

**Minutes of the meeting of Warborough Parish Council
Wednesday 7th June 2023 7.30 pm at the Greet Memorial Hall**

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Present:

Cllr Jonnie Bradshaw (JB) Chair
Cllr Megan Hanson (MH)
Cllr Nigel Meadows (NM)
Cllr Richard Pullen (RP)
Bryony Ringsell – Clerk (BR)
District Cllr Andrea Powell (AP)
County Councillor Robin Bennett (RB)
8 Members of the public

2023/084 To accept apologies and reasons for absence

Apologies from Cllr Kier Sheldon, Cllr Verenique Beviere and Cllr Mark Searle

2023/085 Declarations of interest (existence & nature) with regards to items on the agenda

None

2023/086 To confirm the minutes of the Annual General Meeting held on 10th May 2023

The minutes were previously circulated to councillors. JB proposed to approve and sign them, all councillors in favour - **DECISION**

2023/087 Actions arising from last meeting

TLGO have been contacted about taking care when mowing, planning comments submitted and all other actions in hand. Councillors have spoken to a number of villagers and it seems that so far there would be support for a biennial event, further consultation to take place.

2023/088 Distribution of Councillor Roles and Responsibilities

JB Proposed as follows, all councillors in favour - **DECISION**

Area	Lead	Second
Environment	RP	NM
Communications	NM	VB
Infrastructure (other)	NM	RP
Capital Projects	JB	RP
Highways	VB	NM
IT	JB	KS
Legal	JB	VB
Planning	MH	RP
Rec/Green	MS	KS
Greet Hall	KS	MS

2023/089 Representation from the Public for items not on the Agenda (limited to 15 minutes)

W Oscroft expressed concerns about the legality of rerouting footpath 7 and asked the council to ensure they followed correct procedure in this matter and gave an update on other footpaths in the Parish. JB will follow this up. ACTION

MH arrived at 20.05

AP gave the District Councillors report including information on accessible grant schemes and a council run consultation on waste management. Report added to the website.

RB gave the county council report highlighting a consultation on the Didcot Central Corridor Project. Report added to the website.

2023/090 Planning

P23/S1425/HH – 39 Wallingford Road, Shillingford

Representation from Mr and Mrs Feldsted supporting development of the property but raising concerns re parking/maneuvering space and requested that materials used in the renovations be in keeping and of good quality. MH explained that a 5 bedroom house, such as is proposed should have 3 car parking spaces and that the application suggests that 2 are provided for by the garage and one by the driveway. JB questioned whether the vista was compromised by the proposal. MH proposed to comment on the application, raising the point of parking, maneuvering and using materials in keeping with the area. Seconded by NM, All councillors in favour – **DECISION**.

2023/091 Neighbourhood Plan Update

Update from Laurie Kosobucki stating that they currently working on securing the funding necessary to complete the review and that the questions for the questionnaire are being prepared. NM will now step in for MH on the group for a few months.

2023/092 Rights of Access over the Green

JB reported that additions have been made to the draft easement which ensure the land is kept in good repair and that no changes may be made to the surface of it without permission from the council. Once these are added the easement should be available to sign as previously agreed and can then be used as a template for any future requests.

2023/093 Clerks pay review

JB explained that an independent consultant had carried out a pay review for the role of clerk/RFO and had recommended the pay be between SCP 20 and 22 on the NALC pay scale. JB proposed to place the BR on SCP 22 and backdate this to May 2023. All councillors in favour.
Clerks performance review also carried out by JB prior to the meeting. NM also requested Clerk's

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Pension is looked into and facilitated.

2023/094 Working Group Reports

Infrastructure – The council have officially withdrawn their request for a 20mph speed limit in the parish. Velocity have been instructed to commence the traffic survey and have been sent data from the SIDs. NM to attend the Crowmarsh Parish Council meeting to which a SI from Thames Valley Police is attending to discuss speeding in the area.

Environment – Some areas of grass/verge cutting appear to have been missed by contractors and some hedges are growing over footways. RP to pick up and discuss with TLGO/OCC. ACTION NM proposed to engage Arbocare for parish tree works as they are significantly cheaper than current contractors and have all necessary qualifications, insurance and references. Seconded by RP, all other councillors in favour. DECISION

Recreation & The Green – Annual safety check of the play area booked for July/August 2023.

Greet Hall – Readings to be taken quarterly due to difficulty with access. JB proposed to re-enter into an Occupational Lease with Jo Carter Flowers for use of the rear area of the hall, details to be agreed in time. All councillors in favour – **DECISION**.

Events – MH to attend Green Councils events and propose a list of actions for the Parish. Biennial event for the Parish to be explored further.

2023/095 RFO Report

JB proposed to approve all payments, all councillors in favour – **DECISION**.

Internal Audit report discussed including some accounting codes differing on invoices and software (differences explained by BR), queries with HMRC payments (advice to be sought from OALC and experienced RFO), the need for an annual appraisal (now done) and some updates to the clerks contract (in hand). Full report circulated to all councillors.

Annual Governance Statement explained and discussed – JB proposed to approve, all councillors in favour – **DECISION**

Annual Accounting Statement circulated to councillors prior to the meeting. BR explained the additional income and expenditure is down to the CIL projects but that no financial anomalies were present. JB proposed to approve, all councillors in favour – **DECISION**

Exercise of Public Rights explained by BR and dates discussed. JB proposed to approve for publication on 8th June 23, all councillors in favour – **DECISION**

Work from home allowance discussed, agreed that the office in the Greet Hall is not fit for purpose. JB proposed to approve BR claiming work from home allowance, all other councillors in favour – DECISION.

Supplier	Description of Goods	Value	Method	Code
Opus Energy	Pavilion Electric	£34.01	DD	6055
Gigaclear	Greet Hall Internet	£36.00	DD	4320
Duocall MSP	Telephone	£19.88	DD	4320
EDF energy	Greet Hall electric	£72.00	DD	5030
Castle Water	Pavilion Water	£154.99	DD	6050
Castle Water	Greet Hall Water	£10.00	DD	5020
Castle Water	Allotment Water	£5.00	DD	6015
Bryony Ringsell	Clerks Salary	£1239.14	BACS	4110
Shield Maintenance	Dog Poo Bin emptying	£93.60	BACS	6020
Ryman Business	Storage Boxes	£78.00	BACS	4320
6 Bells – Warborough	Hog Roast and Band – Coronation	£1050.00	BACS	4510
Personnel Advice and Solutions	Job Evaluation	£120.00	BACS	4800
Chip Hosting	Microsoft 365	£94.90	BACS	4320
Carol Vaisey	Greet Hall Cleaning	£250.00	BACS	5070
Wheelers Electrical	Pavilion heater check	£102.00	BACS	6035
Velocity Transport Ltd	Traffic Audit	£3600.00	BACS	
Community First Oxfordshire	Halls Subscription	50.00	BACS	4360
Elizabeth Cooper	Internal Audit Fee	250.00	BACS	4340
W&S Cricket Club	Green mowing	£1000.00	BACS	6010
Chippy Nickson	Fly papers -Greet Hall	£4.50	BACS	5070
Receipts				
L Knapp	Greet Hall Rent	£64.00	BACS	1310
C Kinash	Greet Hall Rent	£30.00	BACS	1310
A Young	Greet Hall Rent	£16.00	BACS	1310
Short Mat Bowles	Greet Hall Rent	£48.00	BACS	1310
V Chell	Greet Hall Rent	£40.00	BACS	1310
W&S Cricket Club	Cricket Pitch Rent	£200.00	BACS	1225

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2023/096 Correspondence for further discussion if not covered under other Agenda items

All correspondence in hand.

2023/097 Matters for report and inclusion on the next agenda

Clerks contract – BR to make suggested changes for discussion at meeting – **ACTION**

NM requested financial update of total expenditure YTD (inc accruals) vs Budget YTD at next meeting, BR explained that YTD figures are done quarterly so will be available at the end of July but specific items can be checked as needed.

Meeting closed at 22.08