

**Minutes of the meeting of Warborough Parish Council
Wednesday 6th March 2024 7.30 pm at the Greet Memorial Hall**

Present:

Cllr Jonnie Bradshaw (JB) Chair
Cllr Richard Pullen (RP)
Cllr Emma Keene (EK)
Cllr Megan Hanson (MH)
Bryony Ringsell – Clerk (BR)
District Cllr Andrea Powell (AP)
7 Members of the public

- 2024/030 **To accept apologies and reasons for absence**
Apologies from Councillor's Nigel Meadows, Mark Searle and Gabriella Tanase
- 2024/031 **Declarations of interest (existence & nature) with regards to items on the agenda**
None
- 2024/032 **To confirm the minutes of the Parish Council Meeting held on Wednesday 7th February 2024**
The minutes from both meetings were previously circulated to councillors. JB proposed to approve and sign them, all councillors in favour - **DECISION**
- 2024/033 **Actions arising from last meeting**
The following actions are outstanding:
MS looking into dropped curbs – in progress
Future of the Whitehead Plot – update provided in 2024/042
JB to review playground work with Horizon/Aplin – underway, JB to send Aplin quote to BR
JB to try adding signatories to bank account – EK/RP have signed forms, EK to return to Lloyds Bank
In depth risk assessment to be carried out – to be allocated
The following actions were completed:
EK speaking to OCC re siting of SID, batteries to be ordered
Parish ditch survey ongoing – RP dealing
JB to take meter readings
Clean-up by TLGO – appears to be the electricity company, RP to contact them
- 2024/034 **District Councillor's Report**
Report to be added to the website. AP highlighted that the SODC budget has been approved and avoids major cuts.
- 2024/035 **County Councillor's Report**
Report to be added to the website.
- 2023/036 **Representation from the Public for items not on the Agenda (limited to 15 minutes)**
Bill Oscroft asked to be present at the SID meeting with EK. Confirmed that batteries will be ordered for the SID and installed asap.
Clare Lennon asked if money will be ringfenced for traffic calming measures. JB explained that none has been allocated as it is not possible to guess costs without the completion of the traffic survey etc. but that the PC will be willing to allocate funds when it is clear what the best course of action is.
- 2024/037 **Planning**
P24/S0591/LB – MH proposed to approve the application – seconded by RP, All other councillors in favour. **DECISION**
P24/S0265/HH - MH proposed to approve the application – seconded by RP, All other councillors in favour. **DECISION**
- 2024/038 **Council Events**
No updates
- 2024/039 **Parking Space – Northeast Corner of the Green**
To be submitted as a Capital Project request
- 2024/040 **Neighbourhood Plan Update**
Progress is steady, awaiting finance.
- 2024/041 **Pavilion Project update, including discussion of opening date, and consideration for alcohol license application to allow for provision of social events during potential closure period for the pub and approval of Gigaclear contract.**
Project is about 75% complete. Opening date estimated as mid-April. EK to look into temporary alcohol license to allow for community events if the pub is shut for a period of time. **ACTION**
BR to speak to OALC re safeguarding responsibilities with hiring the space.
JB proposed to go with the £30 plus vat per month contract with Gigaclear to provide internet – all other councillors in favour. **DECISION**
BR to complete paperwork for Gigaclear. **ACTION**
- 2024/042 **Whitehead Plot – Decision on Quaker Gravestones**
JB reported that after enquiries there seemed to be no reason against the gravestones being moved to the Whitehead Plot. Discussion over the safety/cost of installation. Ray Thackrah to speak to the quakers to see if they will cover moving/installation costs. Michael Watkins to pass details of stonemason to BR to investigate regulations etc.

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2024/043

Working Group Reports

Infrastructure Roads – EK to go back to Velocity to discuss issues around 85th centile data and using the data collected from the Cuckoo Penn planning application traffic survey. ATC's to be used at 3 locations around the village to get more data. JB proposed to spend up to £5000 (plus VAT) from reserves with Velocity on the next phase, EK to dissect the quote and take out unnecessary items. All other councillors in favour. **DECISION**.

RP asked that the NO ENTRY out of Warborough Road on to the Oxford-Henley road be addressed, narrowing the road with a planter and bollards may be an effective solution.

Infrastructure Other – MS compiling a list of where dropped curbs are needed around the parish.

Environment – Full parish ditch and drainage survey project underway. Work needs to be done to both sides of the Thame Footpath where there are overgrown brambles and dead wood which will fall over the path & ditch. TLFGO have quoted £2,632 having walked the path with RP and whilst this work is needed to be done it was agreed to defer this until other work is complete and paid for.

Environment Trees – Most recommended works have been completed.

Recreation & The Green – BR has compared quotes from two companies, JB to forward quote from Aplin for further comparison. **ACTION**. BR to ask Shield to repair the damage done to the green by one of their vehicles **ACTION**. JB proposed to go ahead with the most suitable quote from Aplin, Infinity or PFL up to £1320 plus VAT. All other councillors in favour. **DECISION**
Pavilion renovation underway and currently on schedule and to budget.

Greet Hall – Renovation project underway, available grant currently being identified and applied for. New cleaner has left – BR looking in to finding another replacement. **ACTION**

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

Capital Projects – Some responses – all proposals to be considered in April

Allotments – MS not present

2024/044

RFO Report

Payments approved as below

Supplier	Description of Goods	Value	Method	Code
British Gas	Pavilion Electric	£99.09	DD	6055
Gigaclear	Greet Hall Internet	£36.00	DD	4320
Duocall MSP	Telephone	£15.60	DD	4320
OALC	Yearly Membership	£220.99	BACS	4360
Heritage Tree Services	Tree Maintenance	£885.60	BACS	6060
Bryony Ringsell	Clerks Salary/PRS reimbursement	xxxx/487.20	BACS	4110/4360
Oxfordshire LGPS	Clerks Pension	xxxx	BACS	4150
Gillett & Johnson	Church Clock Maintenance	£231.60	BACS	6075
Shield Maintenance	Dog Poo bin emptying	£93.60	BACS	6020
TekTraders	Printing Supplies	£71.94	BACS	4320
Carol Vaisey	Greet Hall Cleaning	£125.00	BACS	5070
Jonnie Bradshaw	Padlock reimbursement	£95.10	BACS	6075
Aisha Stores	Greet Hall Consumables	£75.09	BACS	5010
Arborcare	Tree Maintenance	£2940.00	BACS	6060
Lynda Raynor	Tree Planting (CIL)	£594.55	BACS	4525
C.N. Building Ltd	Pavilion Renovation	£77400.00	BACS	6145
NALC	Training Courses	£208.16	BACS	4350
G.Hobbs	Grass Flailing	£1218.00	BACS	6075
Colliers	Padlocks	£20.65	BACS	6075
Vira Voronova	Greet Hall Cleaning	£36.00	BACS	5070

2024/045

Correspondence for further discussion if not covered under other Agenda items

All correspondence in hand.

2024/046

Matters for report and inclusion on the next agenda

EK – 'Emergency Plans' to be added to agenda

RP – 'Ditches and Drains' to be added to agenda

BR has ordered the Portrait of the King for the Greet Hall

Meeting closed at 21.38