

**Minutes of Warborough Parish Council**  
**Held on Wednesday 3<sup>rd</sup> May 2017 in The Greet Memorial Hall**

**Present** Cllr Michael Herbert (MH)  
Cllr Paul Duncan (PD)  
Cllr Kerry Burbidge (KB)  
Cllr Jonnie Bradshaw (JB)  
Cllr Eliza Jones (EJ)  
Cllr Pat Elder (PE)  
Cllr Bill Pattison (BP)  
County Cllr Lorraine Lindsay-Gale (LLG)  
Dist Cllr Richard Pullen (RP)  
Lynda Raynor (Clerk)

Several members of public

2017/059 **Apologies** – None

2017/060 **Declarations of interest (existence and nature) with regards to items on the agenda.** – PD – Green Parking

2017/061 **Presentation by Stacey King for BT Broadband** – Stacey King addressed the meeting on the possibility of BT bringing Fibre Broadband into Warborough. At this stage, it would involve some Community financial input and it was not clear what the take up would be following the Gigaclear installation. JB offered to collate the information required to get a quote.

2017/062 **Election of Chair** – MH proposed PD as Chair which was seconded by JB. The proposal was agreed by all Councillors. PD took over the chair for the remainder of the meeting, thanking MH for his many years of service as Chair.

2017/063 **Election of Vice Chair** – BP nominated MH for position of Vice Chair, seconded by KB and agreed by all Councillors

2017/064 **Declarations of Acceptance of Office** – PD signed the Declaration of Office as Chair

2017/065 **Dates of Parish Council Meetings 2017/2018** – Dates for the coming year remain as first Wednesday of each month except August.

2017/066 **To confirm the minutes of the Parish Meeting held on 5<sup>th</sup> April 2017** – The minutes had previously been circulated to all Councillors prior to approval at meeting. Agreed by Cllrs and signed.  
**To confirm the minutes of the Parish Council Meeting held on 5<sup>th</sup> April 2017** – The minutes had previously been circulated to all Councillors prior to approval at meeting. Agreed by Cllrs and signed.  
BP & PE abstained from both votes as they were not appointed councillors at the time.

2017/067 **County Councillors Report** – With County Council Elections taking place the next day 4<sup>th</sup> May LLG was unable to present to the Meeting but did remind everyone to cast their vote.

2017/068 **District Councillors Report** – RP advised the meeting that the next round of local grants would be available via the website in early June which would allow Parishes to apply for small grants for future projects. He also noted that Planning Committee is likely to consider the views of emerging Neighbourhood Plans when considering Planning Applications adding that this is against the advice of the Planning Officer as it may lead to appeals. The Local Plan is looking at Infrastructure ahead of developments which will be helpful if a larger authority comes into being. Six Acres application has been extended by agreement with the Planning Department & Rectory Homes.

2017/069 **Representation from the Public** – Bill Oscroft advised the meeting that against a target of £1600 so far only £440 had been raised by public donation, he thanked those who had contributed but stressed that we were far short of the target and whilst he was actively investigating other forms of funding some previous sources had withdrawn their support for such projects. He had been notified by St Laurence School that they intended to go ahead with an AED at the School. RP confirmed that the SODC grants scheme could be used for such projects.  
Catherine Sinkinson came along to introduce herself to newer members of the Council, and to explain the Wildflower area on the Green North continues – it may not be a riot of colour but native species are gradually being introduced.

**2017/070 Planning**

The following applications were considered and the conclusions are as follows

P17/S1113/FUL – 4 Henley Road, Shillingford – It was agreed that an 'objector' response would be submitted

P17/S1364/HH – 56 Thame Road, Warborough – It was agreed that an 'approved' response would be submitted

2017/071 **Correspondence not covered under Committee Reports** – most correspondence had been circulated by email  
*OALC Newsletter* – PE would like to join JB on the New Councillors Roles & Responsibilities course but registration is not yet open

Notices regarding the Local Election, SODC

Compost Giveaway, Thame Conservation Balsam Bash & Events

on the Ridgeway had all been circulated on the Community email and the notice boards where possible. OALC have advised about procedure for disputes between Councils & paid staff – this would be discussed at the F & GP meeting. CFO had sent a late email regarding a Community Transport Network meeting on 22<sup>nd</sup> May, BP requested the information be forwarded to him and he would consider attending. A letter to Council had been received from Mieke McLarty – PD explained to Ms McLarty that due to the late receipt of the letter it had not been possible to prepare a verbal response as she had requested and a response would be forthcoming in the next few weeks. Some correspondence & phone calls had been received about the verges not being cut – the Clerk was in email contact with Berinsfield Community Business to check the cutting schedule.

**2017/072 R.F.O. Report**

Cheques for the month, listed below were signed off. The Audit for 2016/2017 had been completed by the Clerk and had been audited by the Internal Auditor and would be submitted to the external auditor following the signing off at this meeting. This was signed by PD The clerk pointed out that the Auditor had again raised the issue of our properties and land and MH said he was again talking to R. Peet, solicitor about following this up with the Land Registry. It had been confirmed that our current contract with Gigaclear would terminate at the end of July when they could offer us a residential package at a cost of £41.30 per month for a 15-month term, a decision would be considered at the June meeting. OPUS, our electricity supplier for the Pavilion had offered the installation of a Smart Meter and it was agreed to take up this offer rather than continue to receive inaccurate estimated bills.

**Payments**

Supplier	Description	Value	Chq No	Code
Gigaclear	Internet at Greet Hall	330.00	D/D	4320
EDF Energy	Greet Hall Electricity	142.00	D/D	5030
OPUS Energy Ltd	Pavilion Electricity	12.42	D/D	6055
Southern Electricity	Greet Hall Electric (Final Bill Adjustment)	9.56	819	4320
Mark Harrod (P. Duncan)	Football Goals	708.00	820	6030
Aisha Stores	Greet Hall Consumables	6.29	821	5010
Arrow Accounting	Internal Audit Fee	xxxx	822	4340
Will Partridge	Caretaker Salary	xxxx	823	4140
Lynda Raynor	Clerk Salary	xxxx	824	4110
	Postage	7.60		4320
HMRC	Tax on Salaries	xxxx	825	4120
Higgs Group	Office Services/Stationery	14.77	826	4320
E Howlett	FOI Legal Fees	484.00	827	4800
PRS for Music	Perf: Rights fee 2016 & 2017	840.09	828	5050
W & S CC	Grass Cutting	1,000.00	829	6005
L Raynor	Audit Fee	xxxx	830	4340

**Receipts**

Received from	Description	Value	Pay In No:	Code
AED Donations	Donations	325.00	BAC's	1230
SODC	Precept	21,000.00	BAC's	2206
SSE	Refund on Pavilion Electricity	25.55	BAC's	1230
Car Boot Sales	Car Boot Sales	300.00	500079	1250
Joanna Carter	Rent	225.00	BAC's	1310
W & S Cricket Club	Rent	200.00	500080	1225
Greet Hall	Hirings	80.00	500080	2320

**2017/073 Committee Reports**

The sub-headings of the responsibilities and the Councillors delegated to the roles had previously discussed MH proposed and was seconded by JB and it was agreed that they would be as follows.

**Committees & Responsible Councillors**

Title	Responsibilities	Lead Cllr	2 <sup>nd</sup> Cllr
Communication	PR, Website, Parish Magazine, Social Media	Kerry Burbedge	Eliza Jones
Planning	Application Reviews	Michael Herbert	Eliza Jones & Paul Duncan
Infrastructure & Environment	Road (including parking) verges, ditches, footpaths & bridleways Trees & invasive species	Pat Elder	Bill Pattison
Events	Community Events, fundraising, filming requests & locations	Eliza Jones	Kerry Burbedge
Greet Hall & Recreation	Maintenance, Finances, Caretaker Liaison – Playgrounds, Sports Club Liaison, Allotments, The Green (cutting & diagonal)	Jonnie Bradshaw	Paul Duncan
Neighbourhood Plan Liaison	Parish Council's representation	Eliza Jones	Paul Duncan
Finance & General Purposes	Financial regulations, Risk Assessment, Standing Orders, Staff Salaries, Budget & Asset Reviews	Lynda Raynor (Responsible Financial Officer), Paul Duncan, Michael Herbert, Pat Elder & Jonnie Bradshaw	
PAGE Liaison		Michael Herbert	

As this meeting heralds, the start of a new Council year the clerk distributed a list of outstanding works in all areas and reports will be made at the June meeting. BP requested copies of maps showing grass cutting, clerk to obtain copies if possible because there is only one definitive map at present.

**Website & Communications** – KB confirmed that she will be attending the Media course run by OALC on 17<sup>th</sup> May

There were no other reports.

**2017/074 Any other Business** – PD requested a meeting of the F & GP Committee as soon as possible – Clerk to liaise and arrange a date.

KB informed the meeting that the new children's centre at Berinsfield, to be known as The Berin Centre, was now open and she would try to find out more about it services for inclusion in the Parish Magazine.

Sue Brown, from the floor asked if there was any update on the Neighbourhood Plan as it had not been on the Agenda. PD & Laurie Kosobucki reported that things were proceeding towards a publication date but it was a slow process.

The meeting closed at 21.15

The next meeting will be Wednesday 7<sup>th</sup> June 2017 in the Greet Hall

Signed .....

Dated .....