



## Minutes of the 'Remote' Meeting of Full Council held on Tuesday 14<sup>th</sup> July 2020 at 7PM via Zoom

**Present:**

**Councillors:**

Matt Reid (MR) – Chairman  
Ian Hill (IH) – Vice Chairman  
Nicky Smallbone (NS)  
Andrew McAuley (AM)  
Keith Woolfson (KW)  
Tim Horton (TH)  
Alex Basden (AB)  
Rob Smith (RS)  
Terry Jackson (TJ)

**Officer:**

Kristina Tynan (KT)

**Members of the Public:**

Peter Richardson (PR)  
Robert Barber (RBr)- Support Fund item

**Press:**

David White – Henley Standard

93/20 Apologies for absence  
Roger Beattie.

94/20 Chairman's Remarks  
There were none.

95/20 To receive Declarations of Interest  
Agenda Item 13: Purchase of shelters for WTFC- KW declared an interest in this item as he is Chairman of the Football Club. He did not vote on this matter.

96/20 Minutes of the Full Council Meeting held on 16<sup>th</sup> June 2020 to be agreed and signed as a correct record  
**Resolved:** That these minutes are a correct record of this meeting and to be signed by the Chairman when this is possible.

97/20 Matters arising from the Minutes  
There were none.

98/20 Update on COVID 19 and Watlington – Matt Reid  
MR said that this month pubs and cafes can now open, social distance is now shrinking, and masks will need to be worn in shops and supermarkets from 24<sup>th</sup> July. The Mask Tree are continuing to make masks which are available in the Parish Office and the Charity Shop. The Helpline Switchboard has now been closed. Our playgrounds are open with measures in place and the Parish Office are in the process of making the Pavilion safe for opening for only Cricket Club Match days They will be running the bar from the French windows and the public will only be allowed to use the toilets. The main hall will not be open to the public. The office has ordered all the necessary items for the premises needed. Players and spectators have been asked to bring their own blankets/chairs and food.

The number of Coronavirus cases is flatlining and the number of people infected is at a low level in South Oxfordshire. The best thing we can do is focus on our own community.

99/20 Public Questions

There were none notified.

100/20 County Councillors Report - Cllr Stephen Harrod

SH had sent his apologies for this meeting.

101/20 District Councillors Report - Cllr Anna Badcock

AB has sent her apologies as she is on holiday. However, she will attend the Planning meeting on the 28<sup>th</sup> July which will be to consider the Chalgrove application only.

102/20 To receive the Balance of Accounts, Receipts received and approve the list of Payments to be settled.

NS read out the Balance of Accounts and proposed that the list of payments be settled as per the prescribed process. The receipts were also noted. *(This information is attached as an addendum to these minutes).*

**Resolved:** That the Balances of Accounts and the List of Payments be settled and that they be signed by the Chairman and the Chair of Finance when it is possible to do so.

103/20 Representation on other bodies

**Support Fund (SF) Representation** – The Support Fund was founded to help individuals with financial difficulties in Watlington and all information is confidential. TH said that when the SF was founded the Parish Council was very much involved with setting it up. At present our two nominated representatives had previously been a Councillor or a Co-opted member of a Committee however none of them are currently Parish Councillors. He said that the SF could co-opt one of our representatives as a member themselves thereby leaving a vacancy for us to nominate a current Councillor. He said that the SF is a large land-owning organisation and it is about time that someone on the Council is a representative of this organisation. At present the SF can have 8 members of which 2 must be appointed from the WPC and 2 from the PCC with 4 co-opted Trustees. TH said that he has had information that they are doing a good job both before and during the Covid crisis.

Robert Barber (Vice-Chair of SF and 1 of our nominated representatives) said that at the moment it is very harmonious group and our other representative (Linda Nicholson) is a key member deeply embedded in the community and incredibly useful and a fantastic trustee. The SF is supporting people in financial distress. They are supporting families during Covid mostly with food vouchers.

MR said that the SF will have more demand on it as furlough runs down and more people having to claim Universal Credit which takes a number of weeks for money to come through and said he thought that the current representative (whose term was to end in May 2020) should remain in place until May 2021. This is not the time to be making changes things will be different in May 2021.

RBr said that the SF is currently in a period of transition as they are considering have a chief RFO with a wide knowledge. TH said that this Council have not been given any update and indeed there have not been any annual meetings. RBr said that they have an annual meeting every year which are publicised and are open to the Public. The Clerk stated that the posters are put up in the Office Noticeboard every year and the AGMs are held in the community office. RBr said that posters are also put in on the website, the library etc. TH said there is quite a lot of criticism of the SF not responding to actions as suggested by the Climate Action Group. RBr said that this group have not been in touch with them at all and have not asked them to look at any schemes. He also said that he had been remiss with not coming to a Full Council meeting but also that he had not been invited to attend and give an update.

TJ said that she felt there were advantages in keeping things the same for another year.

After further discussion a vote was taken on the following:

**Resolved:** That Linda Nicholson remain as our representative on the Support Fund until May 2021

**Vote:** 8 in favour, 1 abstention

**CARRIED**

MR then thanked RBr for attending and that further talks will take place next year.

104/20 To approve the information of Section 1 and 2 of the Audit Report 2018/2019 and supporting paperwork and to approve Section 4 by the Internal Auditor. (Attached)

**Resolved:**

- 1.To approve the information in Section 1 and 2 and supporting paperwork
- 2.To approve the report from the Internal Auditor
3. That the report be signed by the Chairman and Clerk and sent to Moores the External Auditor.
4. To agree that the commencement of the public rights start on the 15<sup>th</sup> July 2020

MR will need to sign the documentation as will the Clerk, and the documentation will then be sent to the External Auditor

105/20 Committees:

**A: FINANCE** – 30/6/2020 – Nicky Smallbone

**Resolved;** That Council accept these Minutes

**CIL**

It was noted that CIL payments need to be spent within 3 years. There was much discussion on this item following with agreement on the recommendation.

**Resolved:** That all committees put together their wish lists for CIL projects which can then be looked at by Finance in terms of eligibility and the likelihood of being able to be achieved.

It was agreed that at the next Strategy meeting which will be held in August that this committee gather the various potential CIL schemes from committees and start a CIL Project List.

**Request from WTFC that we purchase some shelters** – It was noted that they will be moveable and will be locked to the goal posts when not in use. After discussion it was:

**Resolved:** That WPC purchase the shelters which will be insured and put on WPC's Asset List.

**WPC Grant Policy Review** – It was noted that there is also an application form. This was discussed, and it was:

**Resolved:** That Council agree the reviewed Grant Policy.

**B: PLANNING** – 28/6/2020 and 7/7/2020 – Andrew McAuley

**Resolved;** That Council accept these Minutes

AM said that in the June meeting the main issue was the Grove Farm application which was for six concrete holiday pods. This application had strong local opposition from neighbouring parish councils. The Planning Committee strongly objected also and put in a 10-page response. We have asked Anna Badcock to call this in to the SODC Planning Committee.

The applications for the house next to Barley Mow have been withdrawn.

**The Local Plan Hearing** – It was agreed to have a meeting to discuss this and the Chalgrove application on Wed 22<sup>nd</sup> June after the NPAB Meeting on the 18<sup>th</sup> June. MR to prepare information on Planning Policies, Contravention of them, potential loss or ICC and traffic issues and modelling limitations.

There will be a planning meeting held on Tuesday 28<sup>th</sup> July to discuss the Chalgrove application.

**C: STRATEGY-** There has been no meeting.

**D. OPERATIONS** – 25/6/2020 – Ian Hill

**Resolved;** That Council accept these Minutes

IH stated that there are no recommendations for discussion.

**Improvements to the High Street to help with distancing etc due to COVID 19** – IH said that the survey is ready to be delivered to businesses and residents of the High Street and there will be a link to the online Survey Monkey where all residents can have the chance to comment. We could request

Active Travel Funds to this if OCC are successful in obtaining the second tranche of money of £2.6M. At present all schemes are in West Oxfordshire there has been no improvements in the South and Steve Harrod is supportive of this.

**Footpath 13** – This is now completed, and the Clerk will apply for the funding from TOE.

**Wood Chips for under Zip Wire in Recreation Ground** – TH said that this will be ordered for the end of July and asked that if possible, Councillors will be able to help to spread the chippings. He will also be asking for volunteers from the community. The growth will be removed before the chippings are delivered.

**E. PAVILION AND SPORTS FIELD** – There has been no meeting  
The office is organising the re-opening of the Pavilion for the Cricket Club match days.

#### **F. NEIGHBOURHOOD PLAN ADVISORY BOARD**

##### **WNDP**

SODC have confirmed that WPC can start a review at any time and that WPC at this stage is not required to do so but can do if WPC thinks this is beneficial. If the Chalgrove Site is removed from the SODC Local Plan, this would trigger a review of the WNDP. To note that the review will need to comply with the Local Plan

**Resolved:** That that we review the WNDP. To start the review from Wednesday 15<sup>th</sup> July 2020.

**G. ALLOTMENTS** – There has been no meeting

#### 106/20 Consultations

There were none

#### 107/20 Issues for Discussion raised by Councillors

1. **Porta Loo for the Recreation Ground to be put in ASAP** – Tim Horton has proposed that this be done. – This item was withdrawn.

2. **Accident Saturday 11<sup>th</sup> July at the crossroads of Howe Road and the Icknield Way** – This issue has had a lot of discussion on the Watlington Town Facebook page. The Operations committee to look into suggestions to ask OCC to implement. The Clerk has asked OCC to cut the verges in this location urgently to help vision splay. [This was done by OCC]

#### 108/20 Correspondence for Information

There was no correspondence discussed.

#### 109/20 Reports from Organisations and Representation on other bodies

**Watlington Art Weeks** – There is an event being organised for August. More details will be given shortly.

**RBL** – TH said that something is being organised for VJ Day on the 15<sup>th</sup> August which is the date of the ending the 1939-1945 War. However, he has not yet got all the details.

**Scouts** – MR reported that they have run out of storage space and lack of storage space in the town is a big issue. TH suggested that they ask the local farmers as they have helped in the past with providing storage.

**WiB** – TJ said that they had plants donated from the new owners at the Well House as they did not want them, and she has planted some in the triangle on Cuxham Road.

#### 110/20 Other Matters for Discussion at the discretion of Chair

**Hill Road Car Park** – AM said that he has some good news. He contacted the Valuation Agency 18 months ago to ask that it be revalued. They have today replied saying they will reduce the value from £14,500.00 to £6,800.00. This is a reduction of each car space cost from £150.00 to £70.00. WPC now just has to accept the offer which Council thought should be done. MR said that it was excellent news.

FOWL – IH reported that they are getting restless regarding the CCT and he will arrange a meeting with them and the CCT interim group in August.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9PM

Watlington Parish Council												
Accounts for Payment to be authorised by Full Council 14 July 2020												
Date	TO WHOM	DETAILS	Number	HP	Car Park	Pub Cons	Operational	Central	Wages	Town Hall	EXCL VAT	PAID
01/07/2020	Staff Wages	Wages	Becs						3489.60		3489.60	Power
01/07/2020	Bruce Garside	Repair to Park Bin Rep	Becs				25.00				25.00	LGAS111
03/07/2020	Collingwoodworks	Repair to post	Becs				228.60				38.10	LGAS111
03/07/2020	Collingwoodworks	Ditch works	Becs				2052.00				2052.00	LGAS111
10/07/2020	KT Amazon	Cable ties	Becs				6.68				1.11	LGAS111
10/07/2020	Bruce Garside	Hand Units	Becs				210.00				210.00	LGAS111
10/07/2020	A W Mobbs	Remix for Post Paddock	Becs				4.90				0.82	LGAS111
11/07/2020	R Thomas	Petty Cash £40, plus paint	Becs				52.99				52.99	LGAS111
11/07/2020	Amazon	3 x 5 Ltr Bleach	Becs				26.97				4.50	LGAS111
11/07/2020	Amazon	Sanitiser, Antibac, Cloths etc	Becs				157.64				21.99	LGAS111
14/07/2020	Wiseserve	Computer Assistance	Becs				48.00				8.00	LGAS111
14/07/2020	Viking	Waste Mgt	Becs		112.02						112.02	LGAS111
14/07/2020	Bruce Garside	Office supplies	Becs					134.52			134.52	LGAS111
14/07/2020	Tracy Blitchffe	Metal Sanitiser Units for Play Areas	Becs				75.00				75.00	LGAS111
14/07/2020	Advance Pest Control	Paddock border	Becs				155.00				155.00	LGAS111
14/07/2020	SSE	Wisp nest in Paddock	Becs				48.00				8.00	LGAS111
14/07/2020	SSE	OSP Gas		104293				49.24			49.24	LGAS111
14/07/2020	SSE	OSP Gas		104294				33.52			33.52	LGAS111
Totals				0.00	112.02	0.00	3050.78	177.28	3489.60	0.00	6869.68	123.26
Receipts 10th June to 10th July 2020												
	Favilion		Perish Council									
	Floodlights	£ 16.26	Allotments									
	WTFC Rent	£ 208.33	Cusham Field Rent									
	WTFC Energy ne	£ 442.09										
Total	£	666.68	Total		£	301.46						



# Watlington Parish Council

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## Barclays Bank PLC

Please provide balance on Parish Accounts as at close of business  
On 13/07/2020

Barclays Premium A/C	£	89,622.77 CR
Barclays Current A/C	£	2,457.43 CR
Barclays High Interest Bus A/C	£	80,000.00 (CIL: £19,205.67)
Barclays Pavilion Account	£	10,550.94 CR
<b>TOTALS</b>	<b>£</b>	<b><u>182,631.14 CR</u></b>
Account held by WPC for the Young People Fund	£	26,517.49

Signature of Chairman:

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Date: 14<sup>th</sup> July 2020