

**Minutes of the meeting of Warborough Parish Council
Wednesday 5th October 2022 7.30pm**

Present:

Cllr Jonnie Bradshaw (JB) Vice Chair
Cllr Michael Herbert (MH) Chair
Cllr Richard Pullen (RP)
Bryony Ringsell – Clerk (BR)
District Cllr Andrea Powell (AP)

Members of the public

- 2022/188 **To accept apologies and reason for absence**
Apologies from Cllr Nigel Meadows and County Cllr Robin Bennet
- 2022/189 **Declarations of interest (existence & nature) with regards to items on the agenda**
None
- 2022/190 **To confirm the minutes of the Meeting held on 7th September 2022**
MH proposed to confirm the minutes, all other councillors in favour
To confirm the minutes of the Emergency Meeting held on Monday 15th August 2022
MH proposed to confirm the minutes, all other councillors in favour
- 2022/191 **District Councillors Report:**
Report to be added to the website. AP reported on the move of SODC to Abingdon and about the plans for social housing in the area.
- 2022/192 **County Councillors Report:**
Report to be added to the website.
- 2022/193 **Representations from the Public for items not on the agenda (limited to 15 minutes)**
Bill Oscroft (BO) asked that the situation with the SID near Court Farm be resolved quickly and that it either be removed and replaced with a VAS or alternative power is found. JB explained that there many factors affecting what could be done and that the councillor who takes responsibility for infrastructure will pick this up and will then consult the village on their preference for a permanently working VAS or a temporarily working SID.
- 2022/194 **Neighbourhood Plan Update**
JB reported that Ricardo Rios from SODC will be hosting a meeting attended by the PC and chair and vice chair of the old NP steering group to discuss the TOR's
- 2022/195 **Planning**
P22/S3189/LDP – Discussion around planned works and materials to be used. MH proposed to support the application with a request that wooden windows be considered over metal ones
- 2022/196 **Six Acres car park/school gates update and discussion on using and signage**
JB reported that the gate will be installed in the next few weeks and proposed that the council pay for any additional expenditure for installation and new school fencing over the money donated by rectory homes, the overspend is expected to be under £500, all other councillors in favour. Signage was discussed, JB to draft proposed wording around the car park being for the school during term time but that temporary use of it in the holidays is permitted, school, preschool and likely Six Acres management company directors all in agreement with PC plans. Also planned that arrows will be painted on the surface to show a one-way type of system to keep the area safe. Update on the timeline for planting from Rectory. Countryside team at OC engaged and all parties agreed on extension of Footpath 7 through 6 Acres back to footpath 6 on Thame Road – JB organising.
BO asked if the council if footpath 7 had been cleared and that this was noted for the future
- 2022/197 **Discussion and decision on whether the PC can legally or practically apply its own signage to prevent abuse of footpaths and green spaces**
BO had previously written to the council expressing concern that the signs erected on footpath 4 are not legal and should be taken down and replaced with signage under the correct rules. JB to liaise with Countryside Access Team for advise.
- 2022/198 **Remedial maintenance works on the Greet Hall - update**
Contractor to begin work on the rear fire doors in the next 6 weeks. Discussion between JB and MH on whether a written order is necessary every time goods or a service is procured. Financial Regulations to be discussed OALC and auditor to determine this.
- 2022/199 **Drain Cover – The Green South, update**
Contractors booked to do this work alongside the parking works
- 2022/200 **Land owned by the council – discussion and actions to be taken**
NM is leading this project and is not present at the meeting so will be discussed in November
- 2022/201 **Distribution of Roles and Responsibilities**
To be done when more councillors co-opted. JB to draft communication to village re co-options
- 2022/202 **Discussion and decision on proposed budget**
Revised budget discussed and all councillors agreed on content. To be formally approved at the next meeting.
- 2022/203 **Working Groups Report**

**Minutes of the meeting of Warborough Parish Council
Wednesday 5th October 2022 7.30pm**

Infrastructure and Environment - Discussion on rebudgeting from reserved if emergency remedial works need doing to the Greet Hall

Recreation and the Green – Contractor to do maintenance on the playground in the next few months

Greet Hall – Toilet running constantly, BR to get in touch with installers and ask for maintenance visit. Also problems in the kitchen, MH to investigate.

Events – None

2022/204

RFO Report

Payments authorised as below. Financial Regulations require discussion with external bodies for advice before approval so they and Standing Orders to be approved at November meeting. JB to review risk assessment and send to BR, SIDs to be added to the Asset register and all to be approved at next meeting.

Supplier	Description	Value	Method	Code
Bryony Ringsell	Clerks Salary	Xxxx	BACS	4110
Shield Maintenance	Dog Poo Bin emptying	£93.60	BACS	6020
PRS	Music Licensing	£36.62	BACS	4360
ElanCity	SID's	£7899.28	BACS	6080
Pauline Barnes	Greet Hall cleaning	£244.00	BACS	5070
Merick Ltd	Greet Hall Fire Doors (deposit)	£1800.00	BACS	5060
The Landscape Group Oxford	Grass cutting and maintenance	£1571.70	BACS	6005
Gallagher	Insurance	£2610.25	BACS	4330
Duocall	Telephone	£18.32	DD	4320
Gigaclear	Greet Hall internet	£39.00	DD	4320
Chip Hosting	Microsoft 365	£104.39	BACS	4320
Payments				
J Knapp	Greet Hall Rent	£80.00	BACS	1310
V Chell	Greet Hall Rent	£50.00	BACS	1310
A Young	Greet Hall Rent	£56.00	BACS	1310

2022/205

Correspondence for further discussion if not covered under other Agenda items

- CFO – AGM invite
- OCC – Traffic Consultation – to be distributed
- Piers Bedford – Barriers at Shillingford Bridge and damaged bench – JB and MH to investigate
- Crowmarsh PC – Speeding on Crowmarsh Hill
- OCC – Unlawful encroachment of the highway
- NALC News x 4
- Rural Services Network x 3
- OCC - Traffic filters consultation – to be distributed
- Darren Cooper – Uneven path from 6A to the village – JB to speak to OCC
- Cath Dale – Table tennis scheme – JB to investigate
- Anonymous – Hedge line encroachment on southern end of Thame road/Warborough Road – Letter to be sent to owners

2022/206

Any other Business – to be included on future agendas

OALC to be contacted re when it is appropriate to remove the photo of the late Queen and replace with one of the King

Meeting closed at 21.55

**Minutes of the meeting of Warborough Parish Council
Wednesday 5th October 2022 7.30pm**