

**Minutes of Meeting of Warborough Parish Council
Held on Wednesday 4th July 2018 in The Greet Memorial Hall**

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Present Cllr Paul Duncan – Chairman – (PD)
Cllr Michael Herbert (MH)
Cllr Bill Pattison (BP)
Cllr Jonnie Bradshaw (JB)
Cllr Eliza Jones (EJ)
Joey Colchester-Hall (Clerk)

Public – 5 members of the public

2018/112 **Apologies** – Cllr Kerry Burbedge (Work) Cllr P Elder (Away)

2018/113 **Declarations of interest (existence and nature) with regards to items on the agenda.** – None

2018/114 **To confirm the minutes of the meeting held on 6th June 2018**

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

2018/115 **Representation from the Public for items not on the Agenda
Standing Orders Reinstated**

2018/116 **County Councillor's Report**

Apologies from L. Lindsay Gale for being unable to attend the meeting. The County Councillor's Report not received prior to the meeting. The report to be displayed on website once received.

2018/117 **District Councillor's Report**

The newly elected District Councillor, Sue Cooper, attended the meeting. S. Cooper introduced herself along with a background as well as her aims as district councillor. S. Cooper informed the meeting that she would find out which committee she sits on at a meeting on 19th July 2018. S. Cooper to write in Parish magazine to introduce herself to wider audience. PD congratulates her on her new position and extends invites to future Agenda Meetings.

2018/118 **Neighbourhood Plan** – Laurie Kosobucki thanked clerk for displaying the examiner's report. L. Kosobucki summarised the examiner's report for the councillors and informed them that there is a 5-week window, starting from 25th June 2016, for SODC to make their decision. L. Kosobucki informed the councillors of her personal understanding that there are 56 days before a decision to make a referendum with an end target date of 28th November 2018. L. Kosobucki asked councillors to review the document on behaviour during the referendum. PD addressed councillors and explained that there is no position for the Parish Council to take on the referendum and no resources are to be used. PD thanked L. Kosobucki for her work towards the neighbourhood plan.

2018/119 **Planning –**

P18/S1659/HH – 1 Green Lane, Warborough – MH proposed no objections to this application. BP seconded, majority vote. Parish Council has no objections to this application.

P18/S1834/HH – 16 Hammer Lane, Warborough – PD proposed no objections to this application. Majority vote. Parish Council has no objections to this application.

P18/S2004/DIS – Old Farmhouse 26 Henley Road - PD asked L. Raynor, ex-clerk to Warborough Parish Council, regarding the type of application. L. Raynor informed councillors that no action is required from Parish Council. PD to speak to PE regarding application. No further action required from Parish Council.

MH raised further planning items. MH informed the councillors that temporary car port made of wooden panels to be approved has been turned down. MH proposed he drafts a response to planning officer, to go via the clerk, regarding this application to find out why it was turned down. PD suggested MH investigate the report prior to sending response.

PD reported of PE's supporting document regarding the applications. PE completed OALC CIL survey on behalf of Warborough Parish Council. PE believes that there may be CIL payment due on 4 Henley Road. PE discussed with SODC and PD informed the meeting that the houses are on the market for public sale and therefore liable to CIL. SODC will take no action until sale is registered whereupon it will demand the CIL payment and remit the Warborough Parish Council's share.

2018/120 **Car Boot Sales**

EJ reported that she has written to St Laurence School and they have replied that they have referred it to the PFA. PD informed the meeting that the Parish Council are working on reinstating the car boot sales. JB suggested that the Parish Council speak to Warborough & Shillingford Preschool into their involvement of the car boot sales. EJ & PD agreed.

2018/121 **Correspondence**

Wallingford police newsletter. Councillors agreed to keep receiving newsletters via the clerk.

Response from CFO about Legionnaires Disease previously raised by Bill Pattison – Clerk to forward emails again.

House name change on The Green South – The Rickyard to The Walled Garden. - Meeting informed.

Thames Water Works on New Road – Starting 3rd 1 July 2018 for approximately 4 Weeks. Mon-Fri 7:30am to 5pm

and Saturdays 8am to 2pm. – Meeting informed.

2018/122 R.F.O. Report –

Cheques for the month were signed off, details below.

Arrangements for collection for fees from Regular Users of The Greet Hall was discussed. The Clerk informed councillors of information of regular users being outdated or non-existent and suggested review of these details. JB to speak to regular users and request information be updated.

Clerk suggests extending internet into Clerks office in The Greet Hall. PD proposes budget of £200 for wifi extenders. All supported.

RFO informed councillors that water readings estimated again due to no water readings received. JB to get readings prior to next due date.

Payments

| Supplier | Description of Goods | Value | Chq No | Code |
|-----------------------|----------------------|----------|--------|------|
| Opus Energy | Pavilion Electricity | 28.94 | D/D | 6055 |
| Berinsfield Comm Buss | Grass Cutting | 757.20 | 995 | 6005 |
| Castle Water | Greet Hall Water | 9.97 | 996 | 5020 |
| Sylva Consultancy | Tree Survey | 660.00 | 997 | 6040 |
| Coulton Tree Services | Tree Maintenance | 720.00 | 998 | 6060 |
| Coulton Tree Services | Tree Maintenance | 1,470.00 | 998 | 6060 |
| J Bradshaw | Swing | 72.34 | 999 | 6030 |
| E Jones | Fayre Reimbursement | 90.00 | 1000 | 4520 |
| A Duncan | Fayre Reimbursement | 40.02 | 1001 | 4520 |
| Warborough PCC | Donation from Fayre | 300.00 | 1002 | 4520 |
| W & S Preschool | Donation from Fayre | 305.00 | 1003 | 4520 |
| Roke & Benson Band | Warb Feast Service | 150.00 | 1004 | 4420 |
| Lynda Raynor | Clerk Salary | **** | 1005 | 4110 |
| Joey Hall | Clerk Salary | **** | 1006 | 4110 |
| Joey Hall | Clerk Expenses | 27.09 | 1006 | 4320 |
| HMRC | Tax on Salaries | **** | Online | 4120 |
| Room Service | Cleaning | 120.00 | 1007 | 5070 |

Receipts

| From | Description | Value | Method | Code | Banking Sheet No. |
|-----------------------|-----------------------|--------|--------|------|-------------------|
| R. Rampton | War Memorial Donation | 100.00 | CHQS | 1220 | 500112 |
| J. Harwell | War Memorial Donation | 250.00 | CHQS | 1220 | 500112 |
| Oxford County Council | Grass Cutting | 630.36 | CHQS | 1220 | 500113 |
| War Memorial Group | War Memorial Donation | 135.00 | CHQS | 1220 | 500113 |
| War Memorial Group | War Memorial Donation | 90.00 | CASH | 1220 | 500113 |
| Warborough Fayre | Proceeds | 595.00 | CASH | 1230 | 500113 |
| Warborough Fayre | Proceeds | 110.00 | CHQS | 1230 | 500113 |
| OCC LLG Grant | Grant | 750.00 | BACS | 1220 | n/a |
| L Woodward | Greet Hall Rent | 256.00 | BACS | 1310 | n/a |

| | | | | | |
|------------------------|-----------------|--------|------|------|-----|
| Felstead | Grant | 100.00 | BACS | 1220 | n/a |
| Kosobucki/Ing Chambers | Greet Hall Rent | 80.00 | BACS | 1310 | n/a |
| Toland Brown | Grant | 100.00 | BACS | 1220 | n/a |
| A. Jenkins | Greet Hall Rent | 64.00 | BACS | 1310 | n/a |

2018/123 Land Registry – Greet Hall & The Green

The Green Registration – MH reported that Mr R. Peet is carrying out the work to continue the registration of The Greet Hall. PD proposed further action for MH is to focus the registration of The Green. JB reiterated the need to register the green as soon as possible to meet the Tranche 2 funding deadline.

The Greet Hall Registration – Solicitor to complete registration documents with assistance from the clerk. Application to be sent this month.

Mrs R Robinsons application to register land alongside allotments – PD reported on application from Mrs Robinson to register ditch bordering allotments via the Land Registry. MH reported there is some uncertainty on ownership as ditch lies on boundary between allotment land and Mrs Robinson's land. PD to take action to write to Land Registry and Mrs Robinson to understand where the exact boundary lies. The Parish council has concerns as this ditch helps to drain water from the allotments

2018/124 Expressway – PD reported from notes by PE in his absence. The Expressway Action Group has no further information to report on from the last meeting. PD reported that Highways England is still scheduled to publish its findings in July/August.

2018/125 Benches – MH reported that work to start next week on diagonal road, Scalping's. To follow this work in front of the manor house it to be completed. MH informed the councillors that the concrete to be lifted from benches and therefore detaching the bench for work. MH informed the councillors that the work is due to be completed by mid-July.

2018/126 Whitehead Plot – MH reported on the progress made with Whitehead Plot. PD suggested that he take on whitehead plot allowing MH to focus on other tasks. PD to take on Whitehead Plot.

2018/127 Footpath7 – PD reported that he has instructed Slade Legal to continue work on Footpath 7 along with writing to OCC.

2018/128 Parking Situation at Aisha Stores – Update

Mirror opposite Henfield View – PD informed that meeting that OCC do not allow mirrors and therefore the mirror is not an option. PD reported that the OCC proposal of bollards to protect the pedestrians costing of £7000-£8000 that bollards stretch from shop corner, Henfield road, to the crossing. L. Kosobucki suggested that the bollards reflect the aesthetic of the village. M. Watkins commented on the mirror on PCC land and informed the councillors that the PCC is not stopping the placement of the mirror, but it is Highway's England who are responsible. M. Watkins informed the councillors of PCC's view is that they take note of statement made in May Meeting and informed councillors that the PCs correspondence had not reached the PCC. M. Watkins informed Councillors of the correct person to contact.

2018/129 Working Group Reports

Green Parking – JB reported on the work proposed by contractors and that he has everything needed to put through an application. JB informed councillors that the signs have arrived and completed on The Green. JB proposed the purchase of post crete to complete work and work to be finished once weather permits.

Infrastructure & Environment

Trees – PD informed the meeting on PE's report in his absence. The final tree maintenance work has been completed and therefore no further work by Warborough Parish Council anticipated until 2019. Plans for tree work by SSE have not yet been received. PE chased OCC and reports that the vegetation on footpath along A329 from Shillingford roundabout to Court Drive has been cut back and hedge has been trimmed.

Drain at St Laurence Hall – PD informed the meeting on PE's report in his absence. The report found fat in drains at St. Laurence Hall. PE spoke to K. Webb regarding work to go ahead and PD suggested to coordinate work with PCC so that any work done by PCC is not damaged.

Speed watch – PD reported that meeting with PCSO is rescheduled to be on 12th July. PE to report back next meeting.

Recreation including Playgrounds – JB reported that the swing has been replaced. He informed there is little movement on the playground application. Next point is to find out whether OCC have any funds left from Tranche 1. JB reported that drain pipe on pavilion at the rear has a leak and needs fixing. JB proposed sourcing contractors to fix the pipe. PD seconded.

Greet Hall – JB reported that the booking part of website is near completion with a completion date within the next few weeks. JB to report back on this new booking system once in place, target date of September, when booking clerk is back.

Events – EJ reported fete was a success. She informed councillors that we had spent under the budget and raise £705 total with £305 for Warborough & Shillingford Preschool, £300 to St Laurence Hall and £100 to War Memorial.

Website & Communication – JB reported that PC₃ are waiting on contribution of PCC and that archive is the last

parts before releasing the website live. Estimated date, minus the archive, of suggestion ready to be live within next couple of weeks. JB informed the meeting that the new website and the old website to be running in tandem so there is continuity of PC information. L Kosobucki asked JB to confirm that information sent is on both. PD confirms new site will have clear links to the old site for ease of access. PD informed the meeting that the website has been down and is in process of being brought back online. JB suggests further email addresses created regarding cloud server storage. M. Watkins reported that page for PCC has been drafted and that he is to speak to JB regarding the Church page.

2018/130 **Any other Business –**

BP asked for it to be minuted that he is Chairman for Benson Parish Council.

The meeting closed at 21.07

The date of the Parish Council meeting is Wednesday 5th September 2018 at 7.30 pm in the Greet Memorial Hall

Signed

Name

Dated