

**Minutes of the meeting of Warborough Parish Council
Wednesday 1st September 2021 7.30pm**

Present:

Cllr Nigel Conie (NC) Chair
Cllr Jonnie Bradshaw (JB) Vice-Chair
Cllr Michael Herbert (MH)
Cllr Nick Brown (NB)
Cllr Mieke Mclarty (MM)
Cllr Will Partridge (WP)
Bryony Ringsell – Clerk (BR)
District Cllr Andrea Powell (AP)
County Cllr Robin Bennet (RB)

10 Members of the public

- 2021/158 **To accept apologies and reason for absence**
Apologies from Councillor Helen Brawn
- 2021/159 **Declarations of interest (existence & nature) with regards to items on the agenda:**
None declared
- 2021/160 **To confirm the minutes of the Meeting held on 7th July 2021:**
NC proposed the minutes be approved, all other councillors in favour
- 2021/161 **District Councillors Report:**
AP circulated a report before the meeting which will be uploaded to the website. Highlighted that there are many open consultations at the moment and encouraged people to take part
- 2021/162 **County Councillors Report:**
RB was present at the meeting but no report to circulate
- 2021/163 **Planning (NC):**
P21/S3590/HH – 1 Cherry Close, Shillingford
Michael Wallace asked to speak against the application, stating that his and other houses would be overlooked and that the proposed build would be very close to the boundary of his property and would interfere with the view. He also asked that it be noted that neither the applicant or SODC had made the neighbouring houses aware of the new application. NC explained that whilst he was sympathetic to these points there were no material planning grounds on which to object. He proposed to return a comment on the application rather than support or object to it noting the points made by Mr Wallace.
- 2021/164 **Representations from the Public for items not on the agenda (limited to 15 minutes)**
None raised
- 2021/165 **Queens Platinum Jubilee – proposal and recommendation for funding**
MM reported that the committee had met and decided they would like to organise music and food and requested a budget in order to do so. Agreed that a minimum of £500 would be given but potentially up to £2000 of funding may be available.
Action MM/HB to come up with an idea of costs for next meeting.
- 2021/166 **SID's and Traffic Management Update**
OCC have yet to install the posts for the Wallingford Rd SID. Speed survey is showing both volume and speed of traffic has increased and there is a proposal with the capital projects sub committee to place traffic calming measure in the area. Wallingford Rd residents have linked up with Wallingford Council and WPC are also involved in trying to get further restrictions to ease the speed and volume of traffic. In relation to Henley Road the PC and 7 neighboring councils have written to the Police and Crime Commissioner to raise the issue of anti-social motorbike noise and are awaiting a reply. The foliage around the SID on Thame Road is to be trimmed.
A full traffic survey will be considered in the parish once the 6 Acres development is finished.
WP proposed to buy a battery powered SID at a cost of £1812.48 + VAT, seconded by NB, all other councillors in favour.
- 2021/167 **Legionella protocol for council owned buildings**
Reports indicate there should be a risk assessment in place and that someone should be trained in order to do this.
Action BR to explore training options.
- 2021/168 **Allotments – including report from the open day, possible rent increase and proposal to purchase weed suppressant barrier**
Open day was successful with several people wanting to take over vacant plots.
WP proposed that the annual rent for an allotment be increased from £10 to £15. Seconded by NC, all other councillors in favour
NC then proposed the council pay for weed suppressant barrier at a cost of £300 to be used by the allotment to keep weeds from growing on vacant plots. Funding for this to come from next years budget and so available to the Allotment Association in 2022. Seconded by WP, all other councillors in favour.
- 2021/169 **Infrastructure – proposal to hire a lengthsmen and purchase a brushcutter**
MH proposed to begin searching for someone to act as a lengthsmen for the council and put together a list of required jobs and response times. NC seconded, all other councillors in favour.
JB researched brushcutters and explained that one powered by petrol and costing around £300 would

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seem to be the best option for the council. JB to put together a proposal and exact costings for the next meeting.

Action – WP to put together job requirements for lengthsman

Action – JB to put together proposal to buy brushcutter

2021/170 Capital Projects and CIL proposals

Discussion over the proposed scoring system. JB suggested revisions to the once proposed by the sub committee, to be reviewed at the next sub committee meetings and final proposal brought to the next council meeting.

2021/171 Potholes on the Green South

WP is still trying to find a contractor to take on the job. JB suggested granite setts as a long term solutions.

Action - WP will continue to find a contractor to fill in holes as a short term solution

Action - JB to investigate setts as a long term option.

2021/172 Tree Survey

NB reported that although several companies have been asked to quote to carry out the necessary tree survey only the existing contractor, Sylva responded. Due to the important nature of the work and the fact that it needs to be carried out in a timely manner NB proposed instructing Sylva to go ahead with the survey at a cost of £795 plus VAT. Seconded by WP and all other councillors in favour

2021/173 Queens Canopy Project

WP attended a recent meeting with Wallingford Town Council about planting more trees in the Jubilee year. Wider context includes a nature recovery network for Oxfordshire. WP recommended the Parish be involved and requested the item be included on future agendas.

2021/174 Cricket Club rent agreement and terms – Pavilion

Contract proposed but NC would like a solicitor to review.

Action – BR to get quotes for a solicitor to review the agreement

2021/175 Working Groups Report

Communications – No report

Infrastructure and Environment – Covered above

Recreation and the Green – ROSPA to attend for safety check and JB to organise any necessary maintenance

Greet Hall – Urgent electrical work has been done. Legionella policy needs to be sorted. Toilet seats to be replaced in the ladies toilets. MM has taken over as bookings clerk, JB to assist with website issues

Events – Covered above

2021/176 RFO Report

Payments authorised and receipts confirmed as below;

Supplier	Description of Goods	Value	Method	Code
Whealers Electrical	AED cabinet	£216.00	BACS	6075
Whealers Electrical	AED cabinet	£144.00	BACS	6075
Bryony Ringsell	Clerks Salary (July and August)	xxxxx	BACS	4110
Chip Hosting	Microsoft 365 (August)	£44.91	BACS	4320
Gigaclear	Internet (July)	£41.30	D/D	4320
EDF	Greet Hall Electric	£22.94	D/D	5030
Duocall	Phone (July)	£17.10	D/D	4320
Opus	Pavilion Electric (July)	£16.31	D/D	6055
Colliers	Postcrete – Noticeboard	£14.36	BACS	6075
SODC	Dog Poo Bins	£968.76	BACS	6020
Castle Water	Pavilion Water	£68.99	BACS	6050
Pauline Barnes	Greet Hall Cleaning	£273.00	BACS	5070
Salvum	Legionella testing – Greet Hall	£234.00	BACS	5040
Salvum	Legionella testing – Pavilion	£354.00	BACS	6035
Chip Hosting	Microsoft 365 (July)	£44.91	BACS	4320
Call Out Plumbing	Float valve – pavilion	£90.00	BACS	6035
HMRC	Tax etc	£444.74	BACS	4120
Duocall	Phone (August)	£17.10	D/D	4320
Opus	Pavilion Electric (August)	£23.21	D/D	6055
Gigaclear	Internet (August)	£41.30	D/D	4320
The Landscape Group Oxford	Grass Cutting (July)	£1671.90	BACS	6005
Call out Plumbing	Pavilion	£250.00	BACS	6035

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Receipts				
V Chell	Greet Hall Hire	£100	BACS	1310
L Knapp	Greet Hall Hire	£80	BACS	1310
Paypal	Greet Hall Rent	£33.68	BACS	1320
	Total	£213.68		

RFO also explained that the current laptop is running very slowly. Will get it checked to see if it needs replacing. If so will bring a proposal to the next meeting.

2021/177 Correspondence for further discussion if not covered under other agenda items
No relevant correspondence needed discussing

2021/178 Any other business
None

Meeting ended at 21.08