

**Minutes of the meeting of Warborough Parish Council
Wednesday 6th December 2023 7.30 pm at the Greet Memorial Hall**

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 Andrea Powell (AP)
Members of the public

- 2023/167 **To accept apologies and reasons for absence**
Apologies from County Councillor Robin Bennett
- 2023/168 **Declarations of interest (existence & nature) with regards to items on the agenda**
None
- 2023/169 **Co-option of new councillors**
JB proposed to co opt Gabriela Tanase as a Councillor. All others in favour. **DECISION**
- 2023/170 **To confirm the minutes of the Parish Council Meeting held on 1st November 2023**
The minutes from both meetings were previously circulated to councillors. JB proposed to approve and sign them, all councillors in favour - **DECISION**
- 2023/171 **Actions arising from last meeting**
The following actions are outstanding:
JB to check who is responsible for the maintenance of the footpath running through the churchyard #
RP to speak to O Cook about his section of hedge on Thame Road
RP to speak to school re the maintenance of the substation area
BR to compile list of annual events
In depth risk assessment to be carried out
- 2023/172 **District Councillor's Report**
Report to be added to the website. AP highlighted that the consultation on the Joint Local Plan will open on 10th January and CC boundary changes.
- 2023/173 **County Councillor's Report**
RB was not present, report to be added to the website.
- 2023/174 **Representation from the Public for items not on the Agenda (limited to 15 minutes)**
Martin Drury spoke on the matter of the PC contributing towards churchyard trees and wider projects and asked the council to consider the situation in light of the Levelling-up and Regeneration Act 2023. JB explained that the change of legislation is to happen on the 26th December and that NALC will be circulating a legal note on the issue shortly after. When this has been received the council will act accordingly.
Lynda Raynor raised the issue of the verges and the green being damaged by parking. JB explained this is an ongoing issue on which the council have little power. JB to investigate with LR possible siting's for granite sets. **ACTION**
Dominic Carter asked when the Plough field planning application will be discussed – JB proposed to move the January meeting from 3rd to 10th December to allow the application to be discussed – all other counillors in favour.
- 2023/175 **Phase 1 Traffic Survey Findings – Tony Wares**
Reported that 85% speed was only a few miles over the speed limit in all areas tested and that the survey saw no evidence of significant speeding. EK to discuss next phase with Velocity.
- 2023/176 **Parish Tree Planting**
Lynda Raynor had circulated a report on tree planting to the council, JB to meet with LR to discuss options. **ACTION**
- 2023/177 **Planning**
P23/S2759/FUL – amendment received relating to a chicane. MH reported that this did nothing to allay any previous concerns and proposed to reiterate a strong objection to the application and to liaise with NPSG in order to do so. Seconded by EK, all councillors in favour. **DECISION**
P23/S3925/FUL – representations from Stefan Zabel included the land in questions being green belt land and not infill. MH proposed to support the application but highlight the technical elements of the application and planning statement. Seconded by JB, GT abstained, all other councillors in favour. **DECISION**
P23/S2585/HH – MH proposed to respond to the application noting amenity impact, NP policy VC1 and roof height as areas of consideration. Seconded by JB, GT abstained, EK objected, all other councillors in favour. **DECISION**
P23/S3821/HH – MH recommended to support the application, Seconded by MS, GT abstained and all other councillors in favour. **DECISION**
P23/S3818/FUL – Discussion of supporting sustainable development against VC1 and concerns with overdevelopment. MH proposed to support the application, seconded by MS, GT abstained, RP

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objected, all other councillors in favour. **DECISION**

2023/178

Neighbourhood Plan Update

Next steps are discussing roles and responsibilities, currently working on design statements and walking survey.

2023/179

Quaker Gravestones

JB explained that he didn't believe the Whitehead Plot was a suitable place for the headstones, deeds to be investigated to ascertain the original bequest. **ACTION**

2023/180

Working Group Reports

Infrastructure – No report

Environment – The limes on the Green North have had the deadwood removed and epicormic growth removed. Trees on Thame Road now started. Climbing tree inspection has been completed and work to be prioritized.

Infrastructure Other – Ditch work to start once weather improves

Recreation & The Green – EK offered to take over registering the 6 Bells as ACV from MH. Matthew Day from W&SS to write a statement in the coming weeks.

JB to check if Aplin have completed remedial works to the playground.

Greet Hall – JB to pick up renovation project after Christmas.

Events – No report

2023/181

RFO Report

BR explained that NALC had issued a recommended pay rise. This takes pay scale 22 which BR is currently on from £15.30 per hour to £16.30 per hour. JB proposed to authorise the pay rise backdated to April 23 as recommended by NALC. All other councillors in favour.

BR reported that she has a meeting with Thames Water re the re-siting of the water meter in the Greet Hall and has reported the potential leak at the Pavilion.

JB proposed the Deed of easement requested for 25 The Green North be signed in line with previous minutes, all other councillors in favour.

Payments approved as below;

Supplier	Description of Goods	Value	Method	Code
British Gas	Pavilion Electric	£14.60	DD	6055
Gigaclear	Greet Hall Internet	£36.00	DD	4320
Duocall MSP	Telephone	£19.88	DD	4320
Everflow	Pavilion/Greet Hall/Allotment water	£239.47	DD	5020/6015/6050
Heritage Tree Services	Tree Maintenance	£1902.00	BACS	6060
Bryony Ringsell	Clerks Salary	xxxx	BACS	4110
Oxfordshire LGPS	Clerks Pension (backpay since April 23)	xxxx	BACS	4150
Parish Online	Digital Mapping	£86.40	BACS	TBC
Shield Maintenance	Dog Poo bin emptying	£93.60	BACS	6020
Chip Hosting	Microsoft 365 and domain renewal	£104.39	BACS	4320
Carol Vaisey	Greet Hall Cleaning	£312.50	BACS	5070
ROSPA	Play equipment safety check	£209.40	BACS	6030
Higgs	Neighbourhood Plan Printing	£22.96	BACS	6120
The Landscape Group Oxford	Maintenance	£1656.00	BACS	6005
RES	Fire Safety Inspection	£138.24	BACS	5040
Royal British Legion	Wreath	£25.00	BACS	4510

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Correspondence for further discussion if not covered under other Agenda items

All correspondence in hand.

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Matters for report and inclusion on the next agenda

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Roles and Responsibilities

EK requested that the definition of affordable housing is confirmed

RP asked that the council waive the fee for the hire of the Greet Hall for the freshers event as it was a community event – JB confirmed this was acceptable

Meeting closed at 21.42