioners could do regarding the proposed development at Plough Field. EJ again stressed that applications of the size of Plough Field were probably a direct response to the Neighbourhood Plan being delayed, stating again that to have a Neighbourhood Plan in place is our best line of defence against such development. JB urged all to exercise their individual democratic right and submit their views via the Planning Portal. R Thomas suggested a public meeting once the paperwork had been received. WP said he had checked SODC Website and no officer had been allocated to the application, so no paperwork could be expected until an officer was appointed. JB confirmed he would let Cllr Duncan know of his request.  
**N. Maytum** raised the subject of Neighbourhood Plan saying that the minutes to NHP meetings are not displayed on website as quickly as one would expect and that they indicated that  
a – Some documentation would be purged she would like clarification on what documents were likely to be removed  
b – It would appear that there had been communication with Rectory Homes and she requested that parishioners have more detail on these discussions.
- 2018/007 **Planning** – P17/S4319/FUL – Removal of time limit so it applies to land & not applicant.  
Mrs Stinchcombe-Gillies, who lives in the adjoining property expressed her concern and that it could become a commercial enterprise. They were already inconvenienced by the current volume of use and would not wish it to become anything more. Previous conditions set by SODC should be applied and enforced. PE recommended to Councillors that the existing conditions remain in place, those being a two-year time limit and the application be restricted to the applicant and not changed to the land. A unanimous vote of refusal was returned. PE to provide clerk with wording for our refusal statement.
- 2018/008 **Expressway Update** – PE confirmed that the action group is now an official Stakeholder and has registered its objection to the Southern route. Highways have confirmed there will be no public consultation on which route is chosen but once that decision is made there may be an opportunity for discussion on the finer detail. OCC has supported a motion calling on the Highways Agency to carry out a full public consultation on the northern versus southern route for the Expressway. This means that the southern route can be adequately challenged, rather than OCC seeming to sit on the fence.

2018/009 **Footpath 7** – JB confirmed that the Definitive Map Modification Order was now with OCC and there would be no further discussion until council heard from them, which we understand is likely to be years not weeks.

2018/010 **Preservation of The Green & Parking**

**M Robertson** offered his help in any way he could, i.e. drainage trees etc and requested that residents are kept fully informed of the Council's plan for the area. The fact that much of the legislation regarding village greens was in place before the motor car did not mean they should not be adhered to and he would not wish to see the nature of the green changed in any significant way. JB responded that work on this projection was in the very early stages and he was collating information on laws, trees, workable solutions, costs etc with the relevant bodies and contractors. A full discussion would take place when he was able to make a comprehensive presentation.

2018/011 **Correspondence – not covered under other Agenda items**

Emailed correspondence had been circulated to Councillors Warborough & Shillingford Community Fund had written to request that the Car Boot Sales be held between the months of May – Sept. JB requested Clerk to reply asking for a meeting with himself & PD to formalise some conditions of the use of the Green for the Car Boot Sales.

HMRC had written regarding changes to how Councils can reclaim their VAT

2018/012 **R.F.O. Report**

Cheques for the month were signed off, details below

Warranty, Microsoft 365 Office & Toner Cartridges for the printer were discussed and it was agreed to continue the Microsoft 365 subscription & to purchase genuine cartridges for the printer. Clerk to look into HP On Demand for cartridges.

Supplier	Description	Value	Chq No	Code
Opus	Electricity at Pavilion	15.02	D/D	6055
Gigaclear	Broadband Greet Hall	25.51	D/D	4320
HMRC	Tax on Salaries	xxxx	ONLINE	4120
Sylva Consultancy	Tree Survey	1,405.56	915	6060
Higgs Group	Stationery	24.34	916	4320
Will Partridge	Caretaker's Salary	xxxx	917	4140
	Booking Clerk Expenses	45.00		4320
Lynda Raynor	Clerk's Salary	xxxx	918	4110
	Expenses (Postage)	10.70		4320
Castle Water	Pavilion Water	42.69	919	6050
Warborough PCC	Room Hire for AED Course's	20.00	920	4310
<b>Receipts</b>				
Received from	Description	Value	Code	Paying In No.
J Nabb	Greet Hall Rent	40.00	1310	BACS
Orchestra of St John	Greet Hall Hiring's	40.00	1310	BACS

2018/013 **Working Group Reports**

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

**Play equipment inspection** - JB reported that he had received the ROSPA reports on the Playgrounds and whilst most items fell into the low risk category there was some work to be done and most of the equipment is coming to the end of life. A problem at Hammer Lane exists where two pieces of equipment are too close to the perimeter fence, which appears to have been moved by a local resident. JB to visit neighbouring property to discuss.

**Greet Hall** – Mike Phillips had started work on the items and the outside work would be completed when the weather improves. The old safe had been removed and the paperwork over the stage sorted. JB & Clerk to agree a date to inspect documents that may require keeping. Mr D Carter confirmed he would be putting the fire exit lines down in the next week or so when he could clean the floor to allow maximum adhesion. A small sum of money for scrap had been received and it was agreed to donate this to the War Memorial Refurbishment Fund.

**Pavilion** – Clerk asked JB if he could check the pavilion as the electricity bill had increased this month and perhaps something was left on – also take a meter reading to check with OPUS smart meter readings.

**The Green** – EJ had spoken to someone driving & parking on the green and suggested that some sign be put in place to guide people to the parking areas at either end of the Green – JB to organise. A note would be put in the Parish Council news article in the next magazine.

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

**Trees** - PE advised that he had contacted SSE regarding the trees that were near the power lines and they carried out an inspection on 27.12.17 but he had yet to see the report. PE, having already discussed with Cllr Duncan

proposed that the urgent work on the trees should be carried out as soon as possible and a quote for £600 had been received from Coulton Tree Services. As this work was within budget he advised that he would request CTS to carry out the work. PE had then consulted with the Arboreal team at SODC who had confirmed that any tree within the Conservation Area with a diameter of 75mm at 1.5 metres above ground would need a planning application to get authorisation. He had partially completed the application and had included all trees outlined in Sylva's survey, but even the urgent work could not begin without prior authorisation. Some of the minor work had been carried out by PE & WP and there were some other tasks they could do once there is an improvement in the weather.

**Thame Rd Ditch Clearance** – BCB had already started work on the ditch clearance but the area by the shop and by the old Telephone Box was not flowing and beginning to back up. WP & PE had looked at the area and the culvert is blocked almost to the top. Clerk to ask BCB to check what had been done in previous years and check and quote for the work required again this year.

**Website & Communication** – KB had nothing to report.

**Events** – EJ informed the meeting that she would liaise with Nicky at the Six Bells and confirm a date for this year's fayre. She suggested that parishioners and councillors should consider what or who should be the beneficiary of the profit the fayre raised.

**2018/014 Any other Business** – Mr Powell asked if the Council had any powers regarding Hammer Lane, which was in very poor condition with more potholes than road. It is unclear if it is an adopted road but WP suggested that people should report issues such as this on Fix my Street – another notice of this option would be detailed in Parish Council News. In the meantime, we would try and ascertain if Hammer Lane was an adopted road and whose responsibility the upkeep was.  
No Councillors had any items for AOB

The meeting closed at 20.55

The next meeting will be held on 7th February 2018 in the Greet Hall

Signed .....

Name .....

Dated .....