

**Minutes of Meeting of Warborough Parish Council
Held on Wednesday 7th March 2018 in The Greet Memorial Hall**

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Present Cllr Paul Duncan – Chair – (PD)
Cllr Michael Herbert (MH)
Cllr Pat Elder (PE)
Cllr Jonnie Bradshaw (JB)
Cllr William Pattison
Lynda Raynor (Clerk)

Public – 5 members of the Public

2018/042 **Apologies** –Cllr Kerry Burbedge – Work Meeting – Cllr Eliza Jones – Personal

2018/043 **Declarations of interest (existence and nature) with regards to items on the agenda.** – None

2018/044 **To confirm the minutes of the meeting held on 21st February 2018**

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

2018/045 **Representation from the Public –**

William Oscroft advised he would be attending a course for Path Wardens. He intended to clean Footpath 6 at the time of the Spring Clean, PE advised that he thought OCC had worked on the path earlier in the week. The second AED site had been agreed and Householder request had been submitted to SODC.

WO advised he had been contacted by a parishioner about spam phone calls, where the caller had requested bank details.

2018/046 **Neighbourhood Plan** – PE advised that the Consultation period ends on 14th March and the NHPSC has consented to the appointment of the SODC recommended Examiner and we hope that the Examination will proceed without delay. We are hopeful that the Examination may be complete in time for the NP to carry significant weight during consideration of the Plough Field application. MH informed PE that the documents in St Laurence Church had been tampered with. PE to advise L Kosobucki.

2018/047 **Correspondence** – not covered under other Agenda items

SODC – Naming of road in Shillingford. A lane off Wharf Road leading to a new property required a name and St John's Lane or St John's Road had been suggested the views of the Parish Council were required prior to consultation. JB proposed St John's Lane MH seconded – All councillors agreed. Clerk to respond to SODC. All other correspondence had been circulated – PD raised the subject of Data Protection & the need for Councillors to have a separate email for Council business as highlighted in the OALC newsletter. PD is continuing to get to grips with the GDPR details and would cover it at another time.

2018/048 **R.F.O. Report**

Cheques for the month were signed off, details below

SODC are to charge for waste removal from Village Halls. Jo Carter will make her own arrangements for the two bins she currently has at the hall – JB to liaise with her further.

Electricity contracts for the Greet Hall & the Pavilion will continue for the forthcoming year as they provide the best deal available now.

Parish Meeting – The parish meeting, usually held before the April Parish Council Meeting, was discussed.

Councillors will need to provide their reports. PAGE are sending a representative and Clerk will write to village organisations inviting them to attend. There was some discussion regarding possibly change of date as the April meeting falls so close to Easter – PD to discuss with councillors out of council to find a mutually agreed date.

Payments

Supplier	Description	Value	Chq No	Code
HMRC	Tax on Salaries	112.60	Online	4120
W. Partridge	Caretakers Salary	xxxx	942	4140
Lynda Raynor	Clerks Salary	xxxx	943	4140
	Hire of Skip	265.00		6075
	Postage	18.50		4320
OALC	Subscription	183.56	944	4360
Receipts				
Received from	Description	Value	Code	Paying In No.
Allotments	Fees 2017/2018	250.00	CASH	500103
SODC	War Memorial Grant	3,000.00	BAC'S	N/A
Jodie Nabb	Greet Hall Rent	56.00	BAC'S	N/A

2018/049 **Land & Property**

The Clerk had been checking files held at the Greet Hall and having contacted Slade Legal they are suggesting we attempt to register the Greet Hall in the Parish Council's name at the Land Registry. At the time they worked on behalf of the Greet Family but feel they could make a case to register at the Land Registry. PD proposed that we appoint them to carry out the work – All agreed.

A piece of land that is registered at the Land Registry is not on the Asset list and will need to be included at the next review.

Having confirmed the title numbers for all land owned by the council, the Clerk will apply to Land Registry to have all documents put in the address of the Greet Hall as they are currently in the addresses of past clerks & Councillors. The land opposite War Memorial known as Middle Barn Farm was discussed and MH did not think it necessary to renew the Lease, but WP thought that the adverse possession rule could apply after 11 years. It was agreed to renew on a rolling annual lease as soon as a decision on the appointment of a solicitor had been made.

There was some discussion about appointing a solicitor to deal with all the Council's business. It was felt that we should first get all documentation in one place. MH to speak to R Peet with a view to getting confirmation of what paperwork he holds and a decision on a local solicitor would be made later.

2018/050 **Parking Situation at Aisha Stores – Update**

Road Markings - PD advised that he & clerk had an onsite meeting with a representative from OCC but having had no response as yet the Clerk had contacted him, still no response. Raj was not in favour of changing the road markings as it could have an adverse effect on his business. The OCC representative had said it would be the new financial year before anything would be done so it is still awaiting information from them.

Mirror opposite Henfield View – To increase the safety of vehicles exiting Henfield View a mirror was the most suitable option. OCC would not provide this but the Parish Council would be willing to, but permission would need to be sought from the PCC to erect a mirror on their property. M Powell from the floor suggested writing a letter to the PCC requesting permission.

2018/051 **Working Group Reports**

Preservation of the Green & Parking - JB

Following our application for pre-application advice SODC have allocated an officer who said he would respond in 20 days. JB had contacted him to confirm when the site visit would take place, but no response yet.

Signage around the Green regarding parking was discussed. It was agreed that there should be a sign at the entrance to the Green around the noticeboard and another one further along the Green South directing people into the car park. It was agreed that signs should be wooden and JB had obtained three quotations but purely for the sympathetic design he recommended purchase of signs from Halliday's. He informed the Council that it was the Family business of his wife and refrained from further discussion and voting. PE agreed that the wooden signs were tasteful and in keeping with the surroundings and should be kept easy to view. MH proposed, WP seconded and all agreed to the purchase.

Infrastructure & Environment – PE & WP

WP apologised, that due to ill health, the bulk of the work over the last couple of months had fallen to PE.

Wooden Bus Shelter Replacement – PE had approached O.C.C but they will not replace but recommended some contractors. A site visit had been arranged and it was advised that the shelters are a serious Health & Safety concern and have been marked with hazard tape with a recommendation to demolish as soon as possible. PE had obtained quotations for demolition and replacing of shelters with varying costs, dependent on the style of replacement chosen. It was proposed by JB seconded by WP that PE be authorised to carry out the work to a maximum expenditure of £8000 – Approved by all.

Realtime Information at Bus Shelters – PE had made further enquiries and again OCC were no longer prepared to bear the cost. Estimates depending on style of board used vary from £15000 - £20000 which he felt put it off limits as a project for the Parish Council. Agreed by all.

Fence Post & Culvert repair by old telephone box – BCB had cleaned out the area and the ditch is flowing well. PE had finally found a new contact at OCC and is to arrange a site visit next week regarding the repair to the culvert headwall; PC will arrange repairs to fence & post at the same time. At the same he will discuss the jetting of the culvert.

WP advised that further work on the Epicormic growth on the lime trees would now have to wait as the trees were coming into leaf.

Recreation including Playgrounds & Greet Hall - JB

Car Boot Sales – It had been agreed at an earlier meeting that the sales could continue this year & JB had met with Ken Webb to discuss a few issues. He felt that with the transparency rules now in place and the association the Council has with Car Boot Sales, the Community Fund should be more open in its reporting of funds. Clerk has contacted OALC for advice.

Playground – The survey has had approximately 100 responses to date and continues until Friday 9th March when the results will be analysed. Tenders are due in over the next few days. When the outcome of the survey is clear the Working Party will be able to take a view on the position of play area and the equipment to be provided. A full presentation will be available by the next meeting.

Greet Hall Maintenance – Mike Phillips has indicated that he would complete the internal work during next week. He had estimated two days work to carry out repairs to the outer boards & would quote for the window sills later. JB had concerns about the time it takes for M Phillips to complete the work he is given and will be looking at alternatives for future work. Clerk had found paperwork that indicated the roof timbers should be tested for Dry Rot, but an inspection had been carried out when roof repairs were done, and no further action required. The outside noticeboard needs to be replaced and a quotation of £400 for a hardwood framed noticeboard with

replaceable pin board had been obtained from Halliday's. JB proposed replacement, seconded by WP approved by all Councillors.

Still to be considered in the future are roller shutters for the bar area of hall and motion sensitive lights in the corridor and toilets, to stop these being left on.

After a recent fund raiser for the Warborough & Shillingford Pre School a number of Glasses had been offered to the Greet Hall for a donation to their funds. JB proposed a donation of £20. Seconded by MH agreed by all. During the clear out of old files, some tithe maps had been found and JB suggested either exhibiting them in the hall somewhere or purchasing a suitable container to store them. WP suggested they may be an item that should be stored in the Oxford Archive Centre. To be looked at in more depth before a decision made.

Greet Hall Booking Clerk/Caretaker – With the imminent retirement of W Partridge, it is felt that no casual users can be accepted until a booking clerk has been appointed. Regular users will continue as usual. A reworded advertisement will be published on Website, in Parish magazine and on Noticeboards. A contract with a local cleaner will be arranged and it was suggested that they work alongside W Partridge until the end of the month. JB proposed PE seconded and all approved.

With a view to reducing the ties the position of booking clerk imposes it is considered prudent to have access to the hall via a key box. A remotely access one is thought to be the best option as this enables easier monitoring of the access cards and can be programmed for the relevant times etc. The best one is an August system priced at \$360 and JB proposed and WP seconded that this should be the one purchased. Agreed by all.

JB had investigated an online booking system and video introduction to the hall & its facilities and believed a new Parish Website should be produced to incorporate the new requirement alongside our current website. A quotation of £750 had been obtained from JKE Web Design. JB had discussed it with Cllr Burbidge whose only concern had been that the NHP documents remained accessible until after the referendum and he assured that would be the case. JB proposed employing JKE to set up a new website, MH seconded, and all councillors approved.

Video presentation would be arranged by Oxford Media at a cost of £300 and JB proposed PE seconded, all councillors agreed that this should be arranged during March.

AV equipment – JB was still not clear from discussion with suppliers which Projector was best suited to our needs and felt that this could perhaps be held over until next budget, but the current system required replacement speakers & jack which would not incur a huge expense. He would obtain quote for presentation next month.

Events – No report in Cllr Jones absence.

Website & Communication – No report in Cllr Burbidge's absence and discussion had already taken place on the website.

2018/052 **Any other Business**

WP confirmed that he had been co-opted as a member of Benson Parish Council as he had previously indicated.

MH – Peter Woodward has always requested permission from him when he wanted to launch his hot air balloon from the Green. He asked if councillors were happy for him to continue to do this. PD requested that whenever possible notification was given to the village as many, especially children, loved to watch the balloons take off.

PD informed the meeting that he had received a letter of resignation from the Clerk – further discussion would take place at the next meeting.

The meeting closed at 9.30

The date of the Annual Parish Meeting and the next Parish Council meeting is to be confirmed.

Signed

Name

Dated