

8Minutes of Meeting of Warborough Parish Council
Wednesday 4th November 2020
Held remotely due to COVID-19 restrictions

Draft – Draft - Draft

- 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 Sue Cooper (SC)
County Cllr Lorraine Lindsay-Gale (LLG)
Lynda Raynor (Acting Clerk/RFO) (LR)
Elizabeth Stanley & 8 Members of the public
- 2020/180 **Apologies** – None
- 2020/181 **Declarations of interest (existence and nature) with regards to items on the agenda.**
JB, having joined the meeting late, later declared an association with the owners relating to Planning application P20/S3253/LB
- 2020/182 **Confirm the minutes of the meeting on 14th October 2020**
Minutes from the October meeting 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.
- 2020/183 **District Councillor’s Report**
The District Councillors report had previously been circulated. In addition, Sue Cooper mentioned that there would be new Parking conditions in the County which once decided by County Council it would be the District Council’s responsibility to implement. SC urged communities to follow guidelines in relation to COVID-19
- 2020/184 **County Councillor’s Report**
LLG had previously submitted her report that had been circulated to Councillors. LLG told the mee* ting that COVID-19 still dominated & impacted on the work of Council. The second lockdown meant that libraries would close again but waste recycling would remain open. She had funds still available from her priority fund, applications could be made until 31.01.21 with any grant given to be spent by 31.03.21.
- 2020/185 **Planning**
P20/S3253/LB & P20/S3755/HH – Court House, Thame Road, Warborough – This application to demolish a modern barn and to refurbish the Grade II listed barn adjoining it. NC proposed support of the Application & a vote of 5 with two abstaining. MH abstained because he felt they should be comment relating to materials used and advice from the SODC in a previous application. It was agreed by 6 councillors that this would be added to our response.
P20/S1820/HH St Mary’s Cottage, Thame Road, Warborough – This application amendment had already been approved by SODC by the time of this meeting
P20/S2214/O – 32 Thame Road, Warborough, (Amendment) The further amendment was an arboriculturalist report. NC felt no further comment was necessary from the PC
P20/S0690/LB – The Nook, 17 Wharf Road, Shillingford (Amendment) This amendment was the bat report – no further comment from PC
- 2020/186 **Representation from the Public for items not on the Agenda** – None
- 2020/187 **Working Group Reports**
Communications – HB had nothing to report.
Infrastructure & Environment – NB/WP/NC
WP reported on progress of tree work – the Jubilee Oak would be pruned on 9th November. He had applied to SODC for authorisation on the other tree work that had been identified and this was largely work around the Green & in the Churchyard. Alton Tree Services had been selected to carry out the work. Again, WP requested that the Council commence the review of tree work in July to include inspection, report, quotes and SODC consent process so that remedial work can be programmed to start in early Autumn.
Waste & Dog Bins – More discussion about replacement bins but this is ongoing as no supplier confirmed yet. WP also mentioned that we approach the time when parking near the playground and allotment entrances can cause damage to the green due to standing water and cars getting stuck. Affected areas will be cordoned off when deemed necessary.
Recreation & The Green
JB reported that the work identified in the RoSPA report had been completed. He had met with the RoSPA inspector and he had recommended Rubber Mats to be installed under some equipment in the Adult Gym area. It was confirmed that this could be funded out of LLG’s priority fund. JB to obtain costings
JB suggested that going forward the playground would be maintained by the installers who would carry out work identified in future inspections which normally occur in June. The playground would effectively receive a maintenance programme.

Strimmer Replacement– BP reported that his preferred option for the replacement strimmer was currently out of stock with the suppliers he has so far approached, and he would continue to try and source one.

Greet Hall –

Door Lock – JB now has the missing spindle for the lock and will try and repair the lock.

Re-opening of the Greet Hall – With the country now going into a second lockdown this could not be considered until 2nd December. Some regular users of the hall had submitted their risk assessments to the Booking Clerk. Most were comprehensive but attending numbers to be in line with government policy.

Events – HB is in direct contact with Reverend Caroline and the Remembrance Day Service will go ahead on 8th November albeit with restricted numbers. It was hoped that the service could be relayed by Zoom or similar medium and she asked if the Council could pay the costs of around £259. LR said this could be met from the S137 provision. Lengthy discussion continued but the organisers have all areas of concern covered.

2020/188 Capital Projects

BP informed the meeting that the survey was now closed, and the results being analysed. He said the survey had not been about CIL but to ascertain the priorities of the village regarding Capital Projects. BP also said it would be the Parish Council alone who would make the final decisions when they had assessed all the results. He told the meeting he had been disappointed to receive three letters of complaint. He would circulate the 'official' letter of complaint to all Councillors. NC felt it important that all Councillors should be able to see who had questioned the work of the Council. JB expressed his frustration about the attitude from some of the parish regarding people outside the village being able to vote. LR said that she had been approached by many who felt it should have been for residents only as the Neighbourhood Plan Questionnaire had been. LR also wanted it minuted that contrary to previous reporting CFO had confirmed that they had not drafted the survey on behalf of the Parish Council. HB expressed her concerns about the clarity of the process saying she had not been clear that it was open to non-residents and when approached by someone from a neighbouring parish had felt the need to seek confirmation. NB suggested that calm, written feedback should be given to the village as a PR measure.

2020/189 Parish Noticeboards (JB)

JB confirmed that the work continues on refurbishment. The noticeboard from Shillingford needs replacing, although the doors themselves may be recoverable. He had obtained estimates for the cost, which were in keeping with the clerks' investigation through traditional suppliers. It was felt that there was no need for three written quotes to be obtained. JB suggested the site of the Shillingford board should be reconsidered but clarification of utilities underground would be required. Clerk to write to utility companies once BP has supplied a map.

2020/190 Traffic Management/SID's – WP

Siting of SID4 – WP asked NC if he had further information from Jon Beale OCC regarding the installation of the required pole. He had not. WP said the owners of Court House should be approached regarding the trees that overhang the proposed site. He is to compile a letter for the clerk to send.

2020/191 Land & Property Review

Middle Barn Farm Lease – BP to continue to liaise with the owners regarding renewal of the lease.

Update on Ditch (BP/MH) – BP felt that information received by the Clerk from the Land Registry and our solicitor indicated that claiming ownership of the Ditch was unlikely to progress as land with no fixed boundary raises untold questions. MH did not agree saying he had been advised that information from the solicitor was incorrect, he would continue to consult an old friend with experience on the subject.

2020/192 Signage for Permissive Paths (MH) – The costs for this project were within the remit of the Chair who gave authorisation to continue with work to obtain and install the relevant signs.

2020/193 Skip at the Allotments – BP had already approached Grundon's regarding a skip and would advise when he had received a reply.

2020/194 RFO Report

Clerk asked that the payments be approved & noted that the two cheques would require three councillors to sign. Approved by all Councillors. Listed below

Supplier	Description of Goods	Value	Chq No	Code
Gigaclear	Internet – Greet Hall	41.33	D/D	4320
Opus	Pavilion Electricity	37.00	D/D	6055
Wallingford Volunteer	Donation	200.00	BAC's	4510
Pumpmaster	Saniflo Service	118.20	BAC's	5060
Castle Water	Allotment Water	263.01	BAC's	6015
OALC	Planning Course	60.00	BAC's	4350
	FOI Refresher Course	60.0	BAC's	4350
The Landscape Group	Grass Cutting	991.20	BAC's	6005
HMRC	Tax on Clerks Salary	xxxx	BAC's	4120
L Raynor	Salary	xxxx	BAC's	4110
	Professional Fees	23.94		4800
	Bench for Mary Rusher	489.90		6099

St Laurence School	Life Bus	355.00	BAC's	4515
Clean Machine	Greet Hall Consumables	24.48	BAC's	5010
Helen Brawn	Website Domain	139.98	BAC's	4395
Royal British Legion	Wreath & Donation	750.00	1276	4420
M Rusher	Repay overcharge	xxxx	1277	6099
Receipts				
HMRC	VAT Reclaim (April – Sept 2020)	4310.86	BAC's	1010
PAGE	Refund of Surplus Funds	1000.00	BAC'S	1230
A M Rusher	Donation – Bench	498.90	500139	1260

Allotment Rents - LR informed the meeting that the allotment rents had been received along with a request from the Allotment Association for the £100 grant for small expenditure be given. This grant had been previously discussed, but not approved and LR has concerns that this is effectively 'Petty Cash' and this Council does not work with Petty Cash. It would be more appropriate for any expenses, up £100 per annum, incurred by the Allotment Association should be claimed back as expenses. Any invoices should be in the name of Warborough Parish Council. Clerk to write to treasurer of the Association to inform of this decision.

LR informed the meeting that the full Business Rate Relief was once more in place on the Greet Hall and she had received NIL invoices to confirm this.

F & GP Meeting -A further urgent Zoom meeting is required to consider the Financial Regulations, Standing Orders, Risk Assessment, Asset List and to finalise the Budget in order to present at the December meeting. BP to check his commitments and suggest dates.

2020/195 Appointment of temporary Clerk – BP introduced Elizabeth Stanley to councillors saying that she had agreed to cover the remainder of Bryony Ringsell's maternity leave following the resignation of Lynda Raynor. He proposed t that council approve the appointment of Ms Stanley. All agreed. A handover programme would take place between the two clerks but LR would leave on 30th November with ES commencing on 1st December 2020. Any hours worked before that date during the handover training would be paid as overtime.

2020/196 Correspondence – not covered under other Agenda items

Most of the correspondence had been received and circulated by email. LR informed that the definitive map had been updated with the correct route of Footpath 5.

Having received a letter from a resident about the Motor Caravan parked at the Greet Hall, she had left a note on the windscreen and it had been moved. Inevitably it is felt that it will return and if this is the case the address of the owner should be obtained, and a formal request be put in writing.

Clerk felt that the Council did not necessarily give sufficient attention to some of the correspondence received by email as it was rarely discussed in meetings. Particularly highlighted the OALC newsletter that was once referred to. WP concurred to some extent although did add that the document had increased in content. WP requested that the 12th edition of Arnold Baker on Local Councils is available at a cost of £119.99. He requested that the Council should obtain a copy. All agreed. Clerk to action.

2020/197 Any other Business

There was no AOB

The meeting closed at 21.35

The next Parish Council meeting is Wednesday 2nd December at 7.30 pm.
Due to the ongoing pandemic this will be a virtual meeting.

Signed

Name

Dated

