

**Minutes of the meeting of Warborough Parish Council
Wednesday 10th May 2023 7.30 pm at the Greet Memorial Hall**

Present:

Cllr Michael Herbert (MH) Outgoing Chair
Cllr Jonnie Bradshaw (JB) Vice Chair (Incoming Chair)
Cllr Verenique Beviere (VB) (Incoming Vice Chair)
Cllr Megan Hanson (MHa)
Cllr Mark Searle (MS)
Cllr Nigel Meadows (NM)
Bryony Ringsell – Clerk (BR)
District Cllr Sue Cooper (SC)
8 Members of the public

- 2023/065 **Election of the Chairman**
MS proposed JB as Chairman, seconded by VB. No other proposals, all councillors in favour – **DECISION.**
JB extended huge thanks to MH for his decades of work for the parish and the council.
- 2023/066 **Election of the Vice Chair**
JB nominated VB as chair, seconded by MHa. No other proposals, all councillors in favour – **DECISION.**
- 2023/067 **PC working practices discussion**
Various practices to be incorporated to ensure a more efficient Council, and to ensure workstreams do not fall by the wayside. Actions from previous meeting to be added as an agenda item. Chair to check in on actions from meetings mid-month, and councillors to have prepared any documents or proposals for reading as well as provide the Clerk with proposed agenda items and draft motions 1 week before each meeting.
- 2023/068 **To accept apologies and reasons for absence**
Apologies from Kier Sheldon, Cllr Richard Pullen and Cllr Robin Bennet
- 2023/069 **Declarations of interest (existence & nature) with regards to items on the agenda**
None
- 2023/070 **Distribution of Councillor Roles and Responsibilities**
Discussion on splitting infrastructure and having two lead councillors as currently too big a job for one person. NM happy to join VB. Further discussions to take place once all councillors available. JB recommended reinstating the material planning considerations planning application assessment form used previously to ensure all policies are considered and information is readily available to councillors. MHa noted this should be combined with NPSC assessment form to provide easy reference to NP policies. All in favour – **DECISION.**
- 2023/071 **Declarations of Acceptance of Office and to observe the Council's code of practice**
All councillors agreed and signed Declarations of Office. RP signed his in view of MH before the meeting. JB proposed to allow Kier Sheldon to sign his declaration at another time as soon as practicable; all voted in favour – **DECISION.**
- 2023/072 **To confirm the minutes of the Annual Parish Meeting held on 5th April 2023**
JB explained the minutes had been previously circulated to councillors and proposed to sign them as a true and accurate representation of the meeting. All councillors present at that meeting in favour – **DECISION.**
To confirm the minutes of the Parish Council Meeting held on 5th April 2023
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- 2023/073 **Dates of Parish Council Meetings 2023-2024**
To continue as the first Wednesday in each month except for August where there will no planned meeting. F&GP meetings to be held twice yearly with one in September/October and another at a convenient and relevant time. Annual Parish Meeting will be held in April and AGM to be held in May. All voted in favour – **DECISION.**
- 2023/074 **Representation from the Public for items not on the Agenda (limited to 15 minutes)**
MH – requested the council re-start keeping a bound book for councillors to sign as well as the Acceptance of Office form. Also, on behalf of Brigadier Harding asked that the council confirm that they recognise a right of access over the Wharf to Swan Cottage – to be dealt with under 2023/079.
- 2023/075 **Planning**
P23/S1291/HH – Western House, 54 Thame Road, Warborough
Representation from Jackie Friend about the impact to her privacy, light and enjoyment of her home that this proposed build would have. JB proposed to respond to SODC stating that although there are no perceived issues with the structure itself the council note the objection from Jackie Friend and request that this is reviewed upon making a decision with consideration of amenity impact of the proposal. All councillors in favour – **DECISION.**
P23/S1352/DIS – The Old Vicarage, The Green North, Warborough
Does not need discussing – discharge of conditions only

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P23/S1235/LB\ P23/S1234/HH – 15 The Green North, Warborough

MHa proposed to support, this is essential work and conforms to NP policies. Seconded by JB, all other councillors in favour – **DECISION.**

2023/076 Pavilion refurbishment – update on funding plan including formal acceptance of FCC funding and PC Third party contribution

Update on funding provided by JB. SODC have confirmed their grant award of c.£56,000 towards the pavilion refurbishment project which has been accepted by the Council. FCC have confirmed their grant award of just over £84,000 towards the pavilion refurbishment project. JB proposed to accept FCC's grant offer and agree to release the promised 3rd party funds (totaling £6000) and accept that they can be used as a 3rd party funds by FCC. All councillors in favour – **DECISION.**

2023/077 Neighbourhood Plan Update

MHa reported that the NP Steering Group are planning to apply for funding for the group and are planning a village consultation and questionnaire shortly. #

2023/078 20 mph speed limit – discussion and decision on 20 mph indication of interest

MHa reported that the PC has not previously withdrawn their application for a 20 mph limit as SODC confirmed that they would decide applications based on current and not future situations and OCC had confirmed they would not impose a 20 mph limit if the Council objected. However, Rectory have now submitted more documents talking about expediting the 20 mph through the village and their applications repeating use the 20 mph limit as justification for the safety and viability of the development. Broad support is evident from NPSG, Councillors and the wider parish for applying for a 20 mph limit in some way, though likely for a more limited section of the village, however that is not a community priority and so resistance to the Cuckoo Penn development is considered more important at this time. VB also noted that the impending traffic survey would also likely provide strong evidence in relation to any future 20 mph application in due course. JB proposed to formally approach OCC to withdraw from the 20 mph application. All in favour – **DECISION.**

2023/079 Rights of Access over The Green

JB reported legal advice has been sought from RWK who are now in contact with solicitors for those seeking easements. JB proposed that JB or BR should check and sign the easements prepared by RWK in order to expedite the process so long as they are in line with expectations. All councillors in favour – **DECISION.**

Discussion on access to Swan Cottage over the Wharf, JB proposed to minute that the council would be happy to sign an easement over the land should it be required and will also write a letter to Brigadier Harding reiterating this and stating that the Parish Council would not seek to block access to Swan Cottage over the Wharf. All councillors in favour - **DECISION.**

2023/080 Working Group Reports

Infrastructure – VB reported the SIDs data is being downloaded, then uploaded to the Council's Sharepoint and will be changed into readable formats and that the current sign outside the school is the correct one. Comms to be sent to the village re weight limits in the village and confirmed that weight limits and issues with the bridge will be incorporated into the traffic audit – **ACTION.**

Environment – NM proposed to instruct Sylva to carry out the tree report to identify works that need doing. MHa seconded, all other councillors in favour - **DECISION.** NM also reported that trees on the Whitehead Plot are in danger of tangling with the overhead wires and that he will get quotes for this to be rectified – **ACTION.**

Recreation & The Green – Kerb stones are now in place in the small green and grass cutting underway although ground very wet, so progress difficult. MS reported that the Cricket Club is in touch with the school to allow the children to use the Cricket Nets during school time.

Greet Hall – Key pad lock not working, JB to sort. JB not had much response from people to help with plans for the Greet Hall renovations, further comms to go out requesting additional members of Greet Hall renovation project working group - **ACTION**

Events – Huge thanks to everyone in the village for helping with and attending the coronation celebrations, including James Goddard for organising the Big Help Out where hundreds of hours of labour were put to great use. The Council would like to thank MHa and JB for putting on the event. PC would like to see if parishioners would like a scaled-down biennial event, potentially encompassing elements from the Coronation weekend, such as Big Help Out, Big Lunch, afternoon and evening entertainment; there would be cost implications. Councillors to discuss locally and feedback on responses – **ACTION.**

2023/081 RFO Report

BR explained that the figures for the audit had been circulated to councillors and that there were no financial anomalies for the year. The paperwork is now with the internal auditor and the initial findings were shared with councillors. JB proposed that the council confirm it is happy with the figures, findings and responses to the audit to date, all councillors in favour – **DECISION.**

Reported that the external assessment of the Clerk/RFO position had been completed and sent to JB. JB proposed to accept the review by Chris Moses and to do a finance review with the Clerk yearly in April, all other councillors in favour - **DECISION.** BR also reported that one of the findings from the internal auditor was that the pay scale BR is currently on was recommended a pay rise in November 2022 and that this should be actioned and backdated. JB proposed to accept this pay rise and backdate any pay due, all councillors in favour - **DECISION.**

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All payments as below approved unanimously – **DECISION**.

Supplier	Description of Goods	Value	Method	Code
Bryony Ringsell	Clerks Salary	xxx	BACS	4110
CVP Oxford	Screen and media for the coronation	£480.00	BACS	4510
Dan Haines Signs	'No mooring' sign for the wharf	£114.00	BACS	6075
Opus	Pavilion Electric	£34.01	D/D	6055
Shield Maintenance	Dog Poo Bin emptying	£93.60	BACS	6020
Carol Vaisey	Greet Hall Cleaning	£200.00	BACS	5070
Gigaclear	Greet Hall Internet	£36.00	DD	4320
A W Grace	Bench repair	£330.00	BACS	6075
Duocall MSP	Telephone	£20.44	BACS	4320
Chip Hosting	Microsoft 365	£113.88	BACS	4320
The Landscape Group Oxford	Grass Cutting	£1039.20	BACS	6050
SODC	Refuse collection (Greet Hall)	£103.50	BACS	5060
Colliers	Postmix	£64.08	BACS	6075
Oxfordshire Tent Company	Marquee for Coronation (final instalment)	£582.00	BACS	4510
OALC	Training Course	£96.00	BACS	4350
Bertie Slippers	Coronation entertainment	£140.00	BACS	4510
DADs	Hire of stage blocks	£25.00	BACS	4510
SM Cook	AED electric	£15.00	BACS	6075
St Lawrence Hall	AED Electric	£15.00	BACS	6075
OALC	Subscription	£220.46	BACS	4360

Receipts as below

J Carter	Greet Hall Rent	£250.00	BACS	1310
C Kinash	Greet Hall Rent	£40.00	BACS	1310
A Young	Greet Hall Rent	£32.00	BACS	1310
Paypal	Greet Hall Hire	£515.77	BACS	1320
SODC	Precept	£13250.00	BACS	1105
RP	Greet Hall Hire	£120.00	BACS	1310
OCC	Grass Cutting Grant	£630.36	BACS	1220
Gigaclear	Refund from incorrect bill	£250.578	BACS	1255
HMRC	VAT reclaim	£2547.23	BACS	1010

2023/082

Correspondence for further discussion if not covered under other Agenda items

All correspondence in hand, JB to investigate possible theft of granite setts - **ACTION**. NM to engage with RAF Benson and W&SS re parish event.

2023/083

Any other Business – to be included on future agendas

Congratulations to SC and Andrea Powell. BR to apply for a picture of King Charles and ask TLGO to be careful of the newly renovated bench (and all others) when mowing the green - **ACTION**. Thanks to Piers Bedford for his work and donation towards the repair of the bench in time for the coronation.

Meeting closed at 22.08