

**Minutes of the meeting of Warborough Parish Council  
Wednesday 5<sup>th</sup> May 2021 7.30pm  
Held remotely due to Covid-19 restrictions**

**Present:**

Cllr Nigel Conie (NC) Chair  
Cllr Jonnie Bradshaw (JB) Vice-chair  
Cllr Michael Herbert (MH)  
Cllr Nick Brown (NB)  
Cllr Helen Brawn (HB)  
Cllr Mieke McLarty (MM)  
Cllr Will Partridge (WP)  
Bryony Ringsell - Clerk  
District Cllr Amanda Powell

12 Members of the public

- 2021/104 **To accept apologies and reason for absence**  
None
- 2021/105 **Declarations of interest (existence & nature) with regards to items on the agenda:**  
None
- 2021/106 **Election of the Chair**  
MH proposed NC for the position of chair, seconded by JB, all other councillors in favour
- 2021/107 **Election of Vice Chair**  
MH proposed JB for the position of vice-chair, seconded by NC, all other councillors in favour
- 2021/108 **Distribution of Councillor roles and responsibilities**  
Discussed and decided as below

Title	Lead Cllr	2 <sup>nd</sup> Cllr	3 <sup>rd</sup> Cllr
Comms	HB	JB	
Planning	NC	MH	MM
Infra/Environ	NB	WP	NC
Events	HB	MM	
Rec & Green	JB		
Allotments	NC		
Greet Hall	MH	JB	
Finance/Legal Liaison	MH	MM	
Page Liaison	MH		
F&GP WG	RFO, NC, JB, MH WP,		
Capital Projects	NC	HB	NB

- 2021/109 **Declarations of Acceptance of Office to observe the Council's Code of Practice**  
All councillors undertook to do so and will submit the signed copies to the clerk
- 2021/110 **Dates of Parish Council meetings 2021/2022**  
Meeting to stay as the first Wednesday of every month apart from August when there will be no meeting
- 2021/111 **To confirm the minutes of the Meeting held on 7<sup>th</sup> April 2021:**  
NC proposed the minutes be approved, all other councillors in favour  
**To confirm the minutes of the Extraordinary Meeting held on 22<sup>nd</sup> April 2021**  
NC proposed the minutes be approved, all other councillors in favour
- 2021/112 **District Councillors Report:** (received electronically)  
AP highlighted that there was a new climate emergency web page and that two forums; the town and parish council forum and the assets of community value forum may be of interest to councillors.
- 2021/113 **County Councillors Report:** (received electronically)  
LLG did not send a report and was not present at the meeting
- 2021/114 **Planning (NC):**  
P21/1601/HH – applicant not present, NC reported nothing contentious and proposed council support the application. JB and NB abstained, HB, MM, WP and MH in favour  
P21/S1535/CM – concerns raised about the road crossing footpaths and the surface to be used in facilitating this. NC proposed to respond to the application and commenting on the above. All other councillors in favour  
P21/S0797/LB and P21/S0976/HH – NC reported the barn in question was in need of renovation and proposed the council support the application. JB abstained, all other councillors in favour.
- 2021/115 **Request from the WI to plant a tree on the Green**  
WP reported a site near to the stump of an old chestnut tree had been identified as suitable. WI are to pay for and source an Oak tree that will be planted this autumn. WP to remain project liaison.

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- 2021/116 Greet Hall – Discussions around reopening including cleaning, electrical work, management of regular users and car parking**  
Agreed electrical work needs to be done as a matter of urgency and that the hall should open on 17<sup>th</sup> May for regular users providing they have an adequate risk assessment. Hall to be cleaned after each user – bill to be footed by the council.  
Action -JB, Clare Lennon (CL) and MH to liaise before the 17<sup>th</sup> to ensure hall is ready and cleaning are available.  
Action - MH to liaise with Pauline from room service re cleaning plan.  
Action - MH to write notes to residents parking on Greet Hall parking area
- 2021/117 Request from Mark Searle for maintenance to the Cricket Pavilion**  
Current issues with guttering, paintwork and damp. Agreed there should be a formal agreement written to denote responsibilities of the Parish Council and the Cricket Club in regards to maintenance.  
Action – NC to visit pavilion with MS to asses what needs to be done and will report back next mont  
Action – Maintenance agreement to be written
- 2021/118 Representations from the public sent electronically for items not on the agenda (limited to 15 minutes)**  
Bill Oscroft (BO) reported he had spoken to the police re anti-social biking, specifically speed and noise. AP explained other neighbouring councils are also keen to form a joint action and she will send contacts. CL asked what the council was doing about keeping travellers off the green. NC explained extra stop cocks were to be added to enable the water supply to be cut off.  
Action – Incursion policy to be added to the website
- 2021/119 SID's and Traffic Management Update**  
The owners of Court House have requested the SID near their property be changed to mains power – investigation underway as to feasibility of this.  
Poles for SID's in the south of the parish to be installed.  
Traffic management device to be rented from SODC to get accurate date on speed and volume of traffic
- 2021/120 Working Groups Report**  
**Communications** -HB explained costs for website/email hosting will be in the region of £475, NC proposed to approve expenditure of up to £500 for this. All other councillors in favour  
**Infrastructure and Environment** – Bin outside Aisha Store to be temporarily re-sited. After discussion around ditches it was decided a feasibility study should be carried out on clearing ditches around the parish. Grass cutting raised and some areas have been missed.  
Action – WP/NC/NB to start feasibility study  
Action – NB to have a meeting with TLGO re grass cutting, BR to arrange  
**Recreation and the Green** – Nothing to report  
**Greet Hall** – Covered above  
**Events** – Nothing to report
- 2021/121 Capital Projects Sub-Committee progress report**  
NB reported all projects had been reassessed for viability, minutes of the meeting are to be published.
- 2021/122 Internal Audit Update**  
Lynda Raynor reported that the internal auditor had raised several points of action during the audit including the clerk needing a contract and annual appraisal, and that the current Standing Orders do not provide for working groups so the current F&GP working group should become a committee.  
Internal audit has been signed off by the auditor
- 2021/123 RFO Report**  
Discussion around the working hours of the clerk, JB proposed the hours be raised from 30 per month to 40 per month to be paid at the same rate. All other councillors in favour.  
Payments authorised as below,

Payments				
Supplier	Description of Goods	Value	Chq No	Code
Gigaclear	Internet – Greet Hall	41.30	D/D	4320
Duocall MSP	Parish Council Mobile	17.00	D/D	4320
Opus	Pavilion Electricity	10.16	D/D	6055
EDF	Greet Hall Electric	84.00	D/D	5030
SODC	Dog Bin Emptying	484.38	BACS	6020
GF Hobbs	Verge cutting	504.00	BACS	6070
Gillett Johnson	Church Clock Maintenance (outstanding from 2020)	231.60	BACS	4510
Castle Water	Allotment Water	173.36	BACS	6015
Malcolm Gray	Work on Pump (Rod Eyot)	2250.00	BACS	6075
Lynda Raynor	Accounts Work	xxx	BACS	4110
Lynda Raynor	Zoom Reimbursement	143.88	BACS	4360
Elizabeth Cooper	Internal Audit Fees	250.00	BACS	4340
Bryony Ringsell	Clerks Salary	xxx	BACS	4110

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S M Cook	AED holding	15.00	BACS	6075
Warborough PCC	AED holding	15.00	BACS	6075
The Landscape Group Oxford	Grass Cutting	991.20	BACS	6055
	Total	£6062.14		
<b>Receipts</b>				
HMRC	Vat reclaim	2292.43	BACS	1010
SODC	Precept	26,250.00	BACS	1105
SODC	CIL money	93,327.69	BACS	1230
	Total	£121870.12		

**2021/124 Correspondence for further discussion if not covered under other agenda items**

- NALC bulletins
- Covid 19 signage – JB to look in to
- Susan Linnet – Enrych Oxford, request for funding - denied
- Sarah Houlihan – Parking around Thame Road – MH to place notes on cars parked around the Greet Hall
- OALC – Community renewal fund – JB actioning
- Mark Searle – Cricket Pavilion – discussed above
- Anonymous – Road drain northern end of Shillingford Bridge – OCC not parish council
- Brigadier Harding – Debris behind wharf bench – Litter pick this weekend to target
- Sheila Puri – Bench – WP has replied
- Jean Beesley – Memorial – WP to act as liaison and report back
- Assets of community value letter (pubs) – covered above

**2021/125 Any other business**

BR reported she was in consultation with SODC re the CIL money paid and is awaiting a response from their legal team

Meeting ended at 9.12 pm.