

DRAFT Minutes of the meeting of Warborough Parish Council
Wednesday 3rd February 7.30pm
Held remotely due to Covid-19 restrictions

Present: Cllr William Pattison (BP) Chairman
Cllr Jonnie Bradshaw (JB) Vice-Chairman
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)

22 Members of the public

Prior to the commencement of the meeting the chairman announced that the format of the minutes will comply with advice set out in the 'Yellow Book' that is to say a formal record of official acts and decisions, short as is consistent with clarity and accuracy, not a verbatim report nor a record of discussion or argument.

John Kosobucki informed the meeting that he was recording the proceedings. Noted.

The Chairman commenced the meeting with a statement that his remarks about Councillor Herbert not declaring an interest concerning a planning matter in a previous year in the 2021 January meeting was not correct and was based on regulations and guidance that he had received 13 years previously. The regulation of who needed to declare an interest had subsequently been changed. Councillor Herbert was minuted at the time that he did not need to declare an interest. The Chairman acknowledged that he was incorrect in making that statement and he apologised.

2021/25 **To accept apologies and reason for absence - None**

2021/26 **Declarations of interest (existence & nature) with regards to items on the agenda**
None

2021/27 **To confirm the minutes of the Meeting held on 13th January 2021**
It was resolved unanimously to approve the minutes of the meeting held on 13th January 2021.

2021/28 **District Councillors Report** (received electronically)
Councillors received the District Councillors' report in advance of the meeting. SC said there was not much to add. NB asked if the Parish Council was doing enough on Covid locally. SC said if the people were helping out the local community that would be enough. SC said SODC was meeting weekly with statutory bodies and agencies. Pleased to say Covid numbers had gone down quite considerably last week. Deaths currently going up as are IC numbers. Hospital admissions now going down which is the pattern. Must not let up despite vaccination roll out. The Oxford vaccine is slowing down the spread.

2021/29 **County Councillors Report** (received electronically)
Councillors received the County Councillors' report in advance of the meeting. LLG said reported figures from Public Health change daily. Agreed with SC that we should help one another. The 2021/22 budget will be adopted on 9th February in the sum of £474,600,000. The Council Tax rise will be 2.99%. OCC will take 1% on social care rather than the full 3% allowed. In spite of the challenges the Council will deliver a balanced budget.

2021/30 **Planning** (NC)
P21/S0050/HH 2 Green Lane – Two storey rear extension
Laurie Kosobucki thanked the PC for the opportunity to comment on planning applications. The applicant in this case had contacted Laurie although had not taken on board the opinion that the application is not in keeping. NC described the building as fairly run down and needs an extension, but this application pushes the boundaries. It is over development for this type of property. The extension should be more in line with other properties each side. Advises OBJECT. Agreed unanimously.
P21/S0032/HH 61, Thame Road – variation of conditions. Small variation to improve appearance. Advise SUPPORT. Agreed unanimously.
P20/S4906/EX Nellies Cottage 4 The Green North – extension of time to P17/S0247/FUL. For information.

**DRAFT Minutes of the meeting of Warborough Parish Council
Wednesday 3rd February 7.30pm
Held remotely due to Covid-19 restrictions**

2021/31 **Representation from the Public sent electronically for items not on the Agenda (limited to 15 minutes)**

Richard Pullen pointed out that a statement made at the January meeting was not personal but on behalf of a group. Richard went on to say that he had spoken to Stephen Cook regarding the new hedge at Wheeler's End. He said that the PC should write to Mr Cook. **Action – chairman to write.** Bill Oscroft reported technical problems are still occurring with the SIDs. He is in contact with Evolis. Bill is going to make his own checks on spurious speeds.

2021/32 **Working Group Reports**

Communications – HB reported on a proposed move to Office 365. £434.40p per annum provides access to shared on line storage plus full access to clerk. No extra costs. Existing e mail addresses remain the same. Backup of all old e mails and access. New system easier to use. Proposal - PC agrees to Microsoft system. JKE web design to set up Office 365 for WPC not exceeding £440 per annum. Agreed unanimously. **Action – HB to take forward.**

Infrastructure & Environment - WP reported on the following;

1. Tree pruning completed. Further pruning identified in the churchyard for the next financial year. A need now to inspect trees along Thame Road and the willow at Shillingford Wharf. Michael Watkins thanked the PC on behalf of the PCC.
2. Work at the Rod Eyot. Dates fixed for the work. Two consecutive weekends commencing 24th April. Thanks to LLG for the £1.000 grant towards the cost. A letter had been hand delivered to all residents around the water pump to advise of the work. The letter included a request that residents do not park vehicles on the local green space to the front of the houses.
3. Ditches have filled in the recent heavy rain. The churchyard ditch has backed up, probably held back at the footbridge. This needs attention. The ditch along the Green North has standing water due to blockages at various locations. BP said there was a flooding problem on the allotments due to a blocked culvert.
4. SID4. Elan Cite' had sent a message to say that the haulier may be freed up to deliver from France on 18th/19th February.
5. A letter had been sent to Countywide Caring asking that vehicles parked on the Green South should avoid crucial areas in order to prevent further erosion. Note – Planning Permission has just been granted for remedial work to be carried out on the Green South.
6. Spikes and tape have been erected on the Green at the play area to restrict parking on wet ground.
7. A quote for a skip at the allotments has been received from Grundons. It was agreed that the quote should be accepted in the sum of £215 + VAT. **Action WP to proceed**
8. Mr Akrill, builder, working on a property on the Green has filled two serious potholes at the entrance to the tennis courts. Thanks extended to Mr Akrill by WP.
9. The gutter at the Cricket Pavilion has not been actioned.
10. Dog bins – await results of a survey across South Oxon. by SODC. Bins are expensive and SODC needs to be satisfied bins are in the right places.
11. NB in conversation with residents in Wallingford Road on priorities.
12. A replacement tree at the old Cricketers has been commissioned.
13. NB to keep an eye on flooding at the Greet Hall.

Recreation & The Green – JB. Nothing to report.

Rod Eyot, Pump refurbishment, Vehicles on the Green, Pavilion guttering – see above.

Greet Hall – MH – BP reported that the Greet Hall readings not yet sent, awaiting readings from the Cricket Pavilion and allotments. Note – Thames Water need contacting regarding Pavilion exterior meter. **Action WP.** JB reported that there is still a problem getting the Greet Hall main door lock fixed. Greet Hall cleaning – once a week currently rather than twice to keep it up to scratch. **Action MH to check condition of the hall.**

Events – HB – nothing to report.

2021/33 **To agree membership of the Capital Project Sub-Committee – as resolved at January meeting item 2021/09.**

BP asked for volunteers to fill the three positions. There followed a discussion as to membership. BP asked councillors to vote on the four names put forward. The results were recorded as follows:

JB - 3
HB - 6
NB - 6
NC - 6

The three candidates who polled 6 votes were duly elected. **Action – the sub-committee to set up**

**DRAFT Minutes of the meeting of Warborough Parish Council
Wednesday 3rd February 7.30pm
Held remotely due to Covid-19 restrictions**

terms of reference, provide public meetings, agendas and minutes.

- 2021/34 **Internal Audit.** BP reported that in the absence of a clerk there was no time to do it. **Action – MH to take advice and move forward.** Note this matter is time limited.
- 2021/35 **Parish Noticeboards update**
Nothing to report
- 2021/36 **Traffic management/SID up date.**
See above
- 2021/37 **Land & Property review.**
Middle Barn Farm Lease – MH reported that he had received a letter from the leaseholder – Slade Legal will work on it. MH will report back when any more is known.
Update on Ditch – MH – talks with the retired solicitor who has expert knowledge have been held up due to Covid.
- 2021/38 **Signage for permissive paths**
Due to bad weather, nothing more to report
- 2021/39 **Skip at the Allotment**
See above.
- 2021/40 **RFO report**
BP had put together a payment list with the assistance of Elizabeth Lemaire (then acting clerk). **It was resolved** unanimously to authorise the bank payments

PAYMENTS				
Supplier	Description of Goods	Value	Chq No	Code
Gigaclear	Internet – Greet Hall	41.30	D/D	4320
Opus	Pavilion Electricity	10.16	D/D	6055
EDF Energy	Greet Hall Electricity	163.13	D/D	5030
Landscape Group	Ditch Clearance	1557.36	BACS	6075
G F Hobbs	Mowing footpaths	1086.00	BACS	6070
Lynda Raynor	Refund to Mowers and Growers	30.00	BACS	5010
Elizabeth Lemaire	Clerk Salary	xxxxx	BACS	4110
Receipts				
SODC (AP Grant)	COVID Assistance	200.00	BACS	1260
OCC (LLG Grant)	Pump restoration	1000.00	BACS	1220

- 2021/41 **Immediate action to prevent further erosion on the Green South**
Planning permission has been granted for the proposed works and will be considered in the round with other projects.
- 2021/42 **Acknowledge receipt of letters of complaint & freedom of information request**
Acknowledged.
- 2021/43 **To nominate a Warborough Parish Councillor representative to respond to a recent FOI request.**
WP appointed. JB proposed that independent legal advice be sought. Supported by NB. There followed a discussion. WP pointed out that the FOI request has to be responded to within time limits set by legislation. In this case it is 19th February 2021. There appears to be no exemption. The time limit could only be avoided if the applicants withdrew and re-presented after legal advice had been obtained. Richard Pullen, on behalf of the twelve applicants could see no benefit in seeking legal advice as the procedure was straight forward. He agreed to consult the applicants. It was proposed by BP that this PC seeks legal advice to assist in the process of the FOI recently received. Seconded by JB. Five votes in favour with two abstentions. **Action – JB to take forward.**
- 2021/44 **Correspondence.** letters received from Countywide Caring – dealt with above. Ledrums – Agreed to fair attending in May, subject to Covid restrictions. Letter from Claire Lennon – dealt with as a complaint. Letter from Liz Eaton regarding maintenance of the Shillingford Road bus stop – NB to action.

DRAFT Minutes of the meeting of Warborough Parish Council
Wednesday 3rd February 7.30pm
Held remotely due to Covid-19 restrictions

Michael Watkins, member of the public, felt the nature of this item was confusing. NB suggested councillors respond to individual letters depending on the topic and circulate to colleagues. **Action – MH to consult Lynda Raynor on process.**

2021/45 **Any other business** – Allotment flooding considered above. Requires further attention with inspection of the culvert.

This concluded the business on the agenda. BP then tendered his resignation both as chairman and councillor. BP commented that his focus had been to make a practical contribution to the villages, but he did not wish to be involved in dealing with escalating criticism of the Parish Council. WP thanked him on behalf of the other Councillors for all his contributions to the work of the Council and the villages.

In the absence of a chairman in the immediate future JB, as vice-chairman would take over the role of chairman until an election at the next meeting. Councillors, in the meantime will meet to discuss the management of the Council.

The meeting concluded at 10.20pm.

Minutes prepared by Councillor Partridge 4th February 2021.