

**Minutes of the meeting of Warborough Parish Council
Wednesday 1st June 2022 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)
Bryony Ringsell – Clerk (BR)
District Andrea Powell (AP)

13 Members of the public

- 2022/116 **To accept apologies and reason for absence**
Apologies from County Councillor Robin Bennet
- 2022/117 **Declarations of interest (existence & nature) with regards to items on the agenda:**
None
- 2022/118 **To confirm the minutes of the Meeting held on 4th May 2022**
NC proposed to confirm the minutes, all other councillors in favour
- 2022/119 **District Councillors Report:**
Report included information on the 5 year land supply and the opening of the councillor grant scheme. Report to be added to the website,
- 2022/120 **County Councillors Report:**
Cllr Bennet not present at the meeting and no report sent through
- 2022/121 **Planning**
OCC – R3.0056/22, OCC – R3.0054/22, R3.0053/22 and R3.0058/22 discussed but decided no formal response was necessary. Clerk to remind planners of concerns over the end of Gallows Leaze footpath (path 17).
- 2022/122 **Representations from the Public for items not on the agenda (limited to 15 minutes)**
MH explained that two members of the public had put themselves forward for co-option onto the council and will attend the July meeting in order for this to be actioned. J Kosobucki asked for clarification on which councillors would resign and when, NC explained those councillors who were planning to resign were staying on to finish projects and would resign as and when they felt it suitable to do so, expected to be July or September.
- 2022/123 **Queens Platinum Jubilee Celebration - Update**
NC expressed thank to the members on the Jubilee Committee for their hard work in planning and running the event.
- 2022/124 **Neighbourhood Plan – Update**
L Kosobucki expressed concern over the lack of clarity from the PC on which councillors would sit on the new steering group and which councillors are in a position to have meaningful discussions regarding longer term working relationships. NC explained that this had not yet been decided who will be joining the committee due to changing members of the council.
JB explained that advice had been sought from several outside organisations on Terms of Reference and that the council had been working with Helen Pearson in order to get a first draft of these prepared before the July meeting. MM voiced her disappointment to those responsible for circulating and providing misleading information in order to gain favourable votes for the poll.
- 2022/125 **Proposal to adopt the new model Code of Conduct sent out by SODC**
NC explained that it was similar to the code already used and was recommended by SODC that all councils adopted it, therefore proposed to adopt the new Code of Conduct, all other councillors in favour
- 2022/126 **Proposal to approve Wallingford Road Shillingford Gateway and spending of £1310.78**
NB explained that the project had already been approved as a Capital Project and the cost was significantly less than originally planned for. NB proposed to approve the Wallingford Road Shillingford Gateway and spending of £1310.78. Seconded by NC, all other councillors in favour
- 2022/127 **Proposal to apply for the speed limit to be reduced to 20mph from 30mph within the Parish**
NB explained that around 80% of the responses to the survey had been in favour of applying for the reduced speed limit and that several comments had been made which should be considered. NB proposed to apply for the speed limit to be reduced to 20mph from 30mph within the Parish and to look into the comments made on the survey. Seconded by MM and all other councillors in favour
- 2022/128 **Proposal to change the bin on the green to one with a lid**
BR explained she had spoken to SODC who were happy for this to be done so long as the council bore the cost which would be approximately £200. Also discussed that the dog poo bin at Wheelers End needed replacing. NB proposed to replace both the bins in question, seconded by NC, all other councillors in favour
- 2022/129 **Remedial maintenance works on the Greet Hall**
MH explained an estimated cost for the exploratory works would be £390. Agreed that MH would get a firm quote for this and instruct Normal West to go ahead with the work.

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2022/130 Drain Cover – The Green South

NC explained the drain cover is on a private road and the responsibility of the council. Discussed that the cover/area needed levelling – JB to take this on and get quotes for the work

2022/131 Capital Projects and CIL allocations

Gateway and bus stop projects underway. NC to liaise with school on their project. JB to produce a document to hand out to successful applicants on how to request the money etc. Discussion on which tranche of CIL to draw down on and whether to include another SID device or whether there is money left from the last withdrawal. BR to investigate.

2022/132 Tree Planting – Update

NB explained it was hoped the final plan would be ready in order to start planting in the autumn. Discussion over some trees on the plan obscuring views and concern raised over the amount the maintenance of this many (approx 100) will cost.

NB proposed to accept the plan shown in the meeting except tree 3 which will not be planted, tree X which has been moved and trees EE and FF as there is concern they will block protected views. Seconded by NC and all other councillors in favour.

MoP raised concern over the large willow tree in the village. Discussed that it has not been deemed dangerous by Sylva but NC will speak to SODC about what can be done as it is subject to a Tree Protection Order

2022/133 Working Groups Report

Communications – None

Infrastructure and Environment – NB expressed thanks to Bill Ocroft for his work with the SID's. Repair costs for damaged SID are now almost as much as new device, BR to speak to insurance company to see if they will approve a new device instead. Discussed that a meeting with TLGO is needed to discuss further maintenance work in the village

Recreation and the Green – Safety check of playground booked for 2022

Greet Hall – Discussed above

Events – Discussed above

2022/134 RFO Report

Audit Update – BR reported that the internal audit had been completed (copy had been sent to councillors prior to the meeting) Highlighted that BR should have an annual appraisal and annual pay review which should be actioned in future and that there had been issues with payslips that meant the council had paid £16.74 that should have been paid by BR, this has now been repaid. BR explained that her payscale and payrise needed to be approved as her payscale had not been recorded at the last meeting. NC proposed to increase BR's pay to NALC payscale 13 (£11.97 per hour), backdated to April 2021 as previously discussed.

BR clarified that her contract had been updated accordingly and needed to be resigned – done by NC. Statement of Internal Control and review of effectiveness of internal audit reviewed and signed by NC Internal Audit report approved.

Payments and Receipts for April approved as below;

Supplier	Description of Goods	Value
Gigaclear	Greet Hall internet	£29.25
Duocall	Telephone	£18.32
Nick Brown (survey monkey)	Subscription	£136.00
Chip Hosting	Microsoft 365	£85.41
Shaw and Sons	Minute Books	£194.00
Bryony Ringsell	Clerks Salary	xxxx
The Landscape Group Oxfordshire	Grass Cutting	£992.10
Castle Water	Greet Hall Water	£473.87
Elizabeth Cooper	Audit	£287.50
Shield Maintenance	Dog Poo Bin Emptying	£115.20
Royds Withy King	Legal Advice	£276.00
Receipts		
OCC	Grass Cutting Grant	£630.36
J Carter	Greet Hall Rent	£100.00
J Knapp	Greet Hall Rent	£48.00
HMRC	VAT reclaim	£2516.43
PayPal	Greet Hall Hire	£187.18

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2022/135 Correspondence for further discussion if not covered under other Agenda items

- SODC Newsletters - *Read*
- NALC bulletins - *Read*
- Waste Team - Litterbug route suggestions - *None*
- CPRE - renewable energy plan - *Read*
- Rural Network bulletin - *Read*
- Steve Corrigan - Code of Conduct training - *Discussed above*
- Emily Partridge - Drain Cover - *Discussed above*
- Jilly Glasgow - Work at Sinodun view - *BR to send an email to SODC*
- OALC - London Bridge - *BR to get transcript of meeting*
- Dave Harrison - OCC transport representatives meeting - *N/A*
- Lynda Raynor - Parish Poll follow up - *PC to respond to points not discussed at meeting*
- OALC - Fraud in Parish Councils - *For information only*
- SODC - joint local plan consultation - *N/A*
- Benson PC - Pre submission documents - *NP - N/A*
- Wild Oxfordshire - subscription request - *Refused*
- Waste Teams - Tours - *No interest*
- Sue Thirkettle - Hedges/ditches - *Discussed above, NB to speak to TLGO*
- Bill Oscroft - Dob poo bin, Wheelers end - *Discussed above, to be replaced*
- Formal Complaint - *£1000 spent on legal advice to date, further response to be sent*

2022/136 Any other Business - to be included on future agendas

MH to action further quote for 'No Mooring' sign

Meeting closed at 20.54