

**Minutes of Meeting of Warborough Parish Council
Held on Wednesday 18th April 2018 in The Greet Memorial Hall**

DRAFT ... DRAFT ... DRAFT ... DRAFT ... DRAFT

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

Public – 7 members of the Public

2018/059 **Apologies** –Cllr Kerry Burbidge – Work Meeting – C.Cllr Lorraine Lindsay Gale

2018/060 **Declarations of interest (existence and nature) with regards to items on the agenda.** – Cllr Elder declared an interest as a neighbour for a planning application.

2018/061 **To confirm the minutes of the meeting held on 7th March 2018**

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

2018/062 **Representation from the Public**

William Oscroft advised that the Second AED had been ordered following the donation for the cost being received into the Parish Council bank account. It would be installed at Wisteria Workshops; Wharf Road & he would approach Ian Jones with a view to doing more training.

Will Partridge asked if anything had been done about the Buffer Zone between the Conservation Area and the new development on Six Acres and if the Parish Council were taking responsibility and ownership of the area. Nothing in writing had been received following the approval of the application. NHP would protect by law such an area.

2018/063 **Neighbourhood Plan** – Following the report to the Annual Parish Meeting there was nothing further to add.

2018/064 **Planning** – PE asked if Council would approve the letter to the Planning Officer in response to Carter Jonas regarding Plough Field Development. It had previously been circulated to councillors – All agreed that Clerk should send.

P18/S0503/HH – 11 Warborough Road, Shillingford – Vote to support

P18/S802/HH & LB – 8 The Green South, Warborough – Vote to support

P18/S892/HH – 8 Court Drive, Shillingford – Vote to support

2018/065 **Correspondence**

Friends of Benson Library had written requesting financial support for the library. They had calculated a figure on a pro-rata basis according to the number of Warborough residents that were members and were asking for £225. It was felt that this would become an annual request. PE proposed we send the amount, MH seconded, and it was passed. Clerk to prepare cheque for next meeting.

Invitation to RAF Benson's Annual Reception – JB to attend

Land Registry – Application by Mrs R Robinson to register a narrow strip of land alongside the allotments. Clerk had contacted Mrs Robinsons solicitor and been told that Mrs Robinson was merely registering pockets of land already in her ownership. MH to respond.

Email from WO suggesting we investigate Speedwatch training as detailed in Thames Valley Police Update – Clerk to make contact.

OALC Newsletter – Section 137 payment set at £7.86 for current financial year.

The lane off Wharf Road had been renamed and confirmed by SODC as St Johns Lane

2018/066 **R.F.O. Report**

Cheques for end of the financial had been approved and signed out of council – details below.

Cricket Club rent review – It was agreed to continue the rent at £200 per annum – Clerk to raise invoice & grass cutting contract to W&SCC

SODC have increased the cost of emptying Dog Bins by a small amount.

Accounts for 2017/2018 were currently with the Internal Auditor and RFO had an appointment for 25th April to his review. After that there will be a 30-day period where the public have the right to review.

First half of Precept had been received

On behalf of War Memorial Fund, Clerk had raised purchase orders for the railings & cleaning of the memorial.

Second AED had been ordered

Asset List, as circulated was approved and signed off

Internal Control Statement signed off.

The clerks work in getting everything in the Councils correct name and address had resulted in the Rates bills for the Greet Hall & the Pavilion having their discount removed – Clerk/RFO working on getting these discounts re-instated.

Payments

Supplier	Description	Value	Chq No	Code
Gigaclear	Broadband - Greet Hall	41.30	D/D	4320
Opus	Pavilion Electricity	16.75	D/D	6055
HMRC	Tax on Salaries	xxx	Online	4120
Erimax	NHP Legal Fees	1,800.00	948	6110
Higgs Group	Playground Survey Printing	27.70	949	6030
	Stationery	10.57		4320
Berinsfield Comm Bus	Ditch clearance	600.00	950	6075
Colliers of Crowmarsh	Greet Hall Maintenance	4.73	951	5060
	Greet Hall Consumables	31.04		5010
SODC (via Post Office)	Pavilion Rates	160.23	952	6025
Aisha Stores	Greet Hall Consumables	13.84	953	5010
Community First Oxon	Subscription	70.00	954	4360
W Oscroft	PPE fee for AED	45.00	955	4395
J Bradshaw	Key Safe - Greet Hall	318.98	956	5060
	Survey Monkey	35.00		6030
SODC	Dog Bins	113.03	957	6020
M. Phillips	Greet Hall Maintenance	181.00	958	5060
Community First Oxon	Halls Affiliation Fee	50.00	959	4360
Cancelled Cheque			960	
Will Partridge	Caretaker Salary	xxx	961	4140
	Booking Clerk Fee	45.00		4320
L Raynor	Clerks Salary	xxx	962	4110
	Clerks Expenses	112.90		4320
Externiture Ltd	Bus Shelters	9,600.00	963	6036
Groundwork UK	Reimburse Grant Surplus	2,000.00	964	4520
G F Hobbs	Verges & Allotment Hedge	456.00	965	6005/6015
Wheeler's	Pavilion/Greet Hall Maint	1,288.32	966	5060/6035
Sylva Consultancy	Tree Survey	864.00	967	6060

Receipts

From	Description	Value	Method	Code	Banking Sheet No.
Greet Hall	Hiring's	75.00	BAC's	1320	n/a
Greet Hall	Hiring's & Rent	288.00	Csh & Chq.	1310 & 1320	500104
Greet Hall	Hiring's	80.00	Cash	1320	500104

2018/067 **Clerk/RFO recruitment** – PD advised that he had been approached by one interested party and would be following that up over the next few days. MH also expressed his wish to take over the role.

2018/068 **Land & Property** – Clerk still in conversation with Slade Legal regarding the Greet Hall and registration with Land Registry.

2018/069 **Expressway** – PE informed the meeting that regardless of which route, if any, was taken the area around our villages would be at risk. There is a campaign to stop the scheme altogether and a Poster Campaign has been set up. There was some discussion regarding if and where we should put posters. It was agreed that we should show our support without overloading the village with posters. JB proposed, EJ seconded, and all were in agreement that PE would arrange for some posters to be printed with a cost of up to £200 for putting at the edges of the village, he would put out a Community email with a sample poster and if residents chose to print and display on their property they could.

2018/070 **Parking Situation at Aisha Stores – Update**

Road Markings – OCC had come back to us with a plan and costs for installing bollards outside the Aisha Stores, this would push cars further out into the road which was not ideal and in turn may well impact on the viability of the Stores/PO.

Mirror opposite Henfield View - The PCC had agreed to a mirror being put up opposite Henfield View and PD will meet with Ken Webb to discuss this further.

2018/071 **Working Group Reports**

Preservation of the Green & Parking – JB had met with Sylva Consultancy regarding the Root Impact Survey and it was agreed that a purchase order be raised for this to go ahead. Signs regarding Parking were on order.

Infrastructure & Environment – PE advised that OCC had appointed a dedicated Highways Officer for our area and he had met with him.

Fence & Culvert at the Old Kiosk -There would be no repair to the culvert head wall at the old kiosk in the near future. He felt that the owner of Jubilee cottage should be approached regarding installing a fence post on his land in order for the fence to be repaired. WP said he would look at it first as he felt he could fit a post. The pavement had been marked up and would be repaired.

Entrance to St Laurence Hall – Flooding was regularly occurring here and extending across the slip road to the Green North – OCC had been informed and would unblock.

Bus Shelters – These would now be erected on 11th May

Trees – Additional Climbing Surveys had been carried out and 4 of the 10 trees required additional work. PE recommended one of the large limes on the Green North should in the first instance, be reduced rather than fully felled. – Agreed. The tree surgeon would be working in the village over the next few weeks. SEE will carry out another survey on 19th April but indications are that some of the work required is their responsibility.

Recreation including Playgrounds – JB

Car Boot Sales – OALC/Internal auditors had confirmed the need for transparency in the administration of the Community Fund – The trustees would be approached to provide accounts.

Greet Hall Maintenance – Mike Philips had advised that he was no longer interested in the maintenance work for the Council and alternative would be sought, there are several people advertising in the Parish Magazine so JB would follow these up.

Caretaker/Booking Clerk -Clare Lennon had come forward to act and once the online booking system was in place on the new website she would take up the position.

Playground – JB gave a summary of the results of the survey which overwhelming showed the Green was the preferred site for the Playground. He presented his report on the design of the new equipment which had been chosen in line with the results of the Survey. He outlined the costs involved and proposed that the council would approve funds of approx. £5500 towards the cost of the equipment. WP seconded, all agreed. In addition, JB proposed that the Council agree to him securing additional funds from SODC & WREN to fund the remainder of the project. WP seconded, all agreed. Clerk to provide the necessary financial documents required to support the applications. In line with the results of the survey Hammer Lane playground would be closed, equipment removed, and the land returned to the landowner. JB would arrange for the survey results to be put on the Parish Website.

Events – EJ had nothing further to report on the Warborough Fayre on 16th June

Website – KB was not present but JB advised that work was progressing on the new website in relation to the menu displays and other information that could be included.

2018/052 Any other Business

MH requested that he had new keys for the Greet Hall when the changes were made – JB advised he would have access but there would not be keys.

MH advised the meeting that the Parish Magazine had made a significant loss last year and the PCC would be approaching the council for more funds.

WP brought to the Councils attention – Legionella in Public Buildings and queried if we were likely to have any issues.

PD – requested that Footpath7 be put back on the Agenda as it was important to follow this up following approval of the Six Acres development.

PD – requested that GDPR be put on next Agenda

St Lawrence House – PD shared his concerns about the pressure that SOHA were putting on the residents and the PC should support them in any way they could.

The meeting closed at 22.09

The date of the Parish Council meeting is 2nd May

Signed

Name

Dated