

**Minutes of Meeting of Warborough Parish Council**  
**Wednesday 14<sup>th</sup> October 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 Conie (NC)  
Cllr Will Partridge (WP)  
District Cllr Andrea Powell (AP)  
Lynda Raynor (Acting Clerk/RFO) LR  
3 Members of the public

2020/162 **Apologies** – None

2020/163 **Declarations of interest (existence and nature) with regards to items on the agenda.**  
WP declared his involvement with the Wallingford Volunteer Centre – Item 2020/178

2020/164 **Confirm the minutes of the meeting on 3<sup>rd</sup> July 15<sup>th</sup> July & 5<sup>th</sup> August 2020**  
Minutes from the three meetings had been circulated to all Councillors prior to the meeting. BP proposed to sign the minutes as an accurate record of the meeting all other councillors in favour.

2020/165 **District Councillor's Report**  
AP had previously submitted her report that had been circulated. There were no resulting questions

2020/166 **County Councillor's Report**  
LLG (not present) had previously submitted her report that had been circulated to Councillors AP advised Council of the consultation on the Expansion of Wallingford School that is running now.

2020/167 **Planning**  
**P20/S3391/HH – The Walled Garden, 30 The Green South, Warborough**  
This application is to change a window in keeping with others in the property. NC recommended SUPPORT All Councillors in favour

2020/168 **Representation from the Public for items not on the Agenda**  
Mr W Oscroft asked if the Council could attend to a low overhanging branch on Footpath 6. WP volunteered to cut it. Mr R Pullen informed that some of the items on the ongoing Survey on Capital Projects were in fact the responsibility of OCC. He advised putting in requests for OCC share of CIL money to be used in our Parish. JB responded that he was already in discussion.

2020/169 **Working Group Reports**  
**Communications** –

**Cloud Storage** – HB asked Councillors to review the proposal for Cloud Storage that she had circulated. To be discussed at the upcoming Budget review.

**Website** – JB asked Clerk to forward Chip Hosting's reminder to HB

**Parish Magazine** - HB alerted the Council to the fact that this delayed meeting may result in no report in the Parish Magazine as deadline has passed.

**Infrastructure & Environment** – NB/WP/NC

**Trees** - WP advised that he & NC had highlighted the required work and was liaising with at least two tree surgeons for quotes. It was confirmed by the RFO that the budget for the current financial year had adequate funds for the work to be completed. WP stressed that the optimum time for tree work is now and that the PC needs to acknowledge that tree work is seasonal and therefore we should be prepared in future and start early in the planning. On behalf of the PCC Mr Michael Watkins thanked WP for his work on the trees.

**Bins – Dog & Litter** – WP had reviewed and photographed all the bins. He & the clerk had submitted our list to SODC for replacement and five litter bins had been identified for immediate replacement. No time scale given by SODC but likely over the winter period. WP proposed that the Dog Bins around the Green be replaced as soon as budget permits. Clerk to investigate Bin Suppliers.

**Recreation & The Green**

**RoSPA Report on Playground** – The report had been circulated to all Councillors ahead of the meeting. In general, it was a good report. There is a need to monitor the shakes on the wood. JB had not had meeting with inspector yet. Setter are coming to look at the bolts on the swing that keeping coming loose. JB has a supply of nut covers and he will replace the missing ones. JB advised the meeting that he proposes we have the annual inspection by RoSPA and the original installer be used to carry out any future maintenance to ensure the equipment is kept in good condition.

**Strimmer Replacement**– BP has investigated strimmer/brushcutter costs and estimated that £400 would be more than enough to cover costs. It was agreed that this was within the Chairs remit to replace without further discussion.

**Greet Hall** –

**Door Lock** - JB is waiting for a replacement part from America for the broken lock.

MH confirmed he had been present when the Saniflo had been serviced.

**Approval of Risk Assessment for reopening Greet Hall** – The Risk Assessment produced by the Booking Clerk had been circulated and it was thought to be comprehensive and adequate and was approved it with 1 abstention. JB suggested the next stage would be for the Booking Clerk to contact the regular users and send them a copy and asking them to provide their 'planned compliance'. It was thought that the hall would initially require twice weekly cleaning once it was re-opened.

WP felt the hall was in a poor state regarding cleaning in general as there were cobwebs everywhere.

**Events** – HB is in direct contact with Reverend Caroline but at the moment the Remembrance Day Service will go ahead. JB agreed to cover the service as BP will attend at Benson. Signs & equipment were discussed.

**2020/170 PAGE 2020**

BP having ascertained that PAGE had £1000 of our money need to know if Council were happy for PAGE2020 to hold it. JB felt we should request a refund and if PAGE 2020 needed financial support in the future they could approach us again. Agreed by all Councillors. BP to follow up.

**2020/171 Capital Projects**

The village survey is currently ongoing and JB will circulate the findings at the closure of the survey. The Council will then be able to identify the projects identified by the parishioners and follow up work with OCC etc can be discussed.

**2020/172 Parish Noticeboards (JB)**

JB confirmed that the work had begun on the renovation of the Noticeboards.

**2020/173 Footpath report from Sarah Martin**

The report had been circulated to all Councillors prior to the meeting. SM had requested that the missing signs on the Millennium & Jubilee walks be replaced. MH had previously worked on this and Council would look at the budget and see if funds were available

**2019/174 Action Plan in the event of future traveller encampments**

The action plan had been circulated by JB and the suggested amendments had been made. BP proposed acceptance of the plan. Approved by all Councillors.

**2020/175 Traffic Management/SID's – WP**

**Siting of SID4** – There followed a lengthy discussion about the possible sites in Wallingford Road area. The residents are putting a great deal of pressure on the Council to supply one but there is no site that completely meets the criteria. It is understood that the residents in Court Drive are discussing the situation and it was agreed that they should come back with their suggestions. It was, again, noted that it is OCC who are responsible for approval of the sites and the residents should once more be made aware. In the meantime, a site at the Northern end of the village had been identified by OCC to be referred to as Court Farm Barns and it was agreed to ask Jon Beale to go ahead with supplying the pole and SID4 would be placed there. WP felt that some pruning of trees in the area would be required.

**Discuss how data obtained can be best utilised.** After discussion it was agreed that W Oscroft extracts statistics from the weekly downloads highlighting minimum, maximum and average speeds along with traffic flow. It was felt that the data could be useful to OCC and TVP as a minimum but may also help with our comments on future traffic issues for example increased traffic if the Chalgrove Airfield development proceeds. WO stressed that we may be disappointed with the reaction from TVP who had few resources to pursue such issues. It was felt that with the increase in these devices around Oxfordshire OCC should acknowledge their usefulness and we should submit our findings.

**2020/176 Land & Property Review**

**Middle Barn Farm Lease.** The owner of the Barns had been contacted and was happy for the present agreement to remain in place. BP indicated that he would prefer the Council to take back possession and would proceed along this course. He would speak to the now elderly lady at the Barns before proceeding.

**Update on Ditch.** MH said they was conflicting opinion about how easy this would be because there was no recognised boundary to the area we were wishing to obtain. Discussions were ongoing. BP reminded MH that we should be contacting the Council's appointed solicitor.

MH advised that all papers held by Royd Withy King would be returned and he would collect from Stadhampton.

**2020/177 RFO Report**

LR reminded Councillors that were booked on Courses on 21<sup>st</sup> October

Plans for the Budget review meeting on the 21<sup>st</sup> October were confirmed

There is a need to appoint an internal auditor. LR had contacted OALC and some of the suggested auditors and would circulate to members of the F&GP before the meeting on 21<sup>st</sup>. BP will discuss with RFO at Benson who is their auditor.

**2020/178 Correspondence – not covered under other Agenda items**

Most of the correspondence had been received and circulated by email and included

**Bench Request** – A request from a parishioner to replace the bench at Hammer Lane with a seat had been received. WP had looked at the site and BP to check the condition of the base already in place. Agreed by all Councillors

**Road Markings** – A letter had been received requesting the reinstatement of the Keep Clear markings at Green Lane. BP had contacted Jon Beale who had indicated it was possible. BP to follow up along with the ongoing situation around Henfield View & Aisha Stores.

**Wallingford Volunteer Centre – Request for Donation.** It was agreed by six Councillors to provide a donation of £200.

**Chalgrove Airfield Development** – Parish Councils in the area had been asked to support a letter opposing this development being sent to John Howell MP. NB & JB both felt that the Neighbourhood Plan Steering Group should, with their detailed knowledge of Planning policies be consulted for their views. BP indicated that time was not available for this request but going forward they would automatically be informed of any consultations of this kind. It was approved with two abstentions that we agree to support the proposed letter.

**2020/179 Any other Business**

The Clerk asked if the proposed meeting between the NP Group, our representative councillors and our Planning Lead had been arranged and BP indicated that it had not. She asked for clarification on what form was to be used. Currently there is a difference of opinion about the colour coded version preferred by the NPSG. She is currently having to condense the two before uploading to SODC Planning Portal and felt that was not the responsibility of the Clerk and the matter should be defined once and for all. BP requested that she contact SODC planning department to obtain their views.

The meeting closed at 21.40

The next Parish Council meeting is Wednesday 4<sup>th</sup> November at 7.30 pm.  
Venue to be announced in line with Government COVID-19 Guidelines

Signed .....

Name .....

Dated .....