

**Minutes of Meeting of Warborough Parish Council  
Held on Wednesday 7<sup>th</sup> November 2018 in The Greet Memorial Hall**

**DRAFT – DRAFT - DRAFT**

**Present** Cllr Paul Duncan (PD) Chair  
Cllr Michael Herbert (MH)  
Cllr Jonnie Bradshaw (JB)  
Cllr Pat Elder (PE)  
Cllr Eliza Jones  
Lynda Raynor (Acting Clerk)

Public – 7 members of the public

2018/177 **Apologies** – Lorraine Lindsay Gale (OCC) Cllr Bill Pattison (would be late due to another meeting)

2018/178 **Declarations of interest (existence and nature) with regards to items on the agenda.** – None

2018/179 **To confirm the minutes of the meeting held on 3<sup>rd</sup> October 2018**

Minutes had previously been circulated to all Councillors prior to approval at meeting. Proposed by PD, approved by all Councillors and signed by PD as a true record.

**Standing orders suspended**

2018/180 **Representation from the Public for items not on the Agenda**

There were no representations from the Public

**Standing Orders Reinstated**

2018/181 **County Councillor's Report**

In LLG absence PD reported that the report would be displayed on website & published in Parish Magazine

2018/182 **District Councillor's Report**

No attendance – a written report had been received from Felix Bloomfield

2018/183 **Neighbourhood Plan –**

The meeting was informed that the referendum, held on October 4th had recorded 90.6% of those who voted were in favour of adopting the Neighbourhood Plan. The turnout of 63% (almost double the national average and one of the highest in the county), is a marvellous achievement. The plan was formally adopted by SODC on October 11<sup>th</sup> and our local planning policies are now the starting point for making planning decisions according to planning law. Development can now be community-led rather than developer-led, and we have an opportunity to safeguard and enhance our lovely villages. Bound copies of the entire plan would be produced for the Parish Council to hold on file for reference in the future. PE would arrange a tutorial meeting between the NHPSG and the Council, as it was imperative that the Council was fully aware that the plan should be adhered to in full as it was not just related to planning.

2018/184 **Planning**

There were no planning applications to be considered this month, but there was some discussion regarding Six Acres. PE advised meeting that he was in touch with Jolande Bowater of Rectory Homes and would be meeting with her on Wednesday 14<sup>th</sup> November to discuss progress. He would also be seeking assurance that the design features were being incorporated in the build.

2018/185 **Correspondence**

Email from Teula Bradshaw requesting that the leaves be cleared from the Thame Road footpath as it was making the path very slippery. PD to seek clarification of whether PC is responsible for this.

Email request from Catherine Sinkinson asking that Council consider paying a small fee to the man who has been mowing the grass around the war memorial. Probably costs to be sought and considered at next meeting.

Letters seeking donations had been received from Citizens Advice & Wallingford Volunteers Centre. It was agreed that no donation would be given – Clerk to respond.

OALC Newsletter – Councillors had not had time to consider this but Clerk pointed out the timetable for the May 2019 elections were in it along with dates for some of the Courses run by OALCC

2018/186 **R.F.O. Report**

MH proposed that it be recorded that L Raynor was acting clerk/RFO until a replacement was found and proposed that she be officially re-appointed for the period JB seconded – All approved.

Cheques listed below were approved and signed

Some regular users of the Greet Hall had made no payment since 31<sup>st</sup> March – Clerk to contact and confirm previous request to pay by BAC's

RFO to raise an invoice to Mr Cook for cutting back hedge alongside Thame Road footpath.

The fee charged for Parish Magazine was discussed. Mike Powell, Treasurer of the PCC outlined the reasons for the increase and informed the meeting that he was confident that this large increase would not be a regular occurrence. It was agreed to pay the increased fee. Clerk advised meeting that the Budget review along with the review of the Standing Orders and Financial Regulations was overdue and required immediate action in order to be able to set the Precept for the next financial year. A meeting of the F & FP Working group would be arranged for the coming week.

#### Payments

Supplier	Description of Goods	Value	Chq No	Code
JKE Web Design	Website	375.00	1035	4395
Royal British Legion	Poppy Wreath	50.00	1036	4520
Colliers	Post mix	27.36	1037	6040
SODC	Dog Bin Emptying	117.86	1038	6020
Chris Tilley	War Memorial Flags	32.58	1039	4520
Room Service	Greet Hall Cleaning	285.00	1040	5070
Joe Garnett	War Memorial Poppies	34.45	1041	4520
BCB	Grass Cutting	1,899.00	1042	6005
Galleon Supplies	Greet Hall Consumables	84.90	1043	5010
Joey Hall	Clerks Salary	350.88	1044	4110
Mark Findlay	War Memorial Turf	****	1046	4520
Purely Plants	War Memorial Flowers	52.50	1047	4520
Opus Energy	Pavilion Electricity	27.06	D/D	6055
Gigaclear	Internet	41.30	D/D	4320
Slade Legal	Land Registry (GH)	1,437.00	ONLINE	4800
HMRC	Tax	*****	ONLINE	4120

#### Receipts

From	Description	Value	Method	Code	Banking Sheet No.
Short Mat Bowls	Greet Hall Rent	240.00	Chq No	1310	500118
Anna Jenkins	Greet Hall Rent	96.00	BACS	1310	n/a
Joanna Carter	Greet Hall Rent	225.00	BACS	1310	n/a
Colin McLarty	Allotments	420.00	Chq & Cash	1230	n/a
Women's Institute	Greet Hall Rent	48.00	BACS	1320	500119

#### 2018/187 Casual Vacancy

PD advised the meeting that one candidate, Andrew Stinchcombe Gillies had withdrawn his application, therefore there were now two applicants – Nicola Maytum & Colin McLarty. Nicola Maytum then withdrew her application and Colin McLarty proceeded to introduce himself and gave a resume of himself and what he felt he could bring to the work of the Council. A vote was proposed by PD with all Councillors voting in favour. Mr McLarty will attend the December meeting as a co-opted member.

#### 2018/188 Land Registry – Greet Hall & The Green

**The Green Registration** – MH informed the meeting that registration of the Green had been completed although there was still the issue with the caution registered caution by the owner of Bay Tree Cottage on the Green South. MH has, so far been unable to make contact but would continue and offer rights of access to the Property.

**The Greet Hall Registration** – Slade Legal had confirmed that the Greet Hall was fully registered at the Land Registry on 24<sup>th</sup> October in the name of Warborough Parish Council. A copy of the title had been received.

#### 2018/189 Expressway – After a lengthy discussion it was felt that the Council did not have the time and manpower resources to get too involved with the EAG campaign. PE felt it probably required a sub group similar to the NHP Group if it was felt that the village should get actively involved. PE to draft a response to EAG group.

#### 2018/190 Whitehead Plot – BP reported that he had met with the owner of Nelly's Cottage and the trustees of the Whitehead Plot who had agreed on a hedge being planted on the boundary which the trustees would pay for. The hedge had been ordered and would be planted soon.

- 2018/191 **Footpath7** – A letter had been received from Slade Legal confirming that the time scale for reinstating the footpath was going to be long and that if Council felt that was a threat to the footpath, they should make a formal request to OCC to expediate the matter. PD to respond
- 2018/192 **Speedwatch** – PE had missed last month’s deadline for an entry in the Parish Magazine but a request for volunteers would be published in the next issue and the response received would determine whether we could get involved further.
- 2018/193 **Clerk Office Desk Rental** - Joanna Carter Flowers had approached the previous clerk with a view to having access to the Office/Desk. It was felt that this would be acceptable as long as the confidential records of the Parish Council could be made secure. The internet connection does not at present extend to the office but Joanna had offered to cover the costs of a second receiver. F & GP Group to consider the additional fee to be charged.

2018/194 **Working Group Reports**

**Green Preservation** – JB reported the application had been submitted to SODC. Green Art, the preferred contractor, had requested a 10% deposit but it was agreed that until the Application had been approved no action on this would be taken. The cost, approximately £16k would be incorporated into next years budget. There was likely to be a 2-3-month lead time for the work to be carried out following the application being agreed by SODC.

**Infrastructure & Environment**

**Culvert near St Laurence Hall** – Work to be carried out on 8<sup>th</sup> November

**Culvert & fence adjacent to telephone box** - PE reported that the new post had been installed before OCC had carried out the repair to the Culvert.

**Recreation including Playgrounds** – JB reported that application to SODC was complete except for copy of audited accounts – Clerk to supply.

**Allotments** – Colin McLarty advised that there was to be a meeting of allotment holders in the Greet Hall with a view to forming an allotment committee.

**Greet Hall** - JB to replace smoke alarm battery. JB reported that there had been a leak from the water heater in the kitchen which had caused some damage to the cupboard below. He had contacted Wheelers but would have to chase them up as it did not appear that they had carried out any work. A handyman, recommended by BP would be approached to carry out the repair to the cupboard along with some other outstanding work not completed by M Phillips.

The online booking system would be live this week & JB would then meet with Clare Lennon who has offered to be booking clerk. Additional keys would be required.

**Events** – EJ had nothing to report.

**Website & Communication** – JB informed the meeting that the new website would go live this week. He suggested that the Council would need to make a decision about email addresses & file storage.

PD to do the entry for the Parish Magazine. that the website is ready to go however it is pending on SODC’s plan for publicising for the neighbourhood plan information regarding the vote decision with aims to launch before next parish council meeting. Neighbourhood plan result to be sent to parish magazine.

**Events** – No events.

2018/195 **Any other Business** –

Clerk/RFO Vacancy - BP reported that one application had been received and that he & MH would conduct a formal interview on 19<sup>th</sup> November. PD thanked BP for his assistance in this process.

MH requested that the annual payment to PAGE be made as they had recently incurred significant expense and were low on funds. Clerk to look into.

The meeting closed at 21.20

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

Signed .....

Name .....

Dated .....

