

Minutes of Meeting of Warborough Parish Council
Wednesday 6th May 2020
Held remotely due to COVID-19 restrictions

- Present** Cllr William Pattison (WP) Chair
Cllr Jonnie Bradshaw (JB) Vice-Chair
Cllr Michael Herbert (MH)
Cllr Nick Brown (NB)
Cllr Helen Brawn (HB)
County Cllr Lorraine Lindsay-Gayle (LLG)
District Cllr Sue Cooper (SC)
Lynda Raynor (Acting Clerk)
3 Members of the public
- 2020/062 **Apologies** - None
- 2020/063 **Declarations of interest (existence and nature) with regards to items on the agenda.**
None Declared
- 2020/065 **Confirm the minutes of the meeting on 4th March 2020**
Minutes from the meeting on 4th March 2020 had previously been circulated to all Councillors prior to approval at meeting. WP proposed to sign the minutes as an accurate record of the meeting, JB seconded, all other councillors in favour. Clerk signed on behalf of Chair.
- 2020/066 **Review of the actions set at the last meeting on 4th March 2020**
All actions will be covered in other agenda items.
- 2020/067 **Representation from the Public for items not on the Agenda - None**
- 2020/068 **County Councillor's Report**
LLG had previously submitted her report that had been circulated to Councillors. LLG informed the meeting that the Nuneham Courtney site for gravel extraction would not now be used because the report had been found to be flawed and they were looking at other sites in the Drayton St Leonard & Stadhampton area. John Taylor of PAGE has been alerted and the new PAGE2020 group had been delayed
Council tips were to be re-opened but no confirmed dates yet and they would be for Domestic Waste only.
- 2020/069 **District Councillor's Report**
SC had previously submitted her report and it had been submitted to councillors. SC gave a brief review about the changes to the Delegation Constitution regarding the processing of Planning Applications during the COVID-19 crisis. If a PC objects to minor applications, the Planning Officer will call the council to discuss their objections until normal meetings can resume. These changes were not in force yet but the Chief Executive could under Emergency Measures make a decision. She outlined the different types of applications, Minor Major and how each are dealt with by the planners and suggested to check the type of application and to forward our comments to the Ward Councillors who could call the application in on our behalf.
- 2020/070 **Planning**
P20/S1281/HH – 1 Quaker Lane, Warborough
MH had prepared a report for Councillors and after discussion regarding the parking the decision to support the application with a request to the Planning Office that they ensure the land proposed for parking should be permanently tied to the property was approved. Clerk to respond on the Planning Portal
- 2020/071 **Speed Signs – update on the purchase of Speed Indicating Device signs**
NC asked LLG if OCC were still carrying out work of this nature and she confirmed they were so NC to make further contact with Jon Beale OCC regarding the removal of the old signs.
- 2020/072 **VE Day Celebrations –**
HB reported that these had been cancelled due to the COVID-19 restrictions. HB would advise further if an alternative date was allocated in light of the COVID-19 situation. The VE Day group had asked if the Council would consider the planting of a tree to commemorate the anniversary. It was decided that this would be included in the review of tree planting on a future agenda.
- 2020/073 **Ox and Vale citizens advice – request for donation**
Clerk confirmed that this had been approved at last month's meeting but had been overlooked due to Bryony Ringsell taking her Maternity Leave. A cheque would be raised for signing at the next meeting
- 2019/074 **Email addresses and Cloud Storage System – discussion on the way councillors manage and store emails and documents**
JB confirmed that again COVID-19 had prevented him getting together with HB to investigate this in more depth.
- 2020/075 **Wooden Footbridge over Thame Road Ditch – discussion on possible repairs**
MH pointed out that he had been requested to seek costs for replacement and not repairs and had received one quote. JB suggested that the cost of the replacement means we should look for at least one more quotation. MH to research other suppliers

2020/076 Parish Noticeboards – discussions on renovations/replacements

JB advised that he was not sure that the noticeboards were bad enough to required replacement and thought that cleaning and refurbishment may be the only requirement. He will follow up when COVID-19 restrictions are lifted.

2020/077 RFO Report including cheques to be signed

- A list of cheques shown below had been circulated and were approved by all Councillors. Clerk to get cheques to signatories for signing
- Clerk made the following reports / requests
- Overdue rents from regular users of the Greet Hall were now fully paid up until lockdown on 23rd March
- Most of the paperwork was complete for the Audit of 2019/20 accounts and if approved by Internal Auditor clerk hoped to be able to circulate ahead of June Meeting for approval.
- Whilst carrying out work on the Significant Variances report for Audit it came to light that the Allotment Association had held back £100 of the allotment fees they had collected. This had not been approved and Clerk to ask for all monies to be paid over to the Council.
- Clerk requested that Council consider making BAC's payments to our suppliers. This would require all signatories to apply for internet banking access to the account. Clerk to look into this and advise at next meeting.
- Cricket Club – Normally at this time of the year we invoice the Club for their rent and send the grass cutting contract signed so we can pay them, she asked for confirmation that this would be required this year.
- Utility companies – Water rate bills are estimated and according to the bills the meters have not been read for many months she requested readings were taken more regularly. JB & NC to provide readings. Electricity readings to be taken at Greet Hall
- Clerk checked that the council were happy with the amount of anti-virus protection on the laptop. It was felt that it was adequately protected.
- Clerk requested authorisation to purchase new stamps for the banking. Approved

Payments

Supplier	Description of Goods	Value	Chq No	Code
Opus Energy	Pavilion Electricity	10.70	D/D	6055
EDF	Greet Hall Electricity	290.00	D/D	5030
Gigaclear	Internet - Greet Hall	41.30	D/D	4320
HMRC	Tax on Clerks Salary	xxx	BACS	4120
Higgs Group	Stationery	8.48	1231	4320
Catherine Sinkinson	War Memorial Flowers	200.00	1232	6045
L Raynor	Clerks Salary	xxx	1239	4110
	Zoom Purchase	143.88		4320
Castle Water	Greet Hall Water	129.40	1235	5020
	Pavilion Water	37.13		6015
	Allotment Water	648.04		6050
Landscape Group	Grass Cutting	712.20	1236	6005
	Highway Verge Cutting	234.00		6070
L Raynor	Stationery Reimbursement	47.74	1237	4320
SODC	Greet Hall Waste	73.07	1238	5060

Receipts

From	Description	Value	Method	Code
SODC	Precept	26250.00	BAC's	1105
S Cook	Hedge Cutting	264.00	CHQ	1230
Adam Young	Greet Hall Rent	208.00	BAC's	1310
Lynn Knapp	Greet Hall Rent	352.00	BAC's	1310
Joanna Carter	Greet Hall Rent	225.00	BAC's	1310
Adam Lubbock	Greet Hall Rent	368.00	BAC's	1310

2020/078 Correspondence – not covered under other Agenda items

- Email from Robin McClelland requesting permission to plant trees on the are next to the cricket nets. It was decided that as this was the wrong time of year to be planting trees and the Council were due to review replacement of trees in the parish, the clerk would reply to Robin explaining this.
- Email from Ray Thackrah requesting his family be granted permission to put a memorial seat to Jackie, his wife on the green near the playground. It was widely discussed, and it was decided the Council should
- look at have a 'seat policy' regarding memorial seats as the costs inevitably fell to the Council. WP to obtain a copy of Benson's Seat Policy for the Council to review and possibly put in place something similar in Warborough.

- SODC had advised they had paid the CIL money for Henley Road at the wrong rate and would clawback when we took our next payment.
- SODC increasing the cost of emptying Dog Bins to £4.14 per bin in 2020 & 8.28 in 2021
- Landscape Group had asked if we needed any weed control carried out – it was thought we did not.
- Email from Keith Landell regarding Wallingford Road pavement & overhanging hedge. Clerk to write to owner of Redwood Barn and NB to contact OCC about the weed growth.
- Email from SODC re COVID-19 Small Business Grants – Clerk to look into claiming.
- Email from Beverley Searle, allotment holder about flooding on her plot, which she attributes to the ditch not being cleared. Clerk to write to Rebekah Robinson requesting that she carries out work on clearing the ditch.

2020/079 **Working Group Reports**

Communications – HB to put an entry in Parish Magazine to tell Parishioners how they can attend a virtual meeting if they would like. Clerk to set up next meeting and forward link to HB for inclusion in the article.

Infrastructure & Environment – NB had circulated a report prior to the meeting. He requested that a review of trees & the funding for them be placed on the Agenda for the next meeting

Recreation & The Green – JB advised that Pavilion refurbishment was on hold because the Grant applications had been unsuccessful. JB felt it was important to open the recreation facilities in the village as soon as Government Guidelines permitted. He proposed that this should not have to wait until the next Parish Council meeting after the rules were relaxed and asked Council to hand power to WP, JB & Clerk to make a decision regarding this and to be responsible for ensuring any relevant notices etc were in place regarding any social distancing rules imposed by Government. MH seconded and all Councillors approved.

Greet Hall – Nothing to report

Events – Nothing to report

2020/080 **Any other Business**

Allotment Fence – A situation had arisen regarding the future reclaim of the VAT on the Deer Fencing at the allotments. The forming of the Allotment Association had not been minuted correctly and the agreement needed further clarification. The Association had obtained the Grant from the Lottery Fund and it was agreed that subject to seeing the conditions of the grant it would be appropriate for the Association to handover the monies to the Council as the invoice for the work would be made out to the Council. MH to review the paperwork ahead of next meeting.

Casual Vacancy – The period in which the village can request an election ends on May 7th and then SODC Democratic Services will notify the Clerk if an election has been called or not and if we can proceed with a co-option. We have one interested party and details will be circulated to Councillors.

JB requested that **Capital Projects** be an Agenda item for next month

The meeting closed at 21.43

The next Parish Council meeting is Wednesday 3rd June at 7.30 pm.
Venue to be announced in line with Government COVID-19 Guidelines

Signed

Name

Dated