

**Minutes of Warborough Parish Council
Held on Wednesday 8th November in St Laurence Hall**

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- Present** Cllr Paul Duncan (PD) – Chair
Cllr Michael Herbert(MH) - Vice
Cllr Kerry Burbedge (KB)
Cllr Jonnie Bradshaw (JB)
Cllr Bill Pattison (BP)
Cllr Eliza Jones (EJ)
Lynda Raynor (Clerk)
Cty Cllr Lorraine Lindsay Gale (LLG)
- Public – W Oscroft, C McLarty, N Maytum, J Blackstone, I O'Mahony, A Brewer
- 2017/133 **Apologies** – District Councillor -Richard Pullen (Planning Mtg.) Cllr Pat Elder (Home Emergency)
- 2017/134 **Declarations of interest (existence and nature) with regards to items on the agenda.** – None
- 2017/135 **Approve Minutes of Meeting held on 4th October 2017** - The minutes had been circulated to all Councillors prior to the meeting. The minutes were approved and signed as correct.
- 2017/136 **County Councillors Report** – Lorraine Lindsay-Gale had sent her report by email and PD gave a resume on the contents but LLG joined the meeting later. Report will be posted on the Parish Website
- 2017/137 **District Councillors Report** – Cllr Pullen was not present, but his report had been circulated to Councillors. PD summarised & KB to display on Parish Website
- 2017/138 **Representation from the Public** – Mr W Oscroft (WO) Footpath Warden, advised the meeting that the diagonal path had been reinstated by tractor and time would tell if crop growth encroached but for the moment he felt Mr Cook has carried out his duties. WO had again contacted Countryside Commission with to a view to repairing some footpath signage
- AED** – Approximately 50 people were to attend courses as a third one had now been arranged.
- Expressway** – Mr Oscroft drew attention to an email he had circulated to Cllrs regarding the proposed expressway but prompted some discussion. The Council had written to several bodies in relation to it and no route had been decided upon. LLG confirmed that 21 parishes were now working together in readiness for action if required. She felt that much had been said about the housing along the route, but it was her understanding that most of the housing would be at the Cambridge end of the route. PE has completed his role as initial liaison and the PC is seek a member (parishioner or councillor) to represent the village on this matter.
- Thames Path** – Although not in his remit he had again contacted the body responsible regarding the Thames Path
- House on edge of Shillingford** – This house continues to be an eyesore and WO requested that the Council contact our District Councillor to see if anything can be done to enforce owners to carry out work.
- Road Signs** – Several road signs in the area are very dirty and need cleaning, which he believed to be a County Council responsibility. LLG offered to follow up with the department responsible, although the budget for this sort of things had been severely cut. BP questioned the reasoning behind not cutting hedges until after October, as bird nesting was over long before that time and suggested that there was a lot vegetation covering road signs and asked that LLG try and get the hedges cut back and suggested that hedges could be cut harder than was currently the norm. There was some discussion as to whether the PC should take responsibility but in the past Keith Stenning had advised us against working on the main A4074 and to leave it as a County responsibility. LLG confirmed that cuts in relation to road safety could be requested at any time and this would include the cycle path to Benson which often becomes a hazard because of the overhanging hedge. Street name signs are the responsibility of the District Council but LLG felt it was not unreasonable for someone to clean their road sign themselves if it was very dirty.
- Hammer Lane Playground** - Mr Joe Blackstone (JGB) advised the council that the fence around the Hammer Lane Playground appeared to have been moved and was now very close to some of the equipment. The council were not aware and JB is to look into it and undoubtedly it will be highlighted by the imminent ROSPA inspection.
- St Lawrence House/SOHA** – JGB said that at least two residents did not want to be temporarily housed outside the village, but it would be difficult to find accommodation in the village, residents are able to stay in St Lawrence House for 12-18 months with SOHA seeking alternative local accommodation to allow them to undertake their desired upgrade. KB gave a summary of how things were expected to evolve for the residents and SOHA. No planning permission has been applied for in regard to the rebuilding of the property and inevitably it would be approx. two years before residents could move back in. KB to contact SOHA regarding ongoing issues.
- Allotments** – Colin McLarty CMcL, Allotment Representative, confirmed he had collected the bulk of the allotment fees and advised the Council that there was a problem with deer at the Allotments and many allotment holders were requesting that the allotments be fenced. Initial enquiries by JB had indicated that the cost would be between £5000 & £10000. It was suggested that CMcL try to seek advice from NAS National Allotments Society. JGB will liaise with the local deer stalkers.
- 2017/139 **Planning**
- P17/S3693/HH – 6 Henley Road, Shillingford.**
- WO told the meeting that he had spoken to the applicant and ascertained that the office would be for home use and not involve any additional traffic to the property. MH for the Council had looked at the plans and felt it was over development of the site and proposed a response of No Strong Views with a note about over development. There was some discussion as to what constituted over development and again the subject of C.I.L. Payments was raised &

MH was asked to consult with RP for more information as it is important for the Council to understand the rules & conditions.

PD asked Councillors to vote which resulted in a split result between Objection & No Strong Views. PD used his deciding vote to result in a No Strong Views response to the SODC.

2017/140 Neighbourhood Plan

EJ confirmed that the amended plan which now incorporates all the feedback from the public consultation was currently with CFO advisors and it was hoped it would be ready to submit to SODC in the next few weeks. There may be a requirement for an Extraordinary Meeting of the Parish Council to sign off the Plan before it can be submitted. BP who had recently attended a Town & Parish Forum said there was a need for a Neighbourhood Plan to be reviewed every two years rather than fifteen. EJ had no indication that this was the case and it was felt that would be unsustainable, but she would seek clarification on the matter.

2017/141 Footpath7

Nicola Maytum (NM) apologised for her lateness in providing Council with the evidence she has collected. PD said he had not had time to look at it in any depth, but still felt there should be some access from the Proposed new development and the 'Hub' of the village. He felt there should be access through the development to the school and the possibility of a gate from the proposed car park could be installed. PD confirmed that the Council would be applying to OCC for the reinstatement of the footpath and would take this opportunity to re-route the footpath to provide a safer walking route to school for children.

2017/142 Preservation of The Green & Parking

The preservation & parking on the Green has been an ongoing item for many years and another email from a parishioner had resurrected the discussion. The edges of the Green, particularly around the triangle in front of the row of cottages are being seriously eroded and there is concern that the parking situation could result in emergency services not reaching properties further along. JB has been seeking legal advice and much of this is very old and some would say is irrelevant to the modern-day use of the motor vehicle. He has spoken to seven different contractors about different methods of resurfacing and will collate costings for a consultation when the rules regarding village greens are established. Countywide Caring have been approached regarding the number of vehicles that park in the area and they will issue instructions to their staff to try and ease the problem a little.

2017/143 Expressway Update

As PE was unable to attend the meeting and present his report and the topic had been discussed earlier in the meeting no further comment was needed.

2017/144 Correspondence

Most of the correspondence had been circulated to Councillors prior to the meeting. PD felt that there was nothing that particularly affected us. Clerk pointed out that although lengthy Councillors should read the information regarding Data Protection that OALC had circulated. New laws are in place from May 2018.

There had been a verbal request from Ken Webb to clean the bus shelters on the A4074 Henley Road, his window cleaner would do them at a cost of £15 each. This was approved – Clerk to ask Ken Webb to arrange and reimbursement to him.

Jo Hawley had notified the Council that she had a requirement for a skip and asked permission to put it on the green for a short while as there is no room in Quaker Lane.

Liz Bayntun had requested £20 to buy some plants for around the War Memorial – Agreed

2017/145 R.F.O. Report

Cheques as below were approved and signed off in Council

Budget would need to be approved at the December meeting prior to setting the Precept. The refurbishment of the lettering on the War Memorial would be added to the budget so that the work can be carried out in time for the Centenary of WWI. This is estimated at around £953 + VAT. BP advised that the project to re-install railings was on-going and pupils from Wallingford School were working on possible designs as part of their Design & Technology curriculum. Quotes would be obtained after a design had been approved but the Project Group would be going to the village with an appeal for Public Donation to cover that cost. A projector for the Greet Hall was discussed and it was agreed to increase the budget for this to £2000 as the initial amount agreed may not cover the cost of the installation.

EJ asked if an accrual was being made to cover the cost of repainting the 30mph roundels through the village. It was agreed to account for a £500 per annum accrual. Clerk to amend budget and recirculate.

Standing Orders & Financial Regulations would need to be signed off in December. Clerk to circulate details of the levels expenditure and the conditions regarding tender etc.

Risk Assessment – It has been confirmed that the format of the Risk Assessment met the requirements of the Auditors. There were some areas that needed to be addressed particularly in relation to combustible material in the Greet Hall but if it was noted as work in progress we could submit the Assessment as it is.

Payments

Supplier	Description	Value	Chq No	Code
EDF Energy	Greet Hall Electricity	133.22	D/D	5030
HMRC	Tax on Salaries	xxxx	ONLINE	4120
Lexis Nexis	The Yellow Book	64.00	893	4320
SODC	Dog Bins	113.03	894	6020
Coulton Tree Services	Felling Chestnut - Replant Beech	1,250.00	895	6060
Aisha Stores	Greet Hall Consumables	21.00	896	5010
Warborough PCC	Hall Hire	10.00	897	4310
Castle Water	Pavilion Water	56.93	898	6010
Will Partridge	Caretaker Salary	xxxx	899	4140
Berinsfield Community Business	Grass Cutting	622.86	900	6005
Lynda Raynor	Clerk's Salary	xxxx	901	4110
	Postage Stamps	7.80		4320
Michael Phillips	Pavilion Maintenance	470.43	902	6035
		48.75		
Berinsfield Community Business	Grass Cutting	222.36	903	6005

Receipts

Received from	Description	Value	Code	Pay in No.
Greet Hall	Rent	40.00	1320	BACS
Greet Hall	Rent & Hiring's	473.00	1310/1320	500095
Groundwork	Neighbourhood Plan Grant	6,000.00	1210	BACS
Greet Hall	Rent & Hiring's	392.00	1320/1310	500096
Greet Hall	Rent	225.00	1310	BACS
HMRC	VAT Repaid	1,730.08	1010	BACS
OCC	Grass Cutting Grant	630.36	1220	BACS
Allotments	Fees	375.00	1320	500097
Greet Hall	Hiring's	180.75	1320	500098

2017/146 Working Group Reports

Recreation including Playgrounds, The Green & the Greet Hall

Caretaker/Booking Clerk - JB said no replacement for Will Partridge as Booking Clerk/Caretaker had been found and suggested that the role be split, and the cleaning could be done by one of the cleaning companies that work in and around the village. This would probably be a little more expensive but may be a solution. JB said he would continue to work on it for the New Year and PD requested that the matter be resolved by the December meeting to ensure continuity of cover.

Fire Exit through the old Physio Room - JB had spoken to Jo & Dominic Carter and the area required could now be marked out with lane tape. JB felt discussions had been good and some leniency regarding their use of extra space at busy times could be managed and would help in a less fractious situation.

Maintenance work at Greet Hall - JB had with Will Partridge had highlighted some of the more critical issues, which were mainly small electrical jobs. JB to provide a list for Clerk who in turn would contact Wheelers of Cholsey. Clerk asked that the provision of a smoke alarm in the kitchen be checked and fitted if necessary.

Clearing of Combustible material - This would be carried out as it was thought that the bulk of the paperwork did not need to be kept. JB suggested that in time some sort of storage/shelving could be provided at the back of the stage.

Old Safe - BP said he could remove the old safe from the corridor.

Pavilion - Mike Phillips had completed the outstanding maintenance jobs - the water had been turned off and a meter reading obtained. The application for a grant to help with the refurbishment had been rejected by Sports England and JB was trying to ascertain on what grounds. PD advised that RP still had around £4000 in grants available and maybe JB could pursue that.

Playgrounds - With the ROSPA inspection imminent JB suspected that the Hammer Lane would not be a viable option for the future and bearing in mind the village did not have adequate play space for the population, he had begun looking at other sites. His suggestion would be to use the area alongside the tennis court and cricket nets where a designated area could be made where equipment could be placed without alienating nearby residents. The current area would continue but as each piece of equipment came to the end of its life it would not be replaced.

Infrastructure & Environment

BP advised the meeting that he would continue clearing the epicormic growth on the Limes after the leaf fall, which would make the job much easier.

PE had informed the clerk that the Tree Survey was currently in progress.

MH asked if clearance work on the Thame Road ditch had been commissioned. BCB were expecting an instruction to

carry out but BP is keen to use the services of the Community Pay Back scheme. Clerk to speak to Benson Parish Clerk for a contact name.

Events – EJ had nothing to report.

Website & Communication – KB advised that she had still not opened up the new website and would be leaving it until after the next stage of the Neighbourhood Plan had taken place. Items for the magazine were discussed and decided upon.

2017/148 **Any other Business**

Emergency Plan – As requested at the October meeting the Clerk had contacted the Benson Clerk, who had said their plan needed reviewing and suggested that we work on it together. Clerk requested confirmation that Council would be happy with that.

BT Broadband. JB confirmed his suspicion that due to the presence of Gigaclear in the village BFFO felt that the area was sufficiently covered and would not be providing any funding.

Community Assets – Laurie Kosobucki as Chair of Neighbourhood Plan Steering Group had requested that the Council register the Six Bells Pub as a community asset. It was felt that perhaps the Shop and the St Laurence Hall should be included. More consultation to take place and Clerk will follow up SODC who had not responded to her request for information.

The Meeting closed at 22.10

The next meeting will be Wednesday 6th December – 7.30pm in the Greet Hall.

Signed

Name

Date