

Minutes of Meeting of Warborough Parish Council
Wednesday 1st July 2020
Held remotely due to COVID-19 restrictions

Present Cllr William Pattison (BP) Chair
Cllr Jonnie Bradshaw (JB) Vice-Chair
Cllr Michael Herbert (MH)
Cllr Nick Brown (NB)
Cllr Helen Brawn (HB)
Cllr Nigel Connie (NC)
Cllr Will Partridge (WP)
County Cllr Lorraine Lindsay-Gayle (LLG)
District Cllr Andrea Powell (AP)
Lynda Raynor (Acting Clerk)

11 Members of the public

2020/100 **Apologies** - None

2020/101 **Declarations of interest (existence and nature) with regards to items on the agenda.**
NC WP & JB as allotment holders declared an interest in item 2020/113

2020/102 **Confirm the minutes of the meeting on 3rd June 2020**
Minutes from the meeting on 3rd June 2020 had previously been circulated to all Councillors prior to approval at meeting. BP proposed to sign the minutes as an accurate record of the meeting all other councillors in favour.

2020/103 **County Councillor's Report**
LLG had previously submitted her report that had been circulated to Councillors. LLG referred also to her annual report and advised that she had granted money to the Pre School.
WP raised the subject of the many complaints of traffic problems reported from residents in Wallingford Road, Shillingford. Speeding and the increase in HGV's using that route as a short cut. WP felt that local councils attempts to reduce traffic speeds was impeded by red tape and bureaucracy in OCC. BP asked if some traffic calming measures could be trialled as had been done in Benson some years ago. LLG was also asked when the alterations to the markings at Henfield View would be carried out. LLG would follow up with Jon Beale. LLG said OCC now had some money and parish requests for 20mph limits would be speeded up.
On planning issues, LLG advised that Robert Jenrick, Secretary of State for Housing, Communities & Local Government is likely to make changes to the way applications are dealt with thereby fast tracking everything.

2020/104 **District Councillor's Report**
AP had previously submitted her report that had been circulated to Councillors. AP advised Council that SODC are hoping to run planning courses to update councillors on how to appraise applications. More detail would follow.

2020/105 **Planning**

P20/S11566/FUL – 1 Quaker Lane, Warborough

A lot of discussion had previously taken place about applications relating to this property. There was discussion about the land & the footpaths in the area and Council voted to SUPPORT the application. It was agreed by 6 councillors JB abstained.

P20/S1820/HH – St Mary's Cottage, Thame Road Warborough

NC, having visited the site advised that although the property was in the Green Belt and there was a slight concern regarding the root spread of a nearby Plain tree he would suggest the Council SUPPORT this application. It was unanimously agreed

2020/106 **Representation from the Public for items not on the Agenda**

Laurie Kosobucki, Jo Greenfield & Richard Pullen on behalf of the residents of Wharf Road outlined the challenges currently being experienced in and around the Wharf due to the increased number of visitors to the very small area. They are proceeding with a plan of action involving several relevant bodies. They requested support from the Council and asked that a member of Council volunteer to work with them. MH offered to help.
W. Oscroft, (WO) Footpath Warden advised that he was stepping from the role of Path Warden and that Sarah Martin would now cover the role. BP thanked him for his considerable efforts over his time as Path Warden.
Michael Watkins had early submitted a request that some of the CIL money be allocated to the PCC for improvements inside the church that would enhance it along with enabling it to be utilised more by the village.
JB advised that it was already on the list of capital projects but more detail would be welcome including some idea of the costings involved.

2020/107 **Working Group Reports**

Clarification of Requirements & Councillors responsible

The current list being out of date the duties were discussed – Infrastructure & Environment would continue to be one responsibility but would now be handled jointly by NB, WP & NC

WP would be second councillor for events.

JB happy to cover Recreation & the Green alone, but there may be times when other involvement would be welcomed.

MH advised that he is winding down his involvement with the current form of PAGE before it moves to PAGE2020

Communications –

Email Addresses – The new email address for Clerk & Councillors is working well but requires some interface

adjustments. Councillors were asked to only use this email going forward and the Clerk had notified the village via the community email and the Parish Magazine had been asked to update the register.

Cloud Storage – Dave Playford is to change the offering and will come back to Council when he has something to demonstrate.

Telephone – A suitable phone was available for £9.99 per month and clerk will arrange purchase

Infrastructure & Environment – NB reported that work had been carried out on drains at the North End of the village, but he did not expect it to solve all the problems. He wants to ensure that the work already carried out at Shillingford Farm is rectified and this should be the responsibility of the SODC Enforcement Office but that we should ensure that it is fully restored to the previous state.

About Trees, Council still has a responsibility to replace some trees and when the council next meets this should be discussed and approved so he would return in September with a full proposal. NB would like the Council to consider a Fixed Price Maintenance agreement for our tree work. He felt that this could reduce our overall costs and make budgeting more accurate. WP requested that the trees in front of the Six Bells would benefit from the crowns being lifted.

The OALC newsletter which had been received very late on the day of the meeting suggested that OCC Super User scheme was now operational. BO had not been advised – this will be investigated further.

NB would discuss the outstanding list of problems with WP & NC to best ensure work was completed.

Recreation & The Green – JB advised that that after an updated risk assessment is created the Playground will be opened. The advice from NALC regarding re-opening had not been appropriate for a small council. After discussion it was agreed to re-open playgrounds with signage as examples provided by SODC. It was generally felt that parents should take the final responsibility for their children.

JB reported that there is the possibility that Cricket may resume on August 1st

The Six Bells will re-open on July 4th and as outside space is crucial for a successful return to business to allow the required social distancing the area of the Green near the pub would be made available. Clerk to write to Nikki.

Greet Hall – JB to try and repair the door lock with virtual instruction from August. The clerk had reported that some insulation material appeared to be falling from the roof area and wondered if vermin may be present. It was felt unlikely.

MH to provide meter readings.

Events – Nothing to report

2020/108 **Speed Signs** –

WP advised that one sign was now in operation near the school. The second would be sited on the approach from Dorchester. There was more discussion about the need to move the signs around or the need to purchase more. There are operational issues with some of the suggested sites as trees impede the operation. WP reported that is increased pressure from Wallingford Rd residents, several of whom are on the Speedwatch team and therefore are fully aware that their particular stretch of road records the most problems regarding speed, traffic volume and breaches of weight restriction rules. Clerk to write to assure Council is still working on the issues. NC to proactively approach Jon Beale again with respect to agreeing approved locations (incl on Wallingford Rd) for post installations for further or rotated signs and report back with further proposals.

2020/109 **Bikers on the A4074**

Despite numerous requests to the Council to act regarding the increased speed and noise levels. BP advised there was nothing further to discuss.

2020/110 **Capital Projects**

JB advised the list is collated and he is waiting for a response from Community First Oxford with regard to how best to get village involvement in choosing priorities.

2020/111 **Bench Policy** –

NB had circulated a proposal for a Warborough Bench Policy. BP proposed it be adopted and all agreed

2019/112 **Parish Noticeboards**

JB had still not been able to obtain advice or quotes but would follow up. Requested set of keys from Clerk who stressed the problems were getting worse and the doors difficult to open.

2020/113 **Allotments**

Approval of amended W&SAA documents

Amended documents had been circulated to Councillors & W&SAA. MH proposed & NB seconded that they be approved – agreed by 4 with 3 having declared an interest.

Representation from Colin McLarty -Colin McLarty had submitted proposals for extra water taps/troughs on the allotments. There were funds left over from the Grant obtained for the Deer Fencing that had to utilised on the allotments within the next few months or it should be returned. It was queried whether the number requested were required as it was an increase of seven points. Discussion followed regarding the logistics of installing & the costs involved. NC advised that the work on the Main Stopcock had not yet been done. JB proposed that the council grant Colin McLarty working with NC the authority to spend up to £2930+VAT to install the pipework & as many troughs as that could be obtained within that budget. Agreed by 4 councillors with 3 having declared an interest.

2020/114 **Action plan in the event of future traveller encampments**

JB had been unable to do any further work on this but would present something in time for the September meeting.

2020/115 **Update from F & GP Working Group**

BP gave a summary of the meeting as follows

Greet Hall – No increase in fees & when re-opening is allowed sanitisers etc will be provided.

Booking Clerk does not currently want to take her allowance, but this can be changed should circumstances change.

Councillor responsibilities had been discussed but now covered in 2020/107 above

Capital Reserves/CIL expenditure – Clerk to work on spreadsheet to clearly show Councils accrual for future budgeting and audit purposes

Risk Assessment – Discussion about whether ours is adequate – Clerk working on it and suggested as there is time before it has to be formally approved it should be further discussed by F&GP before submitting for full council approval.

Financial Procedure & Admin Procedure – There is a need to tighten our controls in this area and all councillors should take some responsibility. Clerk to provide an aide-memoire for 'year at a glance'

Clerk is monitoring the number of hours worked as the current salary for 30 hours per month is probably understated.

2020/116 RFO Report

Cheques listed below were approved for payment.

Payments

Supplier	Description of Goods	Value	Chq No	Code
Opus	Pavilion Electricity	11.40	D/D	6055
Gigaclear	Internet - Greet Hall	41.30	D/D	4320
HMRC	Tax on Salary	71.40	BAC's	4120
Ridgeway Rural Services	Allotments - Deer Fence	8484.00	1261	6015
Colin McLarty	Allotments - Gate Springs	10.86	1262	6015
The Landscape Group Oxford	Grass Cutting	640.20	1263	6005
	Highways & Footpaths	351.00		6070
Warborough PCC	Parish Magazine	500.00	1264	4395
W&SCC	Grass Cutting	1000.00	1265	6005
Elan City UK	Traffic Calming & Speed Awareness	4352.26	1266	6080
L Raynor	Postage	10.76	1267	4320
	Clerk's Salary	xxxx		4110
R.E.S. Fire Protection	Fire Extinguisher checks Greet Hall & Pavilion	91.62	1268	5040

Total 15473.18

Receipts

From	Description	Value	Method	Code
OCC	Grass Cutting Grant	630.06	CHQ	1220
Ray Thackrah	Memorial Bench	445.75	BAC's	1260
W & S CC	Rent	200.00	CHQ	1225

1,275.81

OALC courses were discussed and clerk to register councillors
Fire extinguisher tests had been carried out at Greet Hall & the pavilion.

2020/117 Correspondence – not covered under other Agenda items

- Thank you letter South & Vale Citizens Advice for donation
- Letters had been received regarding Bikes on A4074
- C Tilley had advised that the hedge at Quaker Lane would be pruned as usual but there were plans for more work than was normally carried out. Council to review after pruning to ensure it is adequate
- The owners of Thame Lodge have also replied saying they would arrange for the conifers to be cut back.
- An anonymous letter had been received regarding Dog Fouling – JB requested it be an agenda item in September to enable discussion on the number & positioning of Dog Bins.

2020/118 Any other Business

NC requested that a vote of thanks be sent to Raj at Aisha Stores for all the work he had done during the COVID-19 restrictions to ensure the village had adequate supplies.

NB announced that Martin Drury had relaunched 'The Friends of St Laurence' and that there may be requests for PC to have some future involvement.

The meeting closed at 22.30

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

Signed

NameBill Pattison

Dated02.09.20