

Minutes of Warborough Parish Council
Held on Wednesday 5th July 2017 in The Greet Memorial Hall

Present Cllr Paul Duncan (PD) – Chair
Cllr Michael Herbert (MH)
Cllr Kerry Burbedge (KB)
Cllr Jonnie Bradshaw (JB)
Cllr Bill Pattison (BP)
Lynda Raynor (Clerk)

Mr W. Oscroft & Mr Glasgow were present as members of public

- 2017/090 **Apologies** – County Councillor -Lorraine Lindsay-Gale (Holiday) Pat Elder (Previous engagement) Eliza Jones. (?)
Kerry Burbedge & Jonnie Bradshaw had declared their attendance would be delayed
- 2017/091 **Declarations of interest (existence and nature) with regards to items on the agenda.** – None
- 2017/092 **Approve Minutes of Meeting held on 7th June 2017** – The minutes had been circulated to all Councillors prior to the meeting. The minutes were approved and signed as correct.
Approve Minutes of Extraordinary Meeting held on 27th June – The minutes had been circulated to all Councillors prior to the meeting. The minutes were approved and signed as correct.
- 2017/093 **County Councillors Report** – Lorraine Lindsay-Gale had sent her report by email and this had been circulated by email to Councillors. PD a brief review of the report, which will be displayed on the website and filed with these minutes.
- 2017/094 **District Councillors Report** – Cllr Pullen was not present and had not submitted a report.
- 2017/095 **Neighbourhood Plan Report** – PD reported that the Neighbourhood Plan was in the pre-submission stage and no report required.
- 2017/096 **Representation from the Public** – Mr W Oscroft, Acting Footpath Warden gave a report – WO had strimmed the footpath adjacent to Wharf Road. He had carried out some tidying of the hedges along Footpath 6, but requested that the large wild rose that is on the ditch side of this footpath be cut back or dug out. BP agreed to look at this and carry out this work. He also mentioned that there are some small trees that are dead and should be removed and that the Chestnuts are showing signs of canker, these would be included in the upcoming tree inspection being undertaken by Cllr Elder.
- 2017/097 **Planning**
P17/S2907/HH – The Oaks, The Green South, Warborough
MH had reviewed the application and proposed that the Council support the application, which he considered to be an improvement on the current extension. It was agreed to support the application.
- 2017/098 **A.E.D.**
Bill Oscroft sought confirmation that the Council would bear the maintenance package of approx.£400 along with covering costs of installation at St Laurence Hall which would be around £200. The Clerk had been able to clarify that the VAT could be reclaimed by PC despite funds being raised by donation. Proposed by PD that this be approved and agreed by all. MH asked that the Clerk wrote to the PCC confirming the Councils commitment to this project.
- 2017/099 **Correspondence not covered under Committee Reports**
OALC Newsletter had been circulated by email – They were asking on behalf of the Emergency Services that Parish Councils get involved with requesting homeowners to clearly mark their house number or name. Mr W Oscroft had previously encouraged this via the Community email, but it was agreed that an entry regarding this should be in the next Parish Magazine and again mentioned on the Community email.
SODC - Letter regarding resignation of David Hill, acting head is to be Mark Stone
SODC – Publication of Statement of Community Involvement
SODC – Letter re 1880 houses given the go ahead at Didcot
SODC – Didcot Garden Town – Consultation Period
Email received from G Sinkinson requesting permission to park some cars at NE edge of Green on 19th August. This was agreed but the charity 'Big Bash' involving a cricket match is the same day and so Mr Sinkinson should be fully aware that all cars are parked at owners own risk.
- 2017/100 **R.F.O. Report**
Cheques for the month, listed below were signed off.
Bank Mandates to enable online payments had been held up, Lloyds bank had lost her & EJ applications so they were being re-submitted and others had not been submitted. This had resulted in the Clerk having to pay HMRC with her personal debit card which she would not be prepared to do again and so urged all signatories to ensure their changes were made before the end of July, this may involve personally following up with Lloyds Bank.
F & GP Committee – Another meeting to review the Standing Orders, Finance Regulations & Risk Assessment is required a date should be fixed for September. The budget would need reviewing in early Autumn so any Councillors with project ideas should be thinking about them for discussion at September Meeting. Clerk to liaise with Committee members regarding a date and venue.

BDO Audit – The paperwork had been returned because one date had not been entered on the return. The statement of accounts is displayed on Website and the final notice will be displayed as soon as Clerk receives it.

Payments

| Supplier | Description | Value | Chq No | Code |
|--------------------------------|------------------------------|--------|--------|------|
| Gigaclear | Internet at Greet Hall | 330.00 | D/D | 4320 |
| Will Partridge | Caretaker Salary | xxxx | 849 | 4140 |
| | Booking Clerk Fee | xxxx | | 4320 |
| Quest | Spare Keys for Greet Hall | 24.55 | 850 | 5060 |
| Aisha Stores | Greet Hall Consumables | 9.57 | 851 | 5010 |
| Berinsfield Community Business | Grass Cutting | 558.66 | 852 | 6005 |
| Community First Oxfordshire | Village Hall Affiliation Sub | 50.00 | 853 | 4360 |
| Lynda Raynor | Clerks Salary | xxxx | 854 | 4140 |
| | Postage for Key for cutting | 7.25 | | 4320 |
| | Tax on Salaries paid to HMRC | 112.60 | | 4120 |
| Lynda Raynor | Keys for Greet Hall | 17.00 | 855 | 5060 |
| Aisha Stores | Greet Hall Consumables | 10.85 | 856 | 5010 |
| Lynda Raynor | Website Annual Fee | 205.72 | 857 | 4395 |
| | Registered Postage - BDO | 2.08 | | 4320 |
| Michael Herbert (Lawncare) | Parts for Parish Strimmer | 10.99 | 858 | 6075 |

Receipts

| Received from | Description | Value | Code | Paying In No. |
|----------------|-------------------------|--------|------|---------------|
| Greet Hall | Hirings | 80.00 | 1310 | 500083 |
| SODC | Fees for Yoga & Tai Chi | 160.00 | 1320 | BACS |
| SODC | Fees for Zumba | 40.00 | 1225 | BACS |
| Donations | AED | 25.00 | 1230 | BACS |
| Car Boot Sales | Car Boot Sales | 404.00 | 1250 | 500084 |

2017/101 Committee Reports

Infrastructure & Environment – PE & BP

BP presented the report circulated by PE prior to the meeting

Overhanging trees in Warborough Road – OCC had been and cut the trees in Warborough Road

Horse Chestnut on the Green – An application had been submitted to SODC for permission to fell the tree. Approval should be forthcoming by 28th July

Cllr Kerry Burbedge joined the meeting

Tree report – Pat Elder had circulated a course of action for assessment on the many trees in the Parish. WP proposed that the council should approve the first Option, which although costlier in the first instance would ensure that we assessed the current situation of the trees and had a programme of care going forward. MH seconded and approval was granted.

Clearance of vegetation obstructing pavement on Wallingford Road & A4074 – OCC have been contacted to request clearance of vegetation. WP reported that OCC had cut the lower weed growth but this did not really solve the problem of weeds growing out of the hedge and it was agreed that the clerk would contact LLG & OCC regarding this as the pavement/cycle route was still not adequately cut.

Cllr Jonnie Bradshaw joined the meeting

Fence Post at Telephone Box – OCC had confirmed that they would repair the culvert wall and had advised that the repair to the fence post should be co-ordinated for the same time. WO from the floor said previous experience with requested work on the culvert at the North End of the village has still not been carried out after two years so he did not anticipate this would be given any priority.

Standing Water at the Green South – OCC committed to clear it last week but I have not yet been able to confirm that it has been done. Clerk reported that she had spoken to the Viv Bright, owner of Jubilee Cottage and the work had been carried out. Mrs Bright had spoken to the contractors who said the problem was the roots from the Willow had got into the pipe and although it was now clear they anticipated the problem would re-occur approximately every 12-18 months. Clerk to write to SODC Forestry officer for advice on the Willow, which is an ongoing problem for the Council

Tree down on the Green – Councillors had cleared the tree on the Green

Epicormic Growth on Limes – WP & PE to clear this at the appropriate time in August. WP suggested asking villagers to help by way of Community email when the time came.

Grass Cutting – A meeting with BCB would be taking place in the next week or two

Recreation including Playgrounds, The Green & Greet Hall – JB & PD

Approve purchase of Emergency Exit Signs for Greet Hall – Fire exit signs were required for both internal & external positions. Clerk & JB had looked into costings and the approx. cost would be £50 + VAT & delivery costs. As a legal & safety issue, it was confirmed that Clerk should make purchases

Caretaker/Booking Clerk – Notices advertising the position had been displayed but no applicants had so far come forward. Will Partridge had indicated that he would continue after the 1st September is no replacement had been found as long as efforts to secure a replacement continued. PD requested that JB continued to work on this.

Pavilion – Maintenance & Internal Decoration – JB had spoken to Mike Phillips about the previous work and outstanding issues along with some current issues that needed addressing, ie broken pane of glass, lock on shower room door and the completion of the exterior painting. JB felt that Mike Phillips should give a more detailed quotation & PD recommended that JB continue to liaise with him to get the work completed. JB said this would ensure the Pavilion was safe & tidy and the other internal decoration would have to be costed for future expenditure.

Preservation of Green & Parking – JB had not moved this on in any significant way and although the Clerk had found some old advice amongst council paperwork regarding parking on Greens, he requested more up to date information and the Clerk is to approach OALC/NALC for current information. He said he would assess the granite stones that were currently around the edges of the green – many of which were now partially buried.

Football Posts – These were now erected on the green and were already being used.

Events – In Cllr Jones' absence PD explained that he had been going to put forward her proposal for the purchase of two picnic benches for the Playground and Tennis court area, but following recent vandalism at these sites he was concerned that these may result in encouraging people to hang around the area. He explained that on the previous Saturday there had been vandalism at the two sites with a lot of glass broken into the grass and tennis courts. The fencing around the tennis courts had been broken into to allow access. There was a protracted discussion about how to deal with vandalism. JB had already looked into CCTV but the cost would be high and the clarity of the information produced was in question but he felt very strongly that action should be taken. KB did not fully support JB suggestions and having experience of working with young people in similar circumstances said she thought some dialogue would be more effective and she offered to visit the Green and try to engage with young people. BP said he would ask a contact of his regarding solar powered CCTV

It was agreed that in the first instance one picnic bench should be obtained and this would be sited at the Play area. The bench should be secured to the ground. WP suggested that the Pathway Workshop should be considered when purchasing as this is a community project in Oxford that uses reclaimed timbers and is working with young people in the community.

Website & Communications – KB confirmed that a lot of work had taken place over the previous month to ensure that the Neighbourhood Plan pre-submission was available to view on the Website.

2017/102 **Any other Business** – for noting or inclusion on future agendas

BP asked if when recruiting for Caretaker/Booking clerk could the Council consider extending their duties to include carrying out some of the smaller maintenance work within the Parish.

MH gave an update on Footpath 7.

PD advised that following the consultation period of the Neighbourhood Plan, the council would again have to give its formal approval to the plan.

PD briefly discussed his thoughts on a Plan of Action that he had earlier circulated to all Councillors, he is keen to outline some projects for the future and to get our roles and responsibilities accurately documented for the future and asked that all Councillors & the Clerk to get actively involved.

The meeting closed at 21.52

The next meeting will be on Wednesday 5th September 2017

Signed

Name Printed

Date