

Minutes of Warborough Parish Council
Held on Wednesday 6th September 2017 in The Greet Memorial Hall

- Present** Cllr Paul Duncan (PD) – Chair
Cllr Pat Elder (PE)
Cllr Kerry Burbedge (KB)
Cllr Jonnie Bradshaw (JB)
Cllr Bill Pattison (BP)
Cllr Eliza Jones (EJ)
Lynda Raynor (Clerk)
County Cllr Lorraine Lindsay Gale (LLG)
25+ Members of the public
- 2017/103 **Apologies** – District Councillor -Richard Pullen (Planning Meeting) Cllr M Herbert (Holiday)
- 2017/104 **Declarations of interest (existence and nature) with regards to items on the agenda.** – None
- 2017/105 **Approve Minutes of Meeting held on 5th July 2017** - The minutes had been circulated to all Councillors prior to the meeting. The minutes were approved and signed as correct.
- 2017/106 **County Councillors Report** – Lorraine Lindsay-Gale had sent her report by email and this had been circulated by email to Councillors. She gave a brief review of the current situation regarding Mineral Waste which is not good for the South of the County. She particularly wanted to make Council aware of the Oxford Cambridge Expressway which has been brought forward. Having attended a meeting at Cuddesdon regarding an Expressway Action Group she urged Council to get involved – PE volunteered to be the Councils representative at future meetings. Clerk to report to Peter Rutt, who is co-ordinating the group.
- 2017/107 **District Councillors Report** – Cllr Pullen was not present but his report had been circulated to Councillors. PD summarised.
- 2017/108 **Representation from the Public** – Mrs Sue Thirkettle presented a resume of her development site at Cuckoo Penn, and asked for an explanation as to why Six Acres was still being promoted by the NHP as the best site when acquaintances repeatedly asked her why Cuckoo Penn was not promoted within the NHP. PD thanked Mrs Thirkettle, who then asked if she was to receive an answer to her question. PD said that the reply was already in the public domain in the form of the draft Neighbourhood Plan. Mr D Carter commented from the floor that there should not be a discussion without all landowners being present, suggesting that it was really a matter of self-interest. PD called the meeting to order. No further representations were made.
- 2017/109 **Planning**
P17/S0241/FUL – Land at Six Acres, amended drawings & information.
PD advised the meeting that he would offer the opportunity for four people from the floor to speak in relation to this application. Mrs S Brown requested confirmation the letter sent in by her husband on material planning considerations had been read by all Councillors. PD confirmed that has happened. PD then read Cllr Herbert's report on the revised application. Councillors then discussed the amendments to the application and compared them alongside the material planning considerations. BP expressed some concern about the roads not being adopted. PE talked about the number of houses Warborough should have – this is a grey area and by meeting the 5-10% he felt we would have a stronger position against further development in the future. He thought it would be wrong to discount the developers Heritage Report, he also felt that the village can no longer be described as linear and the development fills an existing rectangle. Car park would undoubtedly increase the safety of children and light pollution was no bigger an issue than any of the other developed areas of the village. JB gave his interpretations on some of the issues raised by homeowners' close to the site in relation to the material planning considerations that should be considered when reviewing planning applications. KB suggested that some sort of traffic management should be put in place as the path used by children walking to school was crossed by the traffic in and out of the proposed development. Key issues to be relayed to SODC were adoption of Dark Skies policy, No street lighting, no further decrease in car park, traffic management at entrance, robust management company & a request for the developers to hand over control of the green space & car park to the Parish Council & that the hedge along Thame Road should remain. PD then asked councillors to vote by a show of hands and a majority vote to approve was recorded.
P17/S3121/FUL – 4 Henley Road, Shillingford
PD read Cllr Herbert's report on the application which he recommended for rejection. Councillors discussed whether the development of this land could constitute over-development. It was mentioned that building on this site should be subject to CIL payments as with three properties being proposed for the garden of the original house, it may not be considered as self-build. BP thought this may not be the case because the houses were built in stages. PD asked for a decision by show of hands and a majority vote to record a No Strong Views decision was recorded
- 2017/110 **Neighbourhood Plan**
Laurie Kosobucki reported that had been a strong response from the Pre-Submission Consultation from seven statutory bodies and 150 local residents which amounted to over 400 pages of typed print to assess and catalogue. All landowners continued to push their sites. Due to the volume of work to be done, the committee were looking for

more funding to enable them to get extra consultancy help with the task in hand. JB asked LK if she could give any indication as to the time scale which she said at this stage she could not.

2017/111 Footpath 7

PD advised the meeting that in February it had been brought to the Council's attention that the gates across this footpath had been locked preventing access. On investigation, it was discovered that a section of this historic path had been extinguished in error from the Definitive map by the then Bullingdon Council. In addition to this the Council had been advised that Mr & Mrs Lewis of Little Thatchings had applied to the Land Registry for ownership by adverse possession. The council had raised an objection to this and had offered to have dialogue with the Lewis's but were waiting on information back from Land Registry. The council had approached OCC and, on their advice, were collecting user evidence statements to make a request through a Definitive Map Modification Order, but more recent developments indicated that OCC should be 'challenged' to reinstate the path on the Definitive Map. Anne Brewer informed councillors that she and her neighbours had evidence to the contrary and that the path had not been passable for many years before the Lewis's purchased the land adjacent to the footpath and she felt villagers were confusing it with a gap in the hedge a little further down. PD said it would be useful to have sight of her evidence and that the Council would pursue this issue as a matter of urgency.

There was a short break in the meeting for those people to leave if they wished. Will Partridge & Max Felstead remained.

2017/112 WWI Centennial Project at War Memorial

Will Partridge advised the meeting that he had a small group of people working on the plans to restore the railing around the War Memorial. Max Felstead was in charge of obtaining funding, by grants, public donations or request to the Parish Council. Ideas were coming together and designs being produced before quotes from three local blacksmiths were obtained. It was unclear if the project would need planning permission but as it was at a reduced cost if a Parish Council applied for confirmation on this, Mr Partridge asked the council to make the request and his group would put together the letter for the Clerk to process. Agreed unanimously.

2017/113 AED – Update

PD confirmed for the minutes that the AED was now installed at the St Laurence Hall and on his return from holiday Bill Ocroft would offer the option of courses to villagers, these are run by SCAS. It was reported that the cost of the 10-year support package had increased significantly to £595 since discussions began earlier in the year and Councillors were asked to approve acceptance of this increase as they had already agreed to fund this part of the installation. PE proposed authorising the additional cost, JB seconded – Agreed unanimously

2017/ 114 Correspondence – not covered by other items under other Agenda Items

Most correspondence had been circulated by email and Councillors had been given a summary OALC Newsletter – It was agreed that the F & GP Committee should consider the new Data Protection rules that come into force in May 2018 and it may be advisable to consider allocating a responsible councillor to cover. A course on Local Councils & Charities was designed for Councils with Trustee duties and therefore not relevant to us so we would not attend. OCC update on Rural Broadband – JB to take up the Broadband issue as despite several attempts to contact Stacey King, who had delivered a presentation to Council earlier in the year, she never responded so he would no longer follow that course. He expressed his opinion that as so many had signed up to Gigaclear it had inevitably side-lined us with other suppliers. There had been several requests for donations but it was agreed to continue the earlier ruling not to donate to causes that did not have a direct impact on the residents of our parish. We would continue to support the Life Caravan at the school and the Berinsfield Children's Centre.

2017/115 R.F.O. Report

Cheques for the month, listed below were signed off. Insurance renewal was due at the end of September and our 3 year contract with the current insurer has come to an end. RFO reported that she had sought three quotations before Came & Co had advised her they could have done this on our behalf. At a very late stage a fourth quotation had come in and it was considerably lower than the one recommended by Came & Co. As a respected broker in the field of local councils RFO had gone back to Came & Co and they were going to seek a better quotation from their selected insurer. RFO requested that the Council vote to give the F & GP Committee to review in full at their meeting on 19th September and sign off the cheque in accordance with their conclusion – to leave until the October meeting would leave us insured. PD proposed it was agreed unanimously. The Grass Cutting Contract between OCC and Warborough Parish Council was signed, there would be no change in the value of the grant. Bank signatories' changes to provide online access were still not complete, with EJ & KB having to resubmit their mandates and PD to contact Lloyds regarding his card. The Audit had been returned from BDO that morning and RFO would display the notice of conclusion on the notice board.

Payments

Supplier	Description	Value	Chq No	Code
EDF Energy	Greet Hall Electricity	183.29	D/D	5030
Gigaclear	Internet at Greet Hall	330.00	D/D	4320
HMRC	Tax on Salaried	112.60	ONLINE	4120
WEL Medical Ltd	AED	1,627.50	863	4520
Higgs Printing	Stationery	36.27	864	4320
	NHP Printing	358.00		6120
Colliers of Crowmarsh	Cement for Football Posts	34.20	865	6030
SODC	Dog Bin Emptying	113.03	866	6020
Wheelers Oatpoint Ltd	AED Install at St Laurence Hall	250.80	867	4520
L Raynor	Clerks Salary	XXXX	868	4110
W. Partridge	Caretakers Salary	XXXX	869	4140
Aisha Stores	Greet Hall Consumables	4.30	870	5010
Berinsfield Community Business	Grass Cutting	781.02	871	6005
Warborough PCC	Parish Magazine	250.00	872	4395
Cancelled Cheques			873 & 874	
WEL Medical Ltd	AED Support Magazine	714.00	875	4520
BDO LLP	Audit Fee	516.00	876	4340

Receipts

Received from	Description	Value	Code	Pay In No.
Greet Hall	Rent (Jo Carter)	225.00	1320	BACS
Greet Hall	Rent	320.00	1320	500085
Greet Hall	Hirings	238.00	1310	500085
Thames Water	Greet Hall Water overcharged	642.15	5020	500086
SODC	Zumba Fees	40.00	1310	BACS
Greet Hall	Rent (Short Mat Bowls)	352.00	1310	500087
Greet Hall	Hirings	138.50	1320	500087
Anonymous Donor	AED Donation	441.25	1220	500088
Car Boot Sales	Car Boot (August)	490.00	1250	500089
Greet Hall	Hirings	52.00	1320	500090
Greet Hall	Rent	208.00	1310	500090
Greet Hall	Rent	72.00	1310	BACS
Car Boot Sales	Car Boot (September)	430.00	1250	500091

2017/116 Committee Reports

Recreation, The Green & The Greet Hall

The Greet Hall - JB reported that the one applicant for the position of Caretaker/Booking Clerk had removed himself from consideration and the post would need to be re-advertised. It was agreed to advertise in a more appealing way and to include it in the Parish Magazine, Noticeboards, Community email & Website. JB to produce a notice/flyer template, which should include the salary and an end date for applications.

The Emergency Exit signs in the Greet Hall had been fitted.

Will Partridge, in his role as Caretaker advised Cllr Bradshaw that he would put together a list of maintenance work that was required and also brought to Councils attention the encroachment by Jo Carter Flowers on to the stage as a storage area. Clerk advised that the Risk Assessment being prepared by Bill Ocroft would cover this and would require the necessary action.

Pumpmaster had written to advise a service was required on the Sanibest system - Clerk to arrange a date and raise order number.

Playgrounds - JB reported that he was trying to get someone to carry out an inspection on the equipment, and with Red Monkey increasing their charges, he had been trying to find an alternative, but having found Playsafety he had been advised that in the past we had not been happy with their reports and a decision had been made in 2016 to stop using them. He would investigate other RoSPA recommended companies in our area. JB outlined his plans for integrating the two playgrounds and was considering moving to the south side of the Cricket nets. We fall short of the SODC guidelines for play areas for children. He would be suggesting at the F & GP meeting that Council made a substantial accrual for this and was looking for it to be a maximum two-year budget.

Green Parking - JB expressed his opinion that it is clearly evident that work needs to be done to protect areas of the green where parking occurs. What solution would be best was yet to be determined but again he felt an accrual should be made to fund the project that had been at discussion stage for several years and the Golpla suggestion at an estimated cost of in excess of £17,000 was clearly not an option.

Pavilion – JB feels that the Pavilion which is an integral part of our renowned village green is a disgrace having been neglected for many years with only a cursory fixing around the edges. As this was likely to be a major project he would be looking to fund this through accrual and grant funding.

Vandalism – Having considered several options for providing security cameras at the tennis/cricket nets and playground he felt the costs were prohibitive at this stage with quotes being in excess of £4500 + VAT

Infrastructure & Environment

Grass Cutting – Reporting on the meeting with BCB PE felt it had been a productive meeting with the areas of responsibility now clearly defined. If the Council were to authorise the extra cuts on the Green to enhance the overall appearance of the Green it would be in the region of an extra £900 p.a. As we are approaching the end of the grass cutting season, it was to be budgeted for and agreed when the 2018 quotation was received. It was agreed that the work around the Cricket Nets was a vast improvement and PE asked if Council would be seeking some contribution from the Cricket Club. PD felt that as this was land owned by the Parish Council they would carry the cost as they do for the tennis courts.

Tree Maintenance Plan – Referring to the comparisons he had circulated to all Councillors PE recommended to Council that we accept the quotation from Sylva Consultancy to carry out the Tree Maintenance Plan. JB proposed BP seconded – All councillors in agreement. PE to action.

Horse Chestnut on the Green – Felling and replanting with Beech. PE recommended that Council accept Coulton Tree Services quotation and if Council were happy with their work, perhaps we should consult with a view to engaging them as our preferred tree surgeon when required. There was an option to cut the stump of the Chestnut into a seat rather than grinding it out and PE would discuss this further with Coulton. The wood from the Chestnut would be cut into lengths and left for parishioners to remove. JB proposed that Coulton Tree Services be appointed to carry out the Felling & Replanting with KB seconding. All Councillors in agreement.

The condition of the other Horse Chestnuts was discussed but PE is confident that these are only affected by Leaf Miner moth, which was particularly bad this year and they were not showing any signs of canker.

BP advised that the epicormic growth on the Limes would be removed in October, which is the optimum time and he would ask the village for help via the community email and offer the cuttings to people for use as pea sticks.

Events

EJ had not had time to do an accurate costing for the Picnic table at the Play area but would look into it, but felt it was probably a project that could be carried over until the Spring.

Website & Communications

KB had nothing to report

2017/117 Any other Business

Printer – The clerk had previously advised Councillors that her personal printer that she had used since her appointment had stopped working and she needed a replacement. It was suggested that the Council would be well advised to obtain a laser printer. It was agreed unanimously, that the Council would provide a replacement printer/scanner/copier which whilst in office the clerk would use at home, with the Council provided all cartridges. At the end of the employment the printer would be returned to the Council. Clerk was authorised to obtain a new printer with a maximum cost of £250.00

November Meeting – The clerk would be unavailable for the meeting on November 1st so PD proposed holding the meeting on 8th November, he would be in Cumbria earlier on that day but expected to be back in time for the meeting. Vice to cover if this was not possible. Agreed unanimously

The meeting closed at 22.30

The next Parish Council meeting will be held on Wednesday 4th October

Signed

Name Printed

Date