

**Minutes of Warborough Parish Council
Held on Wednesday 7th June 2017 in The Greet Memorial Hall**

Present Cllr Michael Herbert (MH)
Cllr Paul Duncan (PD)
Cllr Kerry Burbedge (KB)
Cllr Jonnie Bradshaw (JB)
Cllr Eliza Jones (EJ)
Cllr Pat Elder (PE)
Cllr Bill Pattison (BP)
Dist Cllr Richard Pullen (RP)
Lynda Raynor (Clerk)

10 members of public

2017/075 **Apologies** – County Councillor -Lorraine Lindsay-Gale (Holiday)

2017/076 **Declarations of interest (existence and nature) with regards to items on the agenda.** – KB – Planning PD – Green Parking

2017/077 **Approve Minutes of Meeting held on 3rd May 2017** - The minutes had previously been circulated to all Councillors prior to approval at meeting. The minutes were approved and signed as correct.

2017/078 **County Councillors Report** – A brief report from Lorraine Lindsay Gale had been circulated by email in which LLG confirmed her re-election as County Councillor in the recent local elections.

2017/079 **District Councillors Report** – RP advised the meeting that unitary bid had been placed but obviously nothing would happen until after the election. The neighbourhood plan was close to pre-submission and a number of other plans are in progress around the area. Planning committee in sympathy with communities that are preparing their plans. Another development at Benson had been turned down due to inadequate school facilities. SODC still not there with their five-year plan and there are a lot of appeals going through. The public can sign on for SODC updates via the website. SODC have a new Chairperson. The grant website will open on 1st July and all applications for grants will be web based now. Biffa have introduced a bin cleaning service. MH questioned RP on the upcoming renewal of the Biffa contract but RP corrected him as it is the Biffa fleet that is up for renewal and not their contract with SODC, hence the inconsistency with collections due to failing vehicles.

2017/080 **Neighbourhood Plan Report** – EJ reported – ‘We have some good news, we are nearly at the pre-submission consultation stage and hoping to be able to do this before the next Parish Council meeting in July and before the Neighbourhood Plan committee take their summer break. The PC will need to resolve to approve the process by which the pre-submission neighbourhood plan has been developed and to approve its release to allow a six-week consultation as per regulation 14 of the Town & Council Planning Neighbourhood Plan regulations set in 2012. We hope to do this as soon as possible. If we need to call an extraordinary meeting of the PC to expedite this it would, of course, be done in line with PC regulations and will be a public meeting. Details on the publications process and how comments can be made will be provided then. After the pre-submission consultation is completed the Neighbourhood Plan team will log all feedback and show how they will respond prior to the next phase which is the submission consultation where further comment can be made. In summary, there are a minimum of 12 weeks of public consultation ahead for Warborough & Shillingford Neighbourhood Plan, further planning reviews will precede any referendum’. There were no questions from the floor.

2017/081 **Representation from the Public** – Bill Ocroft (WO) advised the meeting that money had been raised to purchase the AED & cabinet. WO then outlined the further costs and requested that Council should consider providing these and to take responsibility of the on-going maintenance costs and become custodians. Further costs would be cost of installation at St Laurence Hall which were unconfirmed but not likely to be high, annual electricity cost for cabinet approx. £10 per annum and Maintenance costs, there is the option of a Maintenance Package at £400 which would cover 10 years if purchased at the same time as purchasing the unit. This would cover batteries and gel pads. He also requested that the Council pay and claim back the VAT content of the project. WP asked if St Laurence Hall was a listed building, but it is not. MH informed the meeting that VAT could not be reclaimed if money had been paid by donation. Clerk to check ruling on this. It was decided to confirm costs and decide at the July meeting. WO requested that a decision be made quickly and that the purchase of the AED did not extend into a protracted debate.

WO continued, in his role of acting Footpath Warden, to give a review of the footpaths – He had checked the Millennium walk and one of the signs were difficult to read and needed some renovation, but as this and the Jubilee walk are permissive paths it would not be the responsibility of OCC. He had cut back along the Thame Road path but advised that the hedge would need cutting back after the bird nesting season. The diagonal path to the Lagoon has been mown to an acceptable width so there was no cause for action there. The short slip from Henfield View to the Diagonal had been cut at the Clerk’s personal cost by her gardener/hedge cutter. WO said he had submitted reports to Sarah Martin, PC & the local OCC lead.

BCB quote includes cutting 5 footpaths, Clerk asked MH (ex-Chairman) if he knew what paths they cut but he did not know.

WO suggested that all landowners & homeowners should be notified of their responsibilities where their hedges and trees overhang footpaths & highways. The community email could be used for this.

Roger Wilkinson, reminded the meeting of the 100th anniversary of the end of WWI will be in 2018. He asked if the Council could consider cleaning the War Memorial and the War Graves in the churchyard. PD explained that Will Partridge had sought approval to reinstate the railings around the War Memorial and it was felt that cleaning of the memorial be considered. The War Graves commission would normally clean the graves and MH mentioned that the PCC would normally arrange this and asked Mr Richard Pascoe, who was present and is a Churchwarden if he could consider that. JB said he thought there was a similar body for War Memorials and perhaps this should be considered but MH said last time the Memorial was cleaned it had been carried out by Council with a power wash.

2017/082 Planning

P17/S1601/O- Land behind 24/26 The Green North

The applicant, Mrs R Robinson, informed the meeting of her need for this application to be approved. MH gave his appraisal of the application and although he appreciated Ms Robinsons situation his recommendation would be one of refusing the application to build. The objections included the fact that it could not be considered as infill and was in fact a back-land's development, there were also concerns with light pollution. JB mentioned 'material planning considerations' which include character of area in relation to our 3-sided green with open views to the Chilterns which could be affected by development on the open side. Mrs Robinson disputed these points and Council pointed out the historic nature of the Green, which includes the Allotments with its view to the Chilterns. The current application would change the building line and set a precedent for future development. Mrs Thirkettle, from the floor expressed her view that Council was not consistent in their approval of applications put before them mentioning several builds that had taken place. MH vehemently denied this and EJ said that the present Council could not be responsible for past decisions and had to work with the current material considerations supplied by SODC. PD again stressed that Council, only expressed their opinion but the final decision would be with SODC.

2017/083 Correspondence not covered under Committee Reports

OALC Newsletter had been circulated by email – PD & PE to attend OALC AGM on 3rd July 2017. PD to attend Chairman's Course on 19th July.

SODC – Five-year Housing Land Supply statement had been circulated by email

DCLG Consultation on free use of public parks – All agreed that our spaces should remain free to use.

Wallingford Police Update circulated by email

CFO Newsletter circulated by email

Letter received from Merchant Navy requesting that we purchase & fly the Red Ensign on 3rd September – Declined
 An email had been received regarding the Footpath No 7 which now has locked gates on it – Council to look into this.
 Clerk advised the meeting that she had received photographic evidence of vehicles emerging onto A4074 at Warborough Road and she had been in touch with the local police. She had also approached residents in the area to cut overhanging vegetation that the Police felt were obscuring the road signs and that had been done. Wallingford Police had confirmed to the Clerk that if registration numbers of offending vehicles were obtained they would follow this up. KB to put a note on this in the Parish Magazine.

2017/084 R.F.O. Report

Cheques for the month, listed below were signed off.

Gigaclear in Greet Hall – JB expressed his view that it would be a retrograde step to remove all internet access from the Hall and proposed that we revert to a Residential Package when our current contract expires. MH seconded – all agreed – Clerk to contact Gigaclear.

PD proposed that the details of the salary increases for the Clerk & Caretake as advised by the F & GP Committee be agreed. All agreed

Non- Cheque payments. HMRC had notified us that they would no longer accept payments by cheque so the Council must set up online payments. Clerk had looked into this and suggested that the Clerk would become a signatory on the Council bank account thus enabling her to set up on-line payments. After the invoices had been checked and authorised in the meeting then a second signatory would go in and approve the release of payment. This would mean that all signatories need to apply for online banking access on our account. Clerk stressed the urgency in this because it needs to be set up in time for the PAYE pay run at the end of June. JB proposed adoption of this solution WP seconded – All agreed. Clerk to check insurance regarding online payments and PD confirmed changes in our standing orders / financial regulations would have to be made.

Payments

Supplier	Description	Value	Chq No	Code
Gigaclear	Internet at Greet Hall	330.00	D/D	4320
OPUS Energy Ltd	Pavilion Electricity (Estimated)	12.42	D/D	6055
J Burns	Expenses for Fayre	56.75	833	4520
Wheelers	PAT Testing - Greet Hall	162.00	834	5060
RES Systems Ltd	Pavilion Fire Ext. Service	58.32	835	6035
	Greet Hall Fire Ext. Service	162.18		5060
Will Partridge	Caretaker Salary	xxxxx	836	4140
The Whitehead Plot Fund	Whitehead Contribution	200.00	837	4520
Thames Water Utilities	Greet Hall Water	103.82	838	5020

	Pavilion Water	145.85		6050
	Allotments Water	53.18		6015
Kerry Burbedge	Purchase Website Domain Name	52.66	839	4395
Berinsfield Community Business	Grass Cutting	184.20	840	6005
Elizabeth Howlett	Legal Fees	132.00	841	4800
Cancelled Cheque			842	
HMRC	Tax on Salaries	xxxxx	843	4120
L. Raynor	Clerks Salary	xxxxx	844	4110
	Clerks Expenses	154.74		4320
T Bradshaw	Expenses for Fayre	47.70	845	4520
E. Jones	Expenses for Fayre	169.47	846	4520
Bryans Locks	Set keys for Greet Hall	35.63	847	5060
OALC	Courses for Chair /New Councillors	234.00	848	4350

Receipts

Received from	Description	Value	Pay In No:	Code
Greet Hall	Rent	48.00	1310	500080
	Hirings	18.00	1320	
Car Boot	May Car Boot	251.26	1250	
W & S CC	Rent	200.00	1225	500081
Donations	AED	400.00	1230	
Lendrums	Charge for green	50.00	1230	
HMRC	VAT Reclaim	3,795.37	1010	BACS
Car Boot	June Car Boot	462.00	1250	500082

2017/085 Committee Reports

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

Play Equipment - JB reported that the wooden climbing play equipment was wobbly in places and needed monitoring. The tyre swing also is showing signs of wear and would need monitoring. Until decisions had been made regarding play areas he suggested applying safety measures where necessary rather than considering replacement.

Tennis & Cricket - The tennis & cricket nets are get extra use and have been well received. JB had offered the net facility to the school and could assist them in obtaining coaching skills.

The Green – JB felt that the standard of cutting by BCB should be monitored and reviewed.

Pavilion – The pavilion needs an enormous amount of work and a long-term plan should be put in place. JB to contact Mike Phillips regarding unfinished work. A lock is needed for the away team toilet.

The Greet Hall – Emergency exit signs – WO whilst carrying out his risk assessment advised that a sign should be placed on the outside of the emergency exit to prevent people parking up against it.

Green & Parking – JB said he was looking at the many options to solve the problem of the green and parking. He was also looking in other areas to see what measures other communities had taken & would be looking for local opinion.

Football posts – Were purchased and would be installed soon – they are currently stored in the Festival Store – which was in urgent need of a good clear out as it was difficult to gauge just what was in there.

Infrastructure & Environment – PE & BP

Overhanging trees in Warborough Road – OCC have agreed to cut these trees this time but have advised that trees on the footpath side of the ditch line are the responsibility of the council.

Fence Post at Telephone Box – The pavement is disintegrating and the problem is quite complex because of the stream and the culvert wall is breaking down. OCC have been contacted regarding this problem as there is little point in fixing the post until all related issues are dealt with.

Standing Water at the Green South – OCC have been contacted regarding this problem as there is clearly an issue with the surface water drain on the corner.

Epicormic Growth – As advised this will be attended to by PE & BP in August.

Tree down on the Green – Shortly before the meeting the Clerk had been advised that a tree had come down on Th Green North and was hanging over a garden wall into a garden. PE & BP to investigate.

PE advised that the Council is probably accountable for approximately 130 trees, he had begun a formal process to establish responsibilities. He had walked the village with an arboriculturalist who had given some advice and he would put together a short report setting out our Duty of care to the village. There is a large horse chestnut tree on the Green that is split and rotten but has a TPO on it so PE will contact SODC Forestry Office. KB to put a piece in the magazine about it.

Events – EJ

The village fayre had been an enormous success and had raised just over £1150 for the School Library Bus

Website & Communications – KB

KB advised that she attended an OALC course on Social Media and suggested that a Facebook 'Noticeboard' page may be an option this would allow things to be displayed but would not allow comments to be posted. PE questioned the need.

Website – KB has finally secured a domain name of Warborough & Shillingford and it has been registered in the Clerk's name so in future control of the site will not be compromised. PD thanked KB for her work on the website.

2017/086 Any other Business – for noting or inclusion on future agendas

Resignation of Will Partridge as Caretaker/Booking Clerk for the Greet Hall – Clerk had received this as she arrived at the meeting. PD passed to JB to recruit an employee. JB asked Clerk to provide him with job descriptions.

Coach Parking – With the arrival of better weather the coach parties had returned to the green and there had been some erratic parking as a result. Some control needs to be considered and JB to discuss with Six Bells.

Car Boot Sales – There is still an issue with the amount of litter left after the Car Boot which does not appear to be acknowledged by the organisers. Volunteers from the beneficiaries of the sales are expected to assist at the sales but this is not happening.

Mrs Tina Pascoe, from the floor, asked if the recent spate of requests for Information received by the Council would result in an increase in the Council Tax. PD explained that the current budget was set before we had knowledge of the substantial legal costs incurred by these requests. WP confirmed that further increases could not be ruled out.

The meeting closed at 09.21

The next meeting will be on Wednesday 5th July 2017

Signed

Name Printed

Date