

**DRAFT Minutes of the meeting of Warborough Parish Council**  
**Wednesday 3<sup>rd</sup> March 7.30pm**  
**Held remotely due to Covid-19 restrictions**

**Present:**

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) and acting parish clerk.  
District Cllr Andrea Powell (AP)  
County Cllr Lorraine Lindsay-Gale (LLG)

22 Members of the public

**2021/46 Election of chairman:**

Jonnie Bradshaw proposed by NC, seconded by MH. There being no other nominations, JB was duly elected unanimously. JB thanked William Pattison for his contribution to the Council over several years. Bill was a doer, happy in physical work, repairing the Thame Road Bridge, erecting the speed indicator devices, dealing with ditch problems, for example.

**2021/47: To accept apologies and reason for absence** – District Councillor Sue Cooper.

**2021/48 Declarations of interest (existence & nature) with regards to items on the agenda:**  
None

Before the main business of the meeting JB announced some changes to format and procedures with effect from the April meeting. Regarding the agenda format, the announcements presented in red will be amended to reflect a change in procedure. The 'fifteen minute' rule will remain. However, an additional three minutes will be allocated to items on the agenda. JB reminded everyone that minutes will be kept in line with the advice given in the 'Yellow Book.' Councillors will be responsible for amending any errors in the draft minutes. Members of the public are invited to draw factual errors to the attention of the Council involving actions or resolutions.

The Council has been unable to fill the vacancy for acting parish clerk. Bryony Ringsell, as permanent clerk, is due back on the 8<sup>th</sup> April 2021. In the meantime, WP is fulfilling the administration role. NC is the acting RFO with executive power to make payments. JB thanked Lynda Raynor for her help during this period.

JB reminded everyone that the vacancy created by the resignation of Bill Pattison is currently subject to an invitation for 10 electors to request an election by 8<sup>th</sup> March 2021. If that does not happen the Council will invite parishioners to step forward to fill the casual vacancy by co-option at the April meeting. If more than one 'volunteer' the vacancy will be filled by a simple vote of councillors.

**2021/49 To confirm the minutes of the Meeting held on 3<sup>rd</sup> February 2021:**  
**It was resolved** unanimously to approve the minutes of the meeting held on 3<sup>rd</sup> February 2021.

**2021/50 District Councillors Report:** (received electronically)  
AP reported that effort is being put into encouraging Covid vaccination. SODC will be introducing car park charges on Sundays from 10am. Goldsmiths Lane car park in Wallingford will remain free. There is strong cross-party support for the 2021/2 budget. The local councillor's grant fund has contributed £1340.00 to Warborough Cricket Club for the purchase of new sight screens. £400.00 has been contributed to St Laurence School for energy efficiency improvements. SODC and Vale have adopted local plans and will work together.

**2021/51 County Councillors Report:** (received electronically in two parts)  
Roadmap for the easing of lockdown published by the Government. Vaccination programme continuing at a phenomenal pace in Oxfordshire. Covid vaccination outreach programmes created to encourage take up. Covid testing taking place at Wheatley campus. Symptom-free testing for key workers. Consultation launched on Oxfordshire's draft Transport Blueprint. Warborough Junction – Thame Road and Henfield View made safe. Culham to get a pedestrian crossing at the ex-Wagon and Horse pub. Tunnelling has taken place in Garsington to alleviate flooding. 88.99% of children received an offer of a first preference for next September. New re-cycling initiative – gully contents to be processed for potential use, among other things, as highway fill material for resurfacing.

**2021/52 Planning: (NC)**  
P20/S3253/LB. P20/S3755/HH Court House, 84. Thame Road – More information received regarding staddle stones and roof timbers. Recommend SUPPORT. Agreed unanimously.

**2021/53 Representation from the Public sent electronically for items not on the Agenda: (limited to 15 minutes)**  
Richard Pullen presented a statement on behalf of YSYM group of villagers. The group wished to thank the outgoing chairman for the good work he did in the parish and his fellow Councillors for recognising the need to form a sub committee to consult villagers regarding the Capital Projects Budget & CIL spending. The FOI has revealed concerns regarding the approach of the Parish Council. The offer of help remains and hope the new sub-committee will take an inclusive approach.

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Laurie Kosobucki spoke on behalf of the NP committee. Two main points were raised:  
NP projects are not given appropriate creditability.  
The PC risk giving too much creditability to survey data.  
Laurie would be happy to discuss the analysis held by the NP committee.

**2021/54 Working Group Reports:**

**Communications (HB)**

Move to Microsoft 365 proceeding. E mail addresses will not change. Full results of the survey available in Excel and PowerPoint on the village website

**Infrastructure & Environment (NB)**

SID4 now erected and working. Thanks to LLG's intervention matters are moving on for Wallingford Road. Jon Beale from OCC asked to erect a pole for another SID. Met residents for a longer-term perspective. Rod Eyot project due to take place late April. Tape and spikes along the Green South effective. The playground is attracting more visitors. Potholes occurring in the car park. The Pavilion and Greet Hall in need of external painting. Thanks to LLG for the new white lines at Henfield View. Poor road markings at Green Lane needs attention. **NB** taking this up with Jon Beale. Lynda Raynor has updated the tree data base. Replacement tree at the old Cricketer's pub needs chasing. **(NB)**

**Recreation & The Green (JB)**

During April outdoor activity can start again. Winter wet weather and vehicle damage – **Sub committee to consider options to deter vehicles.**

**Events (HB)** – nothing to report.

**2021/55 Capital Project Sub-committee: (NC)**

Terms of reference had been discussed by councillors earlier and amended to satisfy concerns. Agreed unanimously. To be uploaded to the website (HB) The first meeting will take place on 24<sup>th</sup> March at 6pm. An agenda will be published. The public will be invited to attend and contribute by Zoom. The meetings will be limited to one hour. Recommendations will be forwarded to the full Parish Council.

**2021/56 CIL payment: (JB)**

Chairman proposed to hold payments with SODC. Agreed unanimously. AP suggested seeking advice from Mark Hugher – SODC CIL team.

**2021/57 Parish notice boards: (JB)**

The final refurbished notice board is to go up at Shillingford in March/April

**2021/58 Traffic management/SID up date:**

JB thanked all those involved in the project including Bill Oscroft and those who donated funds to purchase two SIDS. A number of compliments had been received from parishioners. NB to 'own' the Wallingford Road project.

**2021/59 Land & Property review: (MH)**

Middle Barn Farm Lease – MH confirmed that the title to Middle Barn Farm is recorded at the Land Registry. Nothing further to report from Slade Legal at the moment. MH has spoken to the retired solicitor who has been advising on the status of the Thame Road ditch. MH now looking for information from old maps. Difficult to prove ownership. It is a complicated process involving the old Manor of Warborough. MH also asked about the allotment ditch culvert which is blocked. In reply NB said the ditch is blocked at various places along the Green North. Ditches in totality need attention as a project.

**Action: Major item on the next agenda.**

**2021/60 Signage for permissive paths: (MH)**

Work in progress. Agreed that with better weather the new signs should go up.

**2021/61 Skip at the Allotment: (WP)**

Skip booked for 8<sup>th</sup> March 2021. Emphasised the skip is for allotment waste only.

**2021/62 RFO report: (LR)**

Payment list had been circulated and checked. It was resolved unanimously to authorise bank payments. Signatures are being updated to include HB. To delete Bill Pattison and Elizabeth Lemaire. Bryony Ringsell to stay on. The Internal Audit will be ready for the end of the financial year. Currently awaiting the name of the External Auditor. Statement of Internal Control adequate and effective. Proposed by JB. Agreed unanimously. To be signed off by the Chairman and RFO. Risk Assessment was last reviewed on 20<sup>th</sup> December 2020.

Supplier	Description of goods	Value	Chq No	Code

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Gigaclear	Internet – Greet Hall	41.30	D/D	4320
Opus	Pavilion Electricity	10.16	D/D	6055
Altom Tree Care	Tree Maintenance	5754.00	BACS	6060
SODC	Dog Bins	484.38	BACS	6020
Room Service	Greet Hall cleaning (January)	128.00	BACS	6070
Room Service	Greet Hall cleaning (February)	64.00	BACS	6070
Elancity (Alder Shine)	SID4	2176.13	BACS	6099
Grundon Waste	Allotment skip	258.00	BACS	6015
HMRC	Underpayment from month 4	14.85	BACS	4120
OALC	Annual Subscription	196.91	BACS	4360
Lynda Raynor	Accounts work	xxx.xx	BACS	4110
Duocall MSP	PC Phone (November)	24.37	BACS	4320
Duocall MSP	PC Phone (December)	22.80	BACS	4320
Duocall MSP	PC Phone (January)	16.80	BACS	4320

**2021/63 UP-date on FOI request: (WP)**

All information in the possession of the Council and Councillors supplied by the deadline. Richard Pullen unable to open a small amount of information left contained on a 'thump stick' supplied by JB. Richard to hand back the thumb stick so that **JB** can open and supply whatever is contained on it.

**2021/64 Community Art provided by Rectory : (NC)**

The PC is obliged to spend £8000 allocated to the design and production of community art. The original intention was to ask students at Wallingford School, art and design class to provide a design. This was thwarted by the Covid epidemic. (Wallingford School had provided the design for the War Memorial). **Action: NC to speak to Rectory Homes about the siting of an art design when the position of the school car park becomes clearer. In the meantime, WP to contact Wallingford School.**

**2021/65 Support for Bioabundance Community Interest Company: (WP)**

WP explained that Parish Councils had been contacted to seek support to mount a challenge to SODC Local Plan. AP sought to clarify that Bioabundance wishes to judicially review an alleged failure to adhere to Government guidance NOT the plan itself. SODC is already moving on to reassess the local plan. **JB** proposed the PC look at in more detail at the next meeting. **Action: Councillors to examine the detail of the request. Itemise the matter on the agenda.**

**2021/66 Correspondence.**

Hedge at Wheeler's End. A lengthy letter had been received from the contractor acting for Mr Cook in response to the PC letter asking for the removal of part of the new hedge. Effectively, the response was 'no' A further letter will be written to Mr Cook asking for the front row of the new hedge to be removed to ensure a sight line on the bend. **Action: NB to compile the letter.**

**2021/67 Any other business.**

MH requested that the PC seek to register the Six Bells as a village asset. Lynda Raynor said information exists on the PC laptop. **Action: MH to take forward with the assistance of LR**  
Riparian rights relating to ditches to be examined. **Action: agenda item for the next meeting.**

**The meeting closed at 9.15pm.**

Draft Minutes prepared by Councillor Partridge 4<sup>th</sup> March 2021.

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