

**Minutes of the meeting of Warborough Parish Council**  
**Wednesday 2<sup>nd</sup> December 2020 7.30pm**  
**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) joined 8pm  
County Cllr Lorraine Lindsay-Gale (LLG)  
Elizabeth Lemaire (Acting Clerk/RFO) (EL)

20 Members of the public

2020/198 **To accept apologies and reason for absence** – None

2020/199 **Declarations of interest (existence & nature) with regards to items on the agenda**  
JB declared an association with the owners relating to planning applications P20/S4142/HH and P20/2214/O

2020/200 **To confirm the minutes of the Meetings held on 4<sup>th</sup> November 2020**  
**It was resolved** unanimously in favour to approve the minutes of the meeting held on Wednesday 4<sup>th</sup> November 2020 and BP signed the minutes as a true record of the meeting.

2020/201 **District Councillors Report** (received electronically)  
Councillors received the District Councillors' report in advance of the meeting.  
AP joined the meeting at 8pm and the report was discussed after item 2020/205 on the agenda.  
Ap reported that all District Councillors had attended a briefing regarding procedures following the publishing of the Inspector's Report.  
WP asked what arrangements are in place for mass Covid-19 testing and vaccinating and what local communities can contribute to the implementation of this. AP reported that sports halls and larger village halls are being considered and LLG reported that there will be restrictions due to the vaccine requiring storage at -70°. District Councillor grant schemes are now open with a deadline for application of 5<sup>th</sup> February 2021. Grant requests are to be for one off capital projects and in line with SODC's corporate priorities. AP will look into the SODC Waste Team's recent litter bin replacement refusal.

2020/202 **County Councillors Report** (received electronically)  
Councillors received the County Councillor's report in advance of the meeting.  
LLG summarised on the report which covers how OCC is managing with the current Tier 2 restrictions and how the Oxford vaccine trial will be rolled out. OCC's work to support schools and pre-schools throughout the pandemic has been extensive and schools and pre-schools are managing well with attendance being maintained above the national average - 93% attendance in primary schools. Support and training has also been given to school governors. The number of cases of Covid-19 in South Oxfordshire are decreasing.  
The Minerals and Waste Plan's assessment of the volume of gravel to be extracted from the area is being challenged. If the volume required can be lowered from 1 million tonnes per year to 750,000 tonnes per year, a new site might not be required.

Before proceeding to the next item on the agenda, BP took the opportunity to thank Lynda Raynor who has now stepped down but was present at the meeting, for the time she has spent working for the Parish Council. BP welcomed Elizabeth Lemaire who will be Acting Parish Clerk/RFO until April 2021 when Bryony Ringsell returns from maternity leave.

2020/203 **Planning** (NC)  
**P20/S3988/FUL – 153 Thame Road, Warborough**  
It was felt that this application goes against the Neighbourhood Plan, mainly regarding overdevelopment and overlooking.  
**It was resolved** unanimously in favour to object to the application.

**P20/S4009/HH – 1 Cherry Close, Shillingford**  
**It was resolved** unanimously in favour to support the application.

**P20/S4142/HH – Court House, Thame Rd. Warborough**  
**It was resolved** with 6 in favour and 1 abstention to support the application.

**P20/S2214/O – Quaker House, 32 Thame Rd, Warborough (Amendment)**  
The applicant was in attendance at the meeting and spoke in support of the application.  
**It was resolved** with 5 in favour and 2 abstentions to respond to the application stating the Parish Council's opinion has not changed and that its previous comments still apply.

2020/204 **Representation from the Public sent electronically for items not on the Agenda (limited to 15 minutes)**  
Bill Oscroft (BO) reported that a new system for the Fixmystreet Superusers will be in place early next year and that a second person has been found to assist with the monitoring of the SIDs information, Michael Rice.

BO has been in contact with software support at Elan City to report bugs with the SID software and report the impracticalities of not being able to reconfigure the sign without climbing the post up to it. WP thanked BO for all his work on the SIDs and acknowledged the support of Michael Rice.

2020/205

### **Working Group Reports**

**Communications** – HB reported that the WPC December article was not in the December Parish Magazine.

**Action:** HB to send article to Clerk for circulation.

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

*Jubilee Oak update*

WP reported that the work to the Jubilee Oak has been completed.

A maintenance plan has been drawn up for the rest of the trees on the Green and in the Churchyard and pending the response from SODC on the tree works application, the work will be carried out in January.

A survey of rubbish bins has been carried out and an inventory created. Five bins have been highlighted for replacement, four of which will be replaced by SODC, but not the bin on the noticeboard on the Green South as this isn't on public highway or SODC land. A request has been received for the bus shelter at Hartley Close to be refurbished and planters added.

SODC Cllr Andrea Powell joined the meeting at 8pm.

BO reported that the path behind the southern bus stop was getting narrow and muddy. LLG has contacted Highways to request that this be sided out.

*Recreation & The Green* – JB

JB reported that discussion is needed with OCC to ascertain which land is OCC responsibility and which is WPC responsibility.

MH reported that the contractor is contracted to 5 cuts of the verge a year, but 6 or 7 have been undertaken.

**Action:** Clerk to check invoices.

WP reported that the grass at the south end of The Green before the entrance to the car park is being churned up by vehicles parking on it rather than using the car park. The same is happening outside the Old School House and the Old Firehouse. To be monitored. Lynda Raynor (LR) reported that a vehicle has been driving over Rod Eyot.

JB reported that a quote has been received for annual repairs and service to the play equipment following the ROSPA reports in June. A quote has also been received for extra matting and will be sent to LLG for consideration for the OCC Councillor grant.

*Strimmer replacement* – BP

Deferred – not urgent during winter months

*Greet Hall* – MH

Clare Lennon (CL) reported that there are no bookings taking place at the Hall at present. It was felt that Tier 2 does not allow the hall to operate, however, neighbouring village halls are operating and using government grants to fund additional cleaning. To be investigated and users encouraged to return to the hall if in line with government guidelines. Risk Assessments to be requested from regular users. WP recommends that the water be turned off at the mains.

*Door Lock* (JB)

JB reported that the spindle for the lock arrived and the lock is working, however there might be a problem with the sensor. Keys to the Hall have been issued to CL in case of the keypad lock/sensor not working.

*Events* – HB

Nothing to report.

JB asked if outdoor, organized, socially distanced carol singing can take place. **Action:** HB to investigate.

WP has requested two quotes for the renovation of the village pump housing. LLG advised that her Councillor priority fund has almost all been allocated. Funding requests are to be made online.

2020/206

Approve Budget for 2021/22

**It was resolved** unanimously to approve the budget for the year 2021/2022

2020/207

Set Precept for 2021/22

**It was resolved** unanimously to approve the precept of £52,500 for the year 2021/2022

**Action:** Clerk to submit precept request to SODC.

2020/208

Approve Financial Regulations

**It was resolved** unanimously to approve the Financial Regulations.

2020/209

Approve Standing Orders

**It was resolved** unanimously to approve the Standing Orders.

WP highlighted the importance of the process and the charges for the handling of Freedom of Information requests being set out in the Standing Orders.

2020/210

Risk Assessment

**It was resolved** unanimously to approve the Risk Assessment and noted that there are highlighted actions.

2020/211

Approve Asset List

**It was resolved** unanimously to approve the Asset list.

2020/212

Appointment of Internal Auditor

**It was resolved** unanimously to approve the appointment of Liz Cooper as Internal Auditor. **Action:** Clerk to respond to Liz Cooper.

2020/213

Survey results re Capital Projects & CIL (JB)

*Complaint Letter re CIL Survey*

The data of the survey results was extracted and circulated to all Councillors prior to the meeting. The data

will be interpreted and reported in due course.

NC asked that WPC makes a decision on how to report the information.

HB suggested that a working group, reporting to the Parish Council, be formed including two Parish Councillors, a member of the Neighbourhood Plan Group and interested parishioners in order to move forward in a collaborative way stating that with this exceptional amount of (CIL) money and exceptional circumstances, a wider group of people should be involved.

JB pointed out that WPC has been collaborative by consulting the parish with the survey.

Discussion ensued between Councillors and members of the public and JB stated that the Parish Council followed the guidance exactly on community consultation from SODC.

**January agenda:** Item to be included to cover how to progress – a timetable for the analysis of results, how to assess which projects will go head, in what order and what access there is to grant funding.

- 2020/214 Parish Noticeboards (JB)  
Repairs to two of the boards (including the Greet Hall board) have been completed, the boards will be replaced once varnished. All boards should be back in place in January.  
**Action:** BP and clerk to look at ground where board is to be positioned and contact SSE for permission to dig.
- 2020/215 Traffic Management / SID's (WP)  
Siting of SID4  
NC is awaiting information from OCC Jon Beale.  
Residents are supportive of the positioning, but it is not feasible to put in a mains supply, the sign will be powered by a solar panel, however this might be obstructed as the sign will be in close proximity to a tree. The sign to the north of the Church hall is broken. **Action:** NC to ask Jon Beale to have sign rectified.
- 2020/216 Land & Property Review (BP)  
*Middle Barn Farm Lease BP*  
**Action:** BP to visit.  
*Update on Ditch - BP&MH*  
This to be taken up again now out of lockdown.
- 2020/217 Signage for Permissive Paths (MH)  
*Agree purchase of signs*  
There are 6 signs in the large field between Warborough and Benson, 4 of the signs need replacing.  
**Action:** MH to provide supplier information and Clerk to purchase signs (minimum order £35 = 6 signs).
- 2020/218 Skip at the Allotments (WP)  
Awaiting response from Grundon
- 2020/219 RFO Report  
*Authorisation of Payments*  
**It was resolved** unanimously to approve the following payments:

Supplier	Description of Goods	Value	
Gigaclear	Greet Hall broadband Dec 2020	41.30	DD
OPUS Energy	Pavilion electricity 5Oct-4Nov	97.78	DD
Castle Water	Greet Hall water 1Aug20 - 31Jan21	301.54	BACS
Castle Water	Pavilion water 1Aug20 - 31Jan21	176.00	BACS
Tarki Technology Ltd	Dosh support	38.50	BACS
Sylvatrees Ltd	T64: Oak Crown reduce	888.00	BACS
Moore	External Audit 2019/20	480.00	BACS
Parish Clerk	Reimburse TP Link, Amazon	24.50	BACS
	November salary	Undisclosed	
HMRC	November PAYE	Undisclosed	BACS

External Audit has been signed off

Pavilion electricity bills – OPUS has recommended that an electrician checks what is drawing on the supply.

**Action:** BP to turn water and electricity off at meters (the water meter is broken).

Electrical inspections are due to be carried out in February.

- 2020/220 Correspondence for further discussion if not covered under other Agenda items

1. Email re speeding around Greet Hall	Noted
2. Email re parking signs at The Wharf, is the no parking a temporary Covid measure	
3. Letter of thanks from Wallingford Volunteer Centre	Noted

4. Letter from Lendrums Amusements, request to bring fair 2 <sup>nd</sup> – 9 <sup>th</sup> May 2021	<b>Next agenda</b>
5. Email request to liaise with landowner to move hedge planted at Wheelers End further back	<b>Richard Pullen (RP) to speak to landowner</b>
6. Email re Wallingford Road issues	Ask Wallingford Rd residents for suggestions to pass on to OCC
7. ONPA, minutes of September and November meetings	Noted
8. Email update from SODC re replacement bins	See item 2020/205
9. OALC November newsletter	Noted
10. Email from parishioner regarding impact of Rectory Homes development works	<b>BP to supply head office email address</b>
11. SOHA, regarding the refurbishment of the memorial bench at St Lawrence House	<b>January agenda</b>
12. Warborough and Shillingford WI, request to support a village project to enhance the community by improving the appearance of the Henley Road bus stop.	<b>January agenda</b>

2020/221

Any other Business – to be included on future agendas

The intended refurbishment of the structure housing the defunct water pump on Rod Eyot – timetable, application for grant (WP).

BP wished all an enjoyable Christmas.

**The next Meeting of the Parish Council will be held on Wednesday 6<sup>th</sup> January 2021**

**The meeting closed at 9.55pm**