



Minutes of the Meeting of Full Council held in the Community Office at 8.00pm on Tuesday 10th December 2019

Present:

Councillors:

Matt Reid (MR) – Chairman
Ian Hill (IH) – Vice Chairman
Nicky Smallbone (NS)
Andrew McAuley (AM)
Keith Woolfson (KW)
Nick Hancock (NH)
Roger Beattie (RB)
Diana Ludlow (DL)
Tim Horton (TH)
Terry Jackson (TJ)

Officer:

Kristina Tynan (KT)

Press:

David White – Henley Standard

Members of the Public:

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147/19 Apologies for absence

Alex Basden. Rob Smith, Amber Chainey

148/19 Chairman's Remarks

MR stated that this is the last meeting of 2019 and thanked everyone for their work this year which has been tough on some committees, especially the NPAB and Planning with regard to the Neighbourhood Plan, Appeals and speaking of planning applications at SODC.

There have been new initiatives in the community especially the Watlington Climate Action Group which has been very active.

He said he hoped everyone had read the Parish Council article in this month's Watlington Times in which he has thanked Councillors, local organisations, the community etc.

MR invited everyone present at the meeting to stay and have a glass of wine and mince pie when the meeting has closed.

149/19 To receive Declarations of Interest

There were no declarations of interest notified.

150/19 Minutes of the Full Council Meeting held on 12th November 2019 to be signed as a correct record

Resolved: That these minutes are a correct record of this meeting and that they be signed by the Chairman.

151/19 Matters arising from the Agenda/Minutes

Charlotte Coxe Agenda Item 12 - TH said that he thought we should consider if procedurally this issue

should be in confidential session as could affect aspects in legal agreements. This will be considered prior to this item being discussed.

152/19 Public Questions

There were none notified.

153/19 County Councillors Report

Cllr Stephen Harrod had sent his apologies as he had a prior engagement on behalf of OCC.

154/19 District Councillors Report

Cllr Anna Badcock had not sent a report

It was noted that there was a meeting last week at which both SH and AB attended, and the notes are currently being written up. It was stated that it is hoped that we will see our District and County Councillors more often at our Full Council meetings next year.

155/19 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.

It was agreed that we have the CIL money put in brackets on the Balance of Accounts in the future.

156/19 Committees:

A: FINANCE –28/11/2019 - Nicky Smallbone

Resolved: That Council accept these Minutes

Budget and Precept 2020/2021

TJ asked if discussion took place on a possible green tariff to add to the precept figure. This was discussed and it was agreed that this not be done as it was felt that we did not want to increase the precept more than necessary. However, there is a paper being submitted on a possible Watlington Foundation to the January Strategy and this is something that could be considered when discussing it. The Parish Council are also responding to gaps in the Senior Councils funding which has financial impact on Parish Councils. After discussion it was:

Resolved:

i) To increase the annual payment of Council Tax Band D from £113.20 to £117.19 and other bands proportionately.

ii) To establish a precept (being the Band D figure multiplied by the Tax base of 1172.8) of £137,444.42 which is an increase of 3% which is 1.4 times greater than RPI for October of 2.1% September and October.

This equates to an increase of £0.34 for each month (Band D) for the 10 months payable,

iii) To approve the Committee Budgets figures (titled Budget Recommendation for Full Council on 10th December 2019) which is attached to these minutes.

CIL distribution being a function of the Finance Committee.

Resolved: That the Finance Committee has the function of governing the suitability and legitimacy of CIL projects.

It was noted that Parish Councils must prepare a report for any financial year in which it receives levy receipts and submit to SODC and put on the Parish Council. This has been done for Jan-Dec 2019.

TH stated that Financial Regulations will need to be reviewed with regard to CIL.

Review of Internal Audit

Resolved: That the following statement is agreed:

'The main role of the Internal Auditor is to check all the financial and accountable records that the Clerk must keep. This is done soon after the end of the financial year and involves all the financial transactions and both the legal authority and procedural authority for such transactions - eg the signed minutes of all meetings. Once the Internal Auditor is satisfied with the accounts and records, the Clerk prepares the relatively brief submission to the External Auditor. During the year the Clerk occasionally seeks her advice - eg in transferring the Receipt and Payment accounts, operated through the year, into Accrual accounts needed for audit. Were the Clerk to leave or become temporarily unavailable, the Internal Auditor would assist a new or acting clerk'.

B: PLANNING –3/12/2019 – Andrew McAuley

Resolved: That Council accept these Minutes.

Committee Membership

Resolved: That Diana Ludlow to become a member of the Planning Committee.

Appeal on 40 Brook Street, Watlington – AM said that the Inspector allowed the appeal so the development will go ahead for 4 houses. This was disappointing but not surprising in the view of the fact that the District Council was minded to approve it.

P19/S0818/0 Land at Britwell Road - This application was discussed to see what SODC's view would have been if the application had been determined if they had been in a position to do so. Over 35+ people attended from Watlington to support the Parish Council and AM spoke against the application. It was excellent to see so many Watlington people at the meeting.

The Committee decided that it would have approved it subject to a number of conditions.

As regards the second Appeal on this site AM had a conference call with the Inspector, the Appellant and Emma Bowerman (SODC) this afternoon. He reported that all parties pressed for a delay in the second Appeal to allow for the decision on the first Appeal. However, the Inspector would not agree to this and the second Appeal will start on the 14th January 2020.

AM said that Archstone will be sending in a third Planning Application for this site next week. This is because of the view of the SODC Planning Committee on the second application would have been to approve it. The third planning application will be identical to the second application. Archstone are hoping to have this application considered at the SODC Planning Meeting on the 15/1/2020.

C: STRATEGY- 26/11/2019 – Andrew McAuley

Resolved: That Council accept these Minutes

Workshop for Councillors – This will take place Saturday 25th January 2020, 10am to 1pm and AM asked that all Councillors who are available attend. This workshop will be setting the Strategic Plan for the rest of the term of this Council. We will also need to review our NP by the end of July for submission in August and we need to agree on how we do this.

Fibre to the Premises (FTTP)- Broadband

Resolved: That when we have the results from the OCC Survey a public meeting will be arranged at the appropriate time and that all potential providers to be invited to attend. That this be facilitated by the Strategy Committee.

D. OPERATIONS – 24/10/2019– Ian Hill

Resolved: That Council accept these Minutes

IH reported that at the meeting with OCC Officers, Vanessa Buckley and Lee Turner (11/11/19), both Christmas Common and Pyrton Lane issues were discussed. It was hoped that both schemes could be looked at together in terms of finances but now the Christmas Common scheme would be in the region of £100K this will need to be looked at again. The committee therefore took the decision to look at Pyrton Lane scheme separately. There will need to be a meeting with Christmas Common residents.

Pyrton Lane

Resolved: That some of the S106 money available for traffic calming works in Watlington be used for a scheme at Pyrton Lane.

That we ask Lee Turner to provide a firm costing for the minimum scheme the Pyrton Lane residents have accepted, namely:

- Two speed humps, including design, road closure, design and construction;
- Two additional wooden bollard posts (location to be agreed);
- A build-out feature at the northern end of the lane before the dog leg bends, or alternatively a third hump at this location.

The cost is envisaged to be approximately £10k before VAT.

20mph Limit – IH stated that the Committee have been looking at which streets could be included in a 20mph possible zone. OCC will only allow a reduction to 20mph if current speeds are 24mph or lower in the area. We need to look at the traffic data in detail before the Operations Committee agree on the area. They will need to investigate more closely regarding the data we have and what we need. There was a suggestion that the Speedwatch Team could do some operations.

Speed Indicator Device

Resolved: That Council agree in principle that we share a moveable Speed Device with Cuxham and Swyncombe. Cost of the machine would be a third each. Pole/s would need to be purchased separately.

Christmas Tree Recycling Point – This year this will be at the Recreation Ground near the car park. An area will be marked out.

Dog Fouling – The Dog Group are still doing their patrols and have made a few suggestions. A gate into the Rec from the Love Lane side will be put up, they have asked for dog bag dispensers around the town and will also put up some posters over the holiday period so that visitors know to pick up. There are a few other issues also being discussed.

Committee Membership

Resolved: That Diana Ludlow to become a member of the Operations Committee.

E. PAVILION AND SPORTS FIELD – Nicky Smallbone

There has been no meeting.

F. NEIGHBOURHOOD PLAN ADVISORY BOARD – 18/11/2019 – Andrew McAuley

Resolved: That Council accept these Minutes

AM reported that all things have moved on following this meeting and preparation is taking place for the 2nd Appeal on the Land at Britwell Road. AM said that the Watlington Conservation Area Report is out of date which was mentioned by the Inspector at the Appeal for 40 Brook Street. The NPAB are looking into costs for a review of this and SODC will need to be contacted. SODC did the first report in 1994 and this was reviewed in 2011. The listings also need to be looked at. The community can do listing of the buildings and TJ will investigate this.

Air Quality

The interim report on air quality from the air quality consultant has been received. There was some discussion on this. The recommendations will be discussed after the committee has looked at the financial information in confidential session.

School Numbers

We have received an email about the forecast for Primary School and plans to reduce to 1 form entry (from 45 per year to 30 per year). MR said that he has tried to liaise with Primary School, but they are very busy. There is concern that numbers will increase with new housing.

Resolved: That WPC should respond to this consultation.

G. ALLOTMENTS – Nicky Smallbone

There has been no meeting

157/19 Approval of Councillor Leave of Absence

Resolved: That Council agree to a leave of absence for 3 months for Rob Smith in the light of his increased work commitments in the next 3 months.

158/19 Motions from Councillors

Charlotte Coxe Trust – Proposer Matt Reid, Seconder Ian Hill

Resolved: That considering the slow progress in getting agreement on the legal documents for the transfer of the Trust and the additional land (car parking and garages) WPC asks OCC to take urgent action to complete the transfer either by

1. Resume the Transfer of CCT and OCC Lands with a condition of non-variation for the 10 Davenport Lease.

Or

2. Resume the Transfer to CCT Lands only prior to any further OCC activity with 10 Davenport Place.

And

3. We ask that we receive a response within a month of the date of this email stating which approach you intend to adopt.

TH asked that there be a meeting of the CCT Interim Body in the new year and that governance documentation be discussed.

159/19 Correspondence for Information

Most correspondence has been sent to committees. There was no correspondence that needed discussion.

160/19 Reports from Organisations and Representation on other bodies

No reports had been received.

161/19 Confidential Item: EXCLUSION OF THE PUBLIC for Item 10F

Resolved: That in the view that this item may lead to future contracts with the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw for Item 10F on the Agenda

Under Section 100(A) (4) of the Local Government Act 1972 as defined in Paragraphs 7, 8 and 9 of Part I of Schedule 12A to the Act.

Resolved: That the full report be commissioned even if the appeal does not go ahead as it has importance beyond the appeal.

Resolved: That the Air Quality consultant be called as an Expert Witness if the appeal goes ahead. To put this action on hold until the outcome of the first appeal is known.

162/19 Other Matters for Discussion at the discretion of Chair

To note any other matters raised by Members of the Council

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10PM



Watlington Parish Council

Parish Clerk: Kristina Tynan
Watlington Parish Council
1 Old School Place
Watlington
OXON OX49 5QH
Tel: 01491 613867 Email: wpc@watlington-oxon-pc.gov.uk

Barclays Bank PLC

Please provide balance on Parish Accounts as at close of business
On 09/12/2019

Barclays Premium A/C	£	134,697.92 CR
Barclays Current A/C	£	3,811.07 CR
Barclays High Interest Bus A/C	£	9,799.21 CR
Barclays Pavilion Account	£	2,373.30 CR
TOTALS	£	<u>£150,681.50 CR</u>
Account held by WPC for the Young People Fund	£	26,504.27

Signature of Chairman:

Date: 10th December 2019

Watlington Parish Council

Accounts for Payment to be authorised at Full Council 10 December 2019

Date	To Whom	Details	Number	NP	Car Park	Pub Conv	Operations	Central	Wages	Town Hall	Incl VAT	VAT	Incl VAT	VAT	Powers
23/11/2019	Noticeboard co	Noticeboard for Allotment	BACS	140.00					484.80			484.80	80.80	404.00	LGAS111
23/11/2019	Thunderbird Transport	Minibus to 500C	BACS	50.00								140.00		140.00	LGAS111
23/11/2019	On NP Alliance	Subscription	BACS								50.00		50.00		LGAS111
27/11/2019	WBA	Street Stall	BACS						25.00			25.00		25.00	LGAS111
02/12/2019	Staff	Wages	BACS						3759.59			3759.59		3759.59	LGAS112
10/12/2019	Wisservise Ltd	computer Assistance	BACS						48.00			48.00		48.00	LGAS111
10/12/2019	DTC	Tree Work at Allotment and Rec.	BACS						456.00			456.00		380.00	LGAS111
10/12/2019	Grundions	Waste Mgt	BACS						103.49			103.49		17.25	LGAS111
10/12/2019	Ricoh	Photocopier	BACS						226.06			226.06		188.38	LGAS111
13/12/2019	RBL	Wreath	104275						17.00			17.00		17.00	LGAS111
13/12/2019	SSE	Gas Dsp	104276						72.17			72.17		3.43	LGAS111
10/12/2019	Petty Cash	Cash for Office	104277						45.00			45.00		45.00	LGAS111
10/12/2019	Homebase (BB)	Paint for Padlock	BACS						25.16			25.16		25.16	LGAS111
10/12/2019	Playdale	Annual Play Inspection 2 sites	BACS						234.00			234.00		39.00	LGAS111
10/12/2019	Bongo IT	January 2020 Licence	BACS						18.80			18.80		3.76	LGAS111
10/12/2019	Lyreco	Paper for Copier	BACS						46.56			46.56		7.76	LGAS111
10/12/2019	DTC	Hedge Mansle, Allotment, Rec	BACS						792.00			792.00		132.00	LGAS111
10/12/2019	Comet OCC	Trips for November	BACS						188.00			188.00		188.00	LGAS111
10/12/2019	K Tyrian	3 months tel and mill	BACS						149.30			149.30		149.30	LGAS111
10/12/2019	Youth Club	Grant for Pavilion Hire	BACS						158.00			158.00		198.00	LGAS111
10/12/2019	Advanced Pest Control	Pest Treatment CP and C/O	BACS	84.00					84.00			84.00		28.00	LGAS111
10/12/2019	CaB	Grant for 2019/2020	BACS						200.00			200.00		200.00	LGAS111
		Totals		190.00	84.00	0.00	161.65	1802.69	3759.59	0.00	7450.69	433.68	7017.01		
		Receipts 13th November 2019 - 10th December 2019													
		Pavilion													
		Lettings	£	523.50											
		Bank Loyalty reward	£	2.16											
		WTFC Rent and floc	£	585.75											
		WTFC Grasscutting	£	332.00											
			£	1,453.41											
		Parish Council													
		Car Park Contribution	£	400.00											
		Room Rental for Ellec	£	160.00											
		Loyalty Reward	£	2.20											
		Photocopying	£	102.87											
		West Room Rental	£	90.00											
		Churchyard Grasscut	£	775.00											
		Comet Bus Ticket Sall	£	732.00											
		Interest	£	110.97											
			£	2,373.04											

N. S. 

M. W. 