

Minutes of Warborough Parish Council
Held on Wednesday 4th October 2017 in The Greet Memorial Hall

- Present** Cllr Paul Duncan (PD) – Chair
Cllr Michael Herbert(MH) - Vice
Cllr Pat Elder (PE)
Cllr Kerry Burbidge (KB)
Cllr Jonnie Bradshaw (JB)
Cllr Bill Pattison (BP)
Cllr Eliza Jones (EJ)
Lynda Raynor (Clerk)
- Public – W Oscroft, M McLarty, N Maytum, C McLarty, J Blackstone, D Carter
- 2017/118 **Apologies** – District Councillor -Richard Pullen (Holiday)
- 2017/119 **Declarations of interest (existence and nature) with regards to items on the agenda.** – None
- 2017/120 **Approve Minutes of Meeting held on 6th Sept 2017** - The minutes had been circulated to all Councillors prior to the meeting. The minutes were approved and signed as correct.
- 2017/121 **County Councillors Report** – Lorraine Lindsay-Gale had sent her report by email and this had been circulated by email to Councillors. KB to display on Parish Website.
- 2017/122 **District Councillors Report** – Cllr Pullen was not present but his report had been circulated to Councillors. PD summarised & KB to display on Parish Website
- 2017/123 **Representation from the Public** – Mr W Oscroft told the meeting that approximately 40 had shown an interest in attending an AED training course. He asked that the Council made available the Greet Hall for the sessions and he would liaise with Ian Jones, SCAS representative to hold two sessions which hopefully would enable those who worked to attend an evening/weekend session. No further representations were made.
- 2017/124 **Planning**
P17/S3267/HH – 1 Plough Close, Shillingford.
MH reported that he was undecided on this application due to the stark design of the extension. PE commented that while other properties in the road had loft conversions the roof height would be raised quite considerably in relation to other properties around. BP questioned the plan which would overlook the neighbouring property from bedroom windows. Discussion on the design and character followed with a majority vote to record a No Strong Views verdict with comments to be made regarding overlooking of neighbours and the design and character of the application in relation to surrounding area.
- 2017/125 **Neighbourhood Plan**
EJ advised that due to work commitments PD had withdrawn from the NHPSC and had been replaced by PE. The logging of all the pre-submission responses continued. Dominic Carter informed the meeting that he had received a letter from Carter Jonas, land agent for Plough Field, stating that their archaeological report was complete and the would be proceeding with a planning application in the next few months.
- 2017/126 **Footpaths**
Footpath Warden Report
W. Oscroft reported that he had now officially taken over from Sarah Martin as warden for our area. He expressed his concern about overgrown vegetation on Footpath 6, but councillors thought that BCB had cleared it in the last day or two. Footpath 9, the Diagonal, remains a concern but as the new crop has yet to be sown Mr Cook is as yet under no obligation to restore the footpath, although he has driven a tractor across to show the line. WO will again contact OCC regarding signs on the footpath at the North of the village. Thames Path, although not strictly within his remit but within our parish is in places in a bad state and he will continue to pursue with Countrywide Access for repairs to be carried out.
Footpath 7
PD is working with Open Spaces with regard to this but there were two issues – Mr & Mrs Lewis had withdrawn their claim for adverse possession but the Footpath gates remained locked. Mr & Mrs Lewis had forwarded to the PC a letter sent to SODC by ET Landnet on behalf of all the residents who back onto the path. The Lewis's had also made an accusation that it would appear people may have entered their land at the instigation of the PC. PD said at no point had the PC done this. Nicola Maytum talked at length about the history of the path saying she had evidence that it had never extended to the Six Bells or Six Acre Field and from approx. 1971 it had been impenetrable until she cleared it in 2009 when she purchased some land opposite her house 2 Quaker Lane. It seems that the extinguishing order is missing from County records although the notice remains. There was more discussion and Ms Maytum said she would provide the council with her evidence.
- 2017/127 **Correspondence**
Correspondence had been forwarded to all Councillors PD highlighted some items
SODC Consultation – PD to assist clerk with response
OALC –Newsletter
Courses available – no one wishing to attend except the planning course which 3 councillors are already booked on.

Data Protection & Business Continuity – More information will be available in October but something we need to be fully aware of.

An order had been placed for the latest edition of Arnold Baker – Local Government Administration

Grants for Smaller Communities – JB had approached RP regarding these and applications still go through the SODC Grants Office

CFO – Village Hall meeting at Goring – JB unable to attend but Clerk said she would represent Council and JB to ask Will Partridge if he would attend also.

OXIS – Clerk to register for email updates

Emergency Plan – Clerk to approach Benson PC regarding their emergency plan & MH to approach Dorchester PC

2017/128 RFO Report

Cheques for the month, listed below were signed off.

The 2016/17 Audit had been returned from BDO and the statutory notice of declaration had been displayed with no parishioner requesting to see the audited accounts.

Letter of Engagement from P Hood, Internal Auditor was signed off for the 2017/18 Audit

Letter for three year term for Insurance was signed off.

Clerk/RFO advised Council that the Bank Reconciliation & Cashbook Summary now has to also be signed each month by a Councillor who was not a bank signatory.

PD reported on the F & GP Working Group who had reviewed the Standing Orders, Financial Regulations, Asset List & Risk Assessment. There was further work needed on the Risk Assessment but the other documents had been circulated to all Councillors and PD asked that they study and comment at the next meeting with a view to adopting them at the December meeting.

The Budget had also been worked on and circulated. PD informed the meeting that F & GP had been able to recommend a reduction in the precept this year. BP queried the £100 put aside for the war memorial when there were plans for a refurbishment to coincide with the centenary of WWI. PD explained that the amount was to cover the flowers etc if needed but said the F & GP had understood that the refurbishment would be funded by public donation or grants and that it should not be from Council Funds. BP reminded Council that the upkeep of the Memorial is a PC responsibility and it was concluded that if repairs were required then the Council would be responsible but it was unlikely that they would fund the reinstatement of the railings.

Bank Signatories update – still no online access for anyone other than RFO.

Payments

Supplier	Description	Value	Chq No	Code
Tektraders	Printer & Cartridges	394.10	online	4320
HMRC	Tax on Salaries	xxxx	online	4120
Pumpmaster UK Ltd	Service on Saniflow at Greet Hall	145.80	879	5060
Castle Water	Allotments Water	101.67	880	6015
	The Pavilion Water	4.70	881	6050
	Greet Hall Water	102.38	882	5020
Galleon Supplies	Greet Hall Consumables	105.60	883	5010
Employment Action Group	Berinsfield Children's Centre Donation	1,000.00	884	4520
PAGE	Donation	2,000.00	885	4520
Berinsfield Community Business	Grass Cutting	558.66	886	6005 & 6070
Aisha Stores	Greet Hall Consumables	8.58	887	5010
Colliers	Greet Hall Fire & Safety	4.98	888	5040
W Partridge	Caretaker Salary	xxxx	889	4140
L Raynor	Clerk's Salary	xxxx	890	4110
	Clerk's Expenses	17.89		4320
W. Partridge	Booking Clerk Expenses	45.00	891	4320
SODC	Planning Enquiry	22.50	892	4370

Receipts

Received from	Description	Value	Code	Paying In No.
Greet Hall	Hiring's	132.00	1310	500092
SODC	Precept	21,000.00	1105	BACS
Greet Hall	Hiring's	150.00	1320	500093
Greet Hall	Hiring's & Rent	343.50	1320 & 1310	500094

2017/129 Committee Reports

Recreation, The Green & The Greet Hall

The Greet Hall - JB reported he had another applicant for the Caretaker/Booking Clerk vacancy but as yet he had been unable to contact him.

He had walked round with Will Partridge and identified some maintenance issues which would be dealt with.

There is a small problem with Greet Hall bookings because as Will Partridge had expected to have relinquished his role as Caretaker/Booking Clerk by now he could not cover two bookings. PD & KB may be able to help with handovers.

Pavilion – Work should be completed this week on the small maintenance issues – broken window, weatherboard and touching up of paintwork to balustrade. With the end of the Cricket Season a clean would take place of the Pavilion – Clerk requested that when completed the water supply should be turned off.

Playgrounds – JB reported that he still did not have a date for the inspection.

Green Parking – No progress

Infrastructure & Environment

Epicormic Growth – Plans were in place to carry out the work on the weekend of 14/15th October, weather permitting. BP arranging this with volunteer help.

Grass Cutting – PE felt the work carried out by BCB following the meeting was significantly improved.

Tree Survey – The survey should be carried out around the end of October and it was recommended that aluminium tags would be placed on trees for identification purposes. The consultant had suggested she would inspect privately owned trees that overhung Council property at no extra cost.

Chestnut on the Green – This should be felled next week and the replacement tree planted. Position of the replacement was discussed as obviously it cannot be within the root of the existing tree and recommended position is the to south side of existing tree.

Leaves on Footpath 6 – Following last year’s wet conditions when the leaves mulched to a dangerous condition it was felt that this needed monitoring.

PE asked when the ditch should be cleared and if it was Council’s responsibility. MH said Council had taken responsibility, but ownership was not confirmed. PD asked that PE, BP & MH meet up to consult and get clarification on these types of responsibilities.

Events

EJ had no events to report and it was thought that the provision of the picnic bench could now be held over until the spring.

Website & Communications

KB would soon be opening up the new website.

Nicola Maytum said it was very difficult to consult with the NHPSC. EJ advised that the WANDSPAN email address was the only one that should be used but responses would come back from individuals but in these instances the reply option should not be used

2017/130 **Town & Parish Forum** – BP to attend meeting – no councillors had any specific points to raise.

2017/131 **Clerk’s Hours** – PD advised Councillors that the Clerk’s work load had been greatly increased over the previous three months and some 43 hours over the contracted hours had been necessary. He asked if Councillors would agree reimbursement for these hours. MH proposed JB seconded – All councillors agreed that the payment be made.

2017/132 **Any other Business**

BP again advised the meeting of the Community Service facility and suggested this would be a good opportunity to get clearance work in the village done – particularly by the Festival Store and maybe the Thame Road Ditch

KB asked about the Santa run but it is not anything to do with the Parish Council, but organised by a resident.

BP said he has sold some of the metal from the Festival Store for scrap and still had two lights should anyone have a need for them. EJ to ask the Aunt Sally team at Six Bells

MH gave a brief resume of the PAGE meeting he had recently attended and work still continues and funds from local Parish Councils are still needed.

PE said that he was to attend a meeting soon on the Oxford – Cambridge expressway and would report back to the next meeting. It was decided not to put anything in the Parish Council News in the magazine until we had substantiated facts, but it does appear that the Southern Route is showing as the preferred option which would greatly affect the village. The expressway to be an item on future agendas.

SOHA Closure of St Lawrence Hall. Parish Council has no powers to act in these circumstances. KB said as a previous employee of SOHA she would contact them to see if she could get any further information.

The meeting closed at 21.39

The next Parish Council meeting will be held on Wednesday 8th November in St Laurence Hall

Signed

Name

Date