

**Minutes of the meeting of Warborough Parish Council
Wednesday 10th January 2024 7.30 pm at the Greet Memorial Hall**

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Present:

Cllr Jonnie Bradshaw (JB) Chair
Cllr Nigel Meadows (NM)
Cllr Richard Pullen (RP)
Cllr Mark Searle (MS)
Cllr Emma Keene (EK)
Cllr Megan Hanson (MK)
Cllr Gabriele Tanase (GT)
Bryony Ringsell – Clerk (BR)
District Cllr Sue Cooper (SC)
27 Members of the public

- 2024/001 **To accept apologies and reasons for absence**
Apologies from County Councillor Robin Bennett and District Councillor Andrea Powell
- 2024/002 **Declarations of interest (existence & nature) with regards to items on the agenda**
None
- 2024/003 **To confirm the minutes of the Parish Council Meeting held on Wednesday 6th December 2023**
The minutes from both meetings were previously circulated to councillors. JB proposed to approve and sign them, all councillors in favour - **DECISION**
- 2024/004 **Actions arising from last meeting**
The following actions are outstanding:
JB to liaise with Lynda Raynor re parking on verges – In hand, meeting arranged
JB to liaise with Lynda Raynor re tree planting – In hand, meeting arranged
Future of the Whitehead Plot – in progress, JB dealing
In depth risk assessment to be carried out
- 2024/005 **District Councillor's Report**
Report to be added to the website. SC highlighted that the waste collection contract has been renewed with Biffa but with changes to the transparency of the contract.
- 2024/006 **County Councillor's Report**
RB was not present, no report submitted.
- 2023/007 **Representation from the Public for items not on the Agenda (limited to 15 minutes)**
Ray Thackrah (RT) asked the council to clarify if the W&SS and the W&S nature group could go ahead and start work on the bathing place. JB requested that an action plan of works and funding be presented to the council for discussion. RT also explained that the W&S nature group would be happy to take on the Whitehead Plot and run it as a nature plot. JB again requested an action plan is proposed to the council.
A member of the public raised the issue of the inaccessibility of the Green to wheelchair/mobility scooter users due to the lack of drop curbs. MS to liaise with OCC – **ACTION**
Michael Watkins asked to speak at the next meeting on the subject of the council paying for maintenance to trees in the church yard. BR to check with OALC when the new legal advice will be released. **ACTION**
A member of the Public raised the issue of gulley clearing – discussed that it is the responsibility of OCC and that fix my street would be the best way to report.
- 2024/008 **Planning**
P23/S4289/HH – Little Blenheim Cottage, 9 The Green North
JB proposed to support the application as the charger is the homeowners side of the wall and supports sustainability aims. All councillors in favour. **DECISION**
P23/S4264/LDP – Benson Weir, Wallingford
No response necessary – for information only
P23/S4082/O – Land North of New Road Shillingford
MH read a summary of her recommended response and proposed the council object to the application based on the details in the document and the supporting documents. Seconded by MS, all other councillors in favour. **DECISION**
- 2024/009 **Councillor Roles and Responsibilities**
JB proposed the following;

Area	Lead	Second
Infrastructure Road	EK	GT
Infrastructure Other	MS	MH
Environment Trees	NM	RP
Environment Other	RP	NM
Greet Hall	GT	NM
Planning	MH	RP
Allotment	MS	JB
Recreation\Pavilion	MS	JB
Events	GT	MH

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Capital Projects	JB	EK
Comms	EK	MH/NM

All councillors in favour. **DECISION**

2024/010

Neighbourhood Plan Update

All progressing well – meeting this Friday.

2024/011

PC Support for Village Shop Premises

MH explained that the current provision for a village shop has been guaranteed for the lifetime of the current owners and their children. JB proposed that the PC should conduct a feasibility on a contingency plan for provision of a village shop from it's own existing assets should the need arise.

DECISION

Feasibility study to be undertaken by EK with support from RP. **ACTION**

2024/012

Working Group Reports

Infrastructure Roads – EK to arrange follow up meeting with Velocity

Infrastructure Other – MS to liaise with OCC re drop curbs

Environment – Discussion on full parish ditch and drainage survey – RP to investigate. **ACTION**

Environment Trees – Emergency tree work carried out after storm damage and work to Thame Road trees completed. Contractor for the Rod Eyot changed to Jenks of Oxford due to unavailability of original contractor – work to be carried out on 19th January. NM to use results from the climbing inspection to prioritise next areas of work. **ACTION**

Recreation & The Green – JB to review playground work with Horizon/Aplin. **ACTION**

TLGO invoices to be checked against work done – RP to action. **ACTION**

Pavilion renovation underway and currently on schedule and to budget.

Greet Hall – JB to pick up renovation project. **ACTION**

Events – No report – to be added to agenda for next month

2024/013

RFO Report

BR suggested moving suppliers for Microsoft 365 licenses, IT support and Anti-virus due to cost savings. Proposal from Duocall circulated to councillors for approval at next meeting.

JB to try adding signatories to bank account. **ACTION**

JB proposed to approve payments as below;

Supplier	Description of Goods	Value	Method	Code
British Gas	Pavilion Electric	£22.06	DD	6055
Gigaclear	Greet Hall Internet	£36.00	DD	4320
Duocall MSP	Telephone	£19.88	DD	4320
Everflow	Water	£245.02	DD	5020/6015/ 6050
Heritage Tree Services	Tree Maintenance	£2862.00	BACS	6060
Bryony Ringsell	Clerks Salary/reimbursement	540.94/18.86	BACS	4110/4320
Oxfordshire LGPS	Clerks Pension	177.34	BACS	4150
PPL Prs	Performing Rights – Greet Hall	£487.20	BACS	5050
Shield Maintenance	Dog Poo bin emptying	£93.60	BACS	6020
Chip Hosting	Microsoft 365	£104.39	BACS	4320
Carol Vaisey	Greet Hall Cleaning	£200.00	BACS	5070
Prime Construction Consultants	Pavilion Renovation	£480.00	BACS	6145
Galleon	Greet Hall Consumables	£39.00	BACS	5010
Bluestone Planning	Neighbourhood Plan	£2160.00	BACS	6005
C.N. Building Ltd	Pavilion Renovation	£31,800.00	BACS	6145
TLGO	Maintenance Work	£1177.20	BACS	6075
Sylva Consultancy	Tree Maintenance	£432.00	BACS	6060
Groundworks	NP Grant underspend	£158.87	BACS	6110
CFO	NP Support	£1484.40	BACS	6110

2024/014

Correspondence for further discussion if not covered under other Agenda items

All correspondence in hand.

2024/015

Matters for report and inclusion on the next agenda

St Lawrence Hall may need the car park re-surfacing and the fence replacing etc.

Meeting closed at 21.24