

**Minutes of Meeting of Warborough Parish Council
Held on Wednesday 8th May 2019 in The Greet Memorial Hall**

- Present** Cllr Paul Duncan (PD) Outgoing Chair
Cllr William Pattison (WP) New Chair
Cllr Jonnie Bradshaw (JB) New Vice Chair
Cllr Michael Herbert (MH)
Cllr Mieke McLarty (MM)
Cllr Rick Keene (RK)
Cllr Nigel Conie (NC)
Bryony Ringsell (Clerk)
Lorraine Lindsay-Gale (CC)
- 10 Members of the public
- 2019/096 **Apologies**
Cllr Nick Brown and D. Cllr Sue Cooper
- 2019/097 **Declarations of interest (existence and nature) with regards to items on the agenda.**
None
- 2019/098 **Election of Chair**
PD asked councillors for nomination of a new Chair, JB proposed WP, seconded by RK and all other councillors in favour
- 2019/099 **Election of Vice Chair**
Councillors were then asked for nominations of a vice chair, RK proposed JB, seconded by MM and all other councillors in favour
- 2019/100 **Declarations of Acceptance of Office to observe the Council's Code of Practice**
Signed
WP then proposed a vote of thanks to PD for his service and work over the last 4 years. All councillors in favour.
- 2019/101 **Dates of Parish Council Meetings 2019/2020**
Meetings to be held on the first Wednesday of every month except August where there is no meeting. Date to be varied on individual circumstances where necessary.
- 2019/102 **To confirm the minutes of the Ordinary Parish meeting held on 3rd April 2019**
Minutes had previously been circulated to all Councillors prior to approval at meeting. JB, WP and MH were the only councillors present at the last meeting but all three confirmed their accuracy, signed by WP. Minutes from Annual Parish Meeting on 3rd April to be signed at next meeting.
Standing Orders Suspended
- 2019/103 **Representation from the Public for items not on the Agenda**
Mr Oscrift explained that work is underway to clear the debris around footpath 17
A member of the Public asked for reassurance from the council that they would remember the Shillingford area of the Parish during meetings and through their work as only one councillor out of seven is from that area of the parish.
A further member of the public asked what the situation was with the derelict house on Henley Road. It was explained that the owner has until 9th June to make reparations under a legal order. Clerk to email SC to ask what happens if this is not done.
Standing Orders Reinstated (proposed by JB, seconded by WP and all other councillors in favour)
- 2019/104 **County Councillor's Report**
Report sent by LLG by email and was circulated to all councillors before the meeting. LLG was present and gave her report to parishioners. She highlighted that there will be recycling centre closures on days throughout May (23rd and 24th for Oakley Wood) to allow for deep cleaning and maintenance. She also explained that 93% of applicants received their first choice of primary school places and that Henley will be the starting point for a major women's cycling race on 12th June.
- 2019/105 **District Councillor's Report**
No report received and SC not present at the meeting
- 2019/106 **Planning**
P19/S0921/FUL – 1 Plough Close – Report given by Pat Elder stated there were many concerns with the application including that it contravenes policies H and VC in the neighbourhood plan, it is out of character with the rest of the village, it is very close to the adjoining property and the safety of access and parking are both inadequate. WP also explained that he believed there may be a contamination risk from a previously removed oil tank. This concern was notified to the SODC planning officer handling the application. WP proposed that council registered an 'Objection' verdict to this proposal. All other councillors in favour.

P19/S1323/HH – 209 Thame Road – Report given by Pat Elder, in which he did not note any issues with the proposed plans. WP proposed council registered a 'No Objections' verdict, all other councillors in favour.

2019/107 Six Acres and S106 Consultation

It was explained that the S.106 process was very nearly complete and that once the solicitor has confirmed the accuracy of the legal wording in the document the council should be in a position to agree the next draft. JB asked whether the council will be in control over who uses the car park and it was explained that this is something the council may have to consider as it would be up to them to police the parking.

A member of the public then asked if it was possible to see a map of the site, Pat will take advice on whether this is acceptable and if so will send to the clerk to bring to the next meeting. It was also asked whether the council could ringfence the £34,000 commuted sum for the amenity open space for maintenance, this will be discussed at a further meeting but councillors were keen that this should happen. WP asked Pat Elder if he was willing to continue dealing with the S.106 agreement until its' completion which he was.

2019/108 Correspondence – not covered under other Agenda items

- Rural network bulletins – no comments
- NALC newsletters – no comments
- OALC newsletters – no comments
- Police and Crime bulletin – no comments
- Ordnance Survey newsletter – no comments
- Spring Burglary Campaign – no comments
- Neighbourhood Policing Update – no comments
- SODC newsletter – no comments
- Sandra Roe and George Duckwork re speeding in the village – Speedwatch volunteers have now been trained on using the equipment and have identified areas to deploy it. They are awaiting dates that they can have the kit to allow them to conduct Speedwatch through the village
- Memorial bench, Caroline Fezzey – Pat Elder will clear the area for now and PC to look in to ownership of the bench to decide on future maintenance.
- Acknowledgement of complaint – P18/S2664/FUL. No reply received from SODC by the promised date of 22nd April, clerk to chase
- Thames Water – planned maintenance on 13th May – no action as all parishioners should have had a letter
- Footbridge over ditch on Thame Road – Council will get a quote to replace the bridge but currently do not have funds to do so. Will be considered once CIL payments come in.

2019/109 R.F.O Report

Cheques for the month were approved and signed as below.

WP proposed that he signs the AGAR and Significant Variances forms, JB and MH in favour, MM, RK and NC abstained due to not having been councillors at the time in question.

New signatory to be decided at next meeting, all new councillors happy to do it.

Payments

Supplier	Description of Goods	Value	Chq No	Code
Lynda Raynor	Clerk Training	£140	1114	4110
Community First Oxfordshire	Village Hall Affiliation	£50	1115	4360
EJH Legal	S.106 Legal Advice	£504	1116	4800
Castle Water	Greet Hall Water	£121.80	1117	5020
Room Service	Greet Hall Cleaning	£150	1118	5070
The Landscape Group Oxford	Grass Cutting	£310.50	1119	6005
Bryony Ringsell	Clerks Salary	Xxx	1120	4110
Gigaclear	Internet	£41.30	D/D	4320
Opus	Pavilion Electric	£10.47	D/D	6055
Colin Mclarty	Reimbursement- Allotment tap	£22.82	1106	6015
Bryony Ringsell	Clerks Salary	£xxxx	1107	4110
	Stamps (reclaim)	£16.80	1121	4320
G F Hobbs	Hedge Trimming	£456	1122	6075
		Total		
		£2142.53		

Receipts

From	Description of Goods	Value	Method	Code
Short Mat Bowls	Greet Hall Rent	£336	Cheque (500127)	1310
Adrienne Real	Greet Hall Rent	£24	Cheque (500127)	1310
Joanna Carter	Greet Hall Rent	£225	BACS	1310
A Lubbock	Greet Hall Rent	£225	BACS	1310
J Knapp	Greet Hall Rent	£368	BACS	1310
South Oxfordshire NA	Playground Grant	£12,500	BACS	1220
SODC	Precept	£25,000	BACS	1105
PayPal	Greet Hall Hiring's	£55.83	BACS	1320
		Total £38,700.83		

2019/110 Capital Projects

Copy to be put in ring binder in St Lawrence Hall. All councillors to read Capital Projects documents to be discussed at the next meeting

2019/111 Expressway

Nothing to report, no meetings since last meeting

2019/112 Parking outside Aisha Stores

PC have no power to do anything but will raise again with OCC. Suggested that this becomes a responsibility under 'infrastructure and environment' going forward. WP to check where curtilage is as signs etc are put outside.

2019/113 Working Group Reports

List of tasks to be circulated to all councillors and to be put on the next agenda for allocation.

Preservation of the Green & Parking – Clerk to issue PO to Midland Survey LTD for topographical survey
Infrastructure & Environment – Mr Oscroft asked whether the council had appointed a successor to BCB and asked whether they would deal with footpath 6. Decided that Mr Oscroft would deal for the time being. Clerk to chase Sylva to see if tree survey has been carried out.

Recreation – Work on the playground is to start on Monday 13th May. WP asked if we would be doing an official opening for the playground and it was agreed that this was a good idea and would be discussed. A discussion then took place on what would happen to the Hammer Lane site once the equipment had been removed and it was explained that it would be offered back to Mr Cook in the first instance. JB explained that signage would be required for the playground and explained that due to the nature of the notices the signs would have to be of polycarbonate construction – no objections to this.

Greet Hall – Confirmed that no dogs are allowed in the hall and that a further quote for shelving is being sought.

Website & Communication – Suggested that council publish important bullet points from the meetings before the release of the minutes.

2019/114 Any other Business

MH wanted to thank parishioners for their understanding and support during the filming on the green and explained that in addition to the filming fee a substantial amount of money will be donated to the Primary School and Preschool from the filming company for use of the Green. WP explained that all councillors are expected to submit an expenses form and that he will send around the form as necessary. NC asked that details of the budget be circulated to all new councillors, clerk to action this.

The meeting closed at 21.55

The date of the next Parish Council meeting is Wednesday 5th June 2019 at 7.30 pm in the Greet Memorial Hall

Signed

Name

Dated