

**Minutes of Meeting of Warborough Parish Council  
Held on Wednesday 2<sup>nd</sup> May 2018 in The Greet Memorial Hall**

**Present** Cllr Paul Duncan – Chairman – (PD)  
Cllr Michael Herbert (MH)  
Cllr Pat Elder (PE)  
Cllr Jonnie Bradshaw (JB)  
Lynda Raynor (Clerk)

Public – 11 members of the public – Joey Colchester-Hall

2018/073 **Apologies** – Cllr Kerry Burbedge (Work) Cllr W Pattison (Away) Cllr Eliza Jones (Work)

2018/074 **Declarations of interest (existence and nature) with regards to items on the agenda.** – None

**Taken out of order** – Item **2018/085** – see minute below

2018/075 **Election of Chair**

PE proposed, JB seconded that Paul Duncan continue as Chairman for the forthcoming year – All agreed

2018/076 **Election of Vice Chair**

PD proposed, PE seconded that Michael Herbert continue as Vice Chairman – All agreed

2018/077 **Declaration of Acceptance of Office to observe the Council's Code of Practice by the elected Chair.**

PD signed the Declaration of Acceptance of Office

2018/078 **Confirmation of dates of Parish Council Meetings 2018/2019**

The dates for the coming year would remain as 1<sup>st</sup> Wednesday of the Month PD proposed – All agreed

2018/079 **To confirm the minutes of the meeting held on 18<sup>th</sup> April 2018**

**To confirm the minutes of the Annual Parish Meeting held on 18<sup>th</sup> April 2018**

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

**Standing orders suspended**

2018/080 **Representation from the Public for items not on the Agenda**

W. Oscroft informed the meeting that the second AED was planned for installation on 3<sup>rd</sup> May, he would notify the village when it was commissioned and ready for use. PD thanked WO for all his efforts in securing the two AED's.

R. Thomas had sent a written representation following SODC's publication of their Land Supply figures. He asked that the Council give it consideration. Passed to all Councillors to review.

S. Martin brought to the attention of the Council the Potholes on the Green South.

**Standing orders reinstated**

**Taken out of order** – Item **2018/088** – see minute below

2018/081 **Neighbourhood Plan** – PE reported on the Public Hearing that had taken place on 30/04/2018. The External examiner had been very thorough and had gone to consider his findings. He had explained that due to the volume of responses and the conclusions from the day he may be a little longer than usual in reporting back.

2018/082 **Planning – MH**

P18/S1148/HH – Marsh House, 7 Court Drive, Shillingford. – MH presented his report on the planning application and proposed that Council supported the application. PE seconded, and all approved.

2018/083 **Correspondence**

*Speedwatch* – Following expressing an interest in discussing this initiative with Thames Valley Police, Sue Harris has suggested a meeting. WO had left the meeting but had earlier said he would be willing to see what was involved.

PE said he was happy to represent the Council and he would contact both Sue Harris (TVP) & Mr Oscroft.

*Community Led Housing Conference* – PD requested that PE & MH look into whether they would be able to attend the conference run by CFO on 13<sup>th</sup> June.

*OCC meeting the Councils* – OCC are holding several open days around the County to meet councillors. The closet to us is at Abingdon on 6<sup>th</sup> September so there was time to decide to attend.

*OALC Newsletter* – PD noted that some of the rules around GDPR were likely to change – more later under 2018/086

*SODC* – Letter regarding Land Supply.

*Emma Hooley* – Request to loan coat stand from Greet Hall – Approved

*WASPS* – Letter from T. Bradshaw requesting a donation from Council. – Clerk to respond asking for more detail of project, cost and the amount they are looking for.

*Slade Legal* – written regarding Greet Hall registration with the Land Registry – As previously agreed Clerk to ask them to continue with this process

2018/084 **R.F.O. Report**

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

Sign off 2017/2018 Annual Return, Governance Statement & Significant Variances.

Following the Internal Auditor review of accounts, the Annual Return, Governance Statement & Significant Variances had been circulated to all Councillors & the clerk requested that Councillors vote to agree submission to the Moore & Stephens, the external examiner. JB proposed, MH seconded, and all agreed. A notice would be put on the noticeboard at the Greet Hall & Website advising the Public that they could exercise their right to view the accounts.

**Payments**

Supplier	Description	Value	Chq No	Code
EDF Energy	Electricity Greet Hall	296.00	DD	5030
HMRC	Tax on Salaries	194.00	Online	4120
Opus Energy	Pavilion Electricity	21.26	DD	6055
WEL Medical	AED No 2	2,341.50	970	4520
Cancelled Cheque			971	
W & S CC	Grass Cutting	1,000.00	972	6005
Advanced Pest Control	Rat treatment Greet Hall	72.00	973	5060
Arrow Accounting	Audit Fee	306.02	974	4340
Friends of Benson Library	Pro Rata Donation	225.00	975	4520
Joe Garnett	War Memorial Refurb	360.00	976	4520
Ray Thackrah	War Memorial Stationery	20.00	977	4320
Pat Elder	Expressway signage	68.58	978	4395
The Whitehead Plot Fund	Annual Contribution	25.00	979	4520
Lynda Raynor	Postage	8.04	980	4320
	NHP Admin	xxx	980	6130
	Clerks Salary	xxx	980	4110
Coulton Tree Services	Tree Maintenance	6,480.00	981	6060
Room Service	Greet Hall Cleaning	120.00	982	5070
From	Description	Value	Method	Code
SODC	Precept	20,000.00	BACS	1105
Anonymous	AED Donation	2,000.00	BACS	1220
Various Residents	War Mem: Donations	305.00	BACS	1220
SODC	Greet Hall Hiring's	16.00	BACS	1320
Joanna Carter Flowers	Greet Hall Rent	225.00	BACS	1310
W & S CC	Cricket Club Rent	200.00	Cheque	1225

2018/085 **Clerk/RFO recruitment** – PD advised Councillors that he & MH had interviewed M Colchester-Hall (Joey) for the role of Parish Clerk and that they recommended to the Council that they approve his appointment. All agreed. Joey was invited to sit by the Clerk to observe the meeting.

2018/086 **GDPR** – PD informed Councillors that it was unlikely that a dedicated person was required for Data Protection Officer. He was personally involved with the legislation through his work and Joey had been involved at the Pre-School so whilst it was still 'work in progress' there would be email communication before the enforcement date of 25<sup>th</sup> May 2018.

2018/087 **Benches & other items investigated by MH** – PD had asked MH to look at some issues regarding benches and odd areas of land that needed attention and to report back to the meeting. MH suggested that the two metal benches on the north side be removed from their concrete fittings and taken to the Forge for estimate on work required. He further suggested that they should not be refitted onto concrete, but metal spikes used to secure the benches. Gilbert Hobbs had estimated a cost of £400 for removal of benches and concrete. MH proposed, JB seconded – All agreed

**Potholes on the Green South** – Again MH had discussed with G Hobbs who had given a figure of £400 – 500 to repair the potholes in the Diagonal, following Sarah Martin's request earlier in the evening regarding the area in front of the Manor it was proposed by MH, JB seconded to carry out repairs with a cap of £2000. All agreed

**Festival Store** – Clear area around the Store – it appeared to be a larger area than was originally indicated so MH was unsure of the work required. PD said he & JB would take a second look.

**Allotments** – Some allotments were very overgrown with brambles, but it was unclear exactly how many as it was thought that only two plots were currently vacant, but he thought there were more than that which were overgrown. MH to contact Colin McClarty to determine the number unallocated.

2018/088 **Whitehead Plot** – Mrs Martin had contacted the council regarding the Whitehead Plot following the fence being destroyed during the gales in the winter. MH proposed, JB seconded to overrule a previous decision to not discuss

the Whitehead Plot. All agreed, and discussion continued. Mrs Martin suggested that the plot be fenced on all sides, perhaps with a metal railing style like the Green North side and that a new gate be installed on the South side too. She would like to see it a dog free zone, perhaps with the bench reinstated and the area to become part of the Green North wildflower project. She thought that if the second gate was installed Mr M Collins of Nellies Cottage may contribute to the cost and she also hoped that Mrs Anderson, a Whitehead family member may make some contribution. MH to take on this project and discuss with Mr M Collins.

**2018/089 Footpath7** – PD informed the meeting that following the approval of Six Acres development the path was an important connection to the village and should be opened to the public once more. OCC had a huge backlog regarding the definitive map and he felt that legal advice should be sought.

**2018/090 Parking Situation at Aisha Stores – Update**

*Mirror opposite Henfield View* – PD had yet to meet with Ken Webb regarding the siting of the mirror. MH offered to meet with Mr Webb. Parking arrangements outside Aisha Stores were once more discussed, explaining to LLG that the OCC quotation had been received and it had proved to be too expensive for Council to cover. Painting only was discussed and PD to forward information to LLG. As this was a sensitive subject involving parishioner, Aisha Stores, the PCC & OCC it was felt that much would be gained by getting everyone together for a meeting.

**2018/091 Working Group Reports**

**Confirm Councillors to be responsible for tasks 2018/2019** – Responsibilities were discussed, it was agreed this would largely remain the same with JB being added to Website & Communication whilst the new website is built. The Greet Hall to be removed from Recreation and MH to take responsibility once more. Clerk to circulate new version.

**Green Parking** JB expected the report Sylva Consultancy regarding the Root Impact Survey in time to make a detailed presentation regarding the options open at the June meeting. Signs regarding Parking were on order.

**Infrastructure & Environment** – PE advised that Coulton Tree Services had done extensive work throughout the village and would be returning in June to complete the 6-month work. The climbing & resistograph testing had resulted in a further £1225 work which could be covered under the budgeted figure and he would go back to SODC for approval to carry out work. He had some concerns about Southern Electrics policy on trees, as they appeared to recommend felling more trees than SODC would advise. SSE had requested a site visit and he would report back. MH asked if dead trees could be retained for wildlife. PE to discuss with Sylva should the situation arise in the future.

**Entrance to St Laurence Hall** – OCC had tried to unblock but the area flooded again, and the next option was to carry out a camera survey, but it was likely than the drains were damaged. OCC responsibility

**Expressway** – PE advised that recent communication indicated that regardless of which route was chosen, Warborough would be impacted. There is another meeting in the next few weeks and he would continue to report back. In the meantime, he would put up the posters on the village approaches.

**Recreation including Playgrounds – JB**

**Fair on Green** – JB had walked & driven on the green and felt that as long as Lendrums were careful there was no reason to cancel their planned visit.

**Car Boot Sales** – Following a meeting with Ken Webb, and advice from Auditor & OALC regarding formalising the arrangements for the Car Boot Sales and the Community Fund, JB had circulated an agreement & letter to all Councillors. After a brief discussion regarding liability JB to amend letter and forward to Clerk, who will send to Mr Webb on behalf of the Council

**Greet Hall** – JB reported that things were progressing with caretaker, booking clerk and associated requirements regarding locks etc. Ginny Duffield of Room Service had approved an agreement for her working conditions and it would be kept on file.

**Playground** – SODC had been very firm about requiring proof of ownership of the green before we could apply for the grant and work was now in hand to get this concluded with Withy King and the Land Registry although it would mean we would miss the first tranche of grants. MH had visited Ronald Peet of Withy King and it was estimated that this work would take approximately three months and cost between £1500 & £3000. MH proposed Council should instruct Withy King to proceed, JB seconded and all agreed. JB requested that it was made very clear that this was a matter of some urgency. He would go ahead with the application to Wren. The working group had met with the preferred supplier of the playground equipment and a detailed plan would now be presented by them.

**Strimmer** – PD advised that this is now stored in the Festival Store and he wanted to offer it to Allotment holders for occasional use. MH felt Helmet, ear defenders & safety goggles should be purchased. There would be a need for a disclaimer and arrangements made regarding petrol etc.

**Events** – The filming on 22<sup>nd</sup> May was discussed and PD would check with EJ regarding arrangements for the removal of cars from the filming area.

**Website** – Construction of the new website continues and should be available in approximately a month.

**2018/092 Any other Business**

**Land Registry** – MH was still looking into the situation regarding Rebekah Robinsons claim to land alongside the allotments.

PD advised Clerk of items he wanted to be included as regular Agenda items for the foreseeable future – Footpath7. Benches, Whitehead Plot, GDPR & Expressway.

The meeting closed at 21.40

The date of the Parish Council meeting is Wednesday 6<sup>th</sup> June 2018 at 7.30 pm in the Greet Memorial Hall

Signed .....

Name .....

Dated .....