



MINUTES OF THE MEETING OF WATLINGTON PARISH COUNCIL HELD AT 7PM ON TUESDAY 12th DECEMBER 2023 IN THE WEST ROOM

Present:

Councillors:

Nicky Smallbone (NS)- Chair
Steve Bolingbroke (SB) – Vice Chair
Keith Jackson (KJ)
Andy Aherne (AA)
Tim Horton (TH)
Ian Hill (IH)
Roger Beattie (RB)
Karyn Buck (KB)
James Herridge-Leng (JHL)
Denise Mallon (DM)
Brenda Bradford (BB)
Isla Woodcock (IW)

Officer:

Kristina Tynan (KT)

In Attendance:

Gill Bindoff (GB) – NPAB

165/23 Apologies for Absence

Leo Pesci, Steph Halliwell.

166/23 To receive Declarations of Interest

Agenda Item 10- Christmas Trees for the Town – KB declared an interest in this as she is on the committee that raise funds for the WBA Christmas events. She did not vote on this item.

167/23 Minutes of the Full Council Meeting held on 14th November 2023 to be agreed and signed as a correct record

Resolved: That these minutes be agreed and signed by the Chair as a correct record of this meeting

168/23 Matters arising from the Minutes

None other than agenda items.

169/23 Chairman's Remarks

NS said that she thought the WBA Christmas Fair was an amazing event and the town looked fantastic. It was enjoyed by all. KB reported that the raffle raised £3200, and money will be spent on new lights for next year. The Air Ambulance raised £500, and Watlington in Bloom made £230 from the wishing tree.

170/23 Public Questions

There were none notified.

171/23 County Councillors Report

Cllr Freddie Van Mierlo had sent his apologies as he is on paternity leave.

IW reported that she had a text message from FvM re Red Kite view path opening . He stated that technical approval has been granted for this and they are waiting for a response from the Developers

solicitor.

Council congratulated FvM on the birth of his baby daughter.

172/23 District Councillors Report

FvM had sent his apologies.

173/23 To receive the Balance of Accounts, Receipts received and approve the list of Payments to be settled.

SB read out the Balance of Accounts and proposed that the list of payments be settled as per the prescribed process. [These are shown at the bottom of these minutes]. He said that he is prototyping a way of calculating the general reserves accurately. The management accounts have been done for the end of November and the accounts are pretty much in line with our year end projections.

Resolved: That the Balances of Accounts be accepted, and the List of Payments be paid, and both reports signed by the Chair.

174/23 Committees:

A: FINANCE- 21/11/2023 – Steve Bolingbroke

Resolved: That Council accept these minutes

Pavilion Issues

CCTV Cameras on the Pavilion – SB reported that the cameras that were vandalised have now been replaced and our insurers have given us out a payout towards this. However, the recorder unit needs replacing but we are awaiting a quote from the company who has quoted for the CCTV in the car park.

Utility Bills – SB reported that we now have an agreed percentage of what everyone should pay. At present £4700 is owed by Cricket Club and they have not yet confirmed that they will pay the bills before 1/4/24. WTFC have assured us that they will pay their share.

Moore External Audit – report attached

Resolved; That we accept the report from the External Auditor and that their advice on the minor issues is taken for the next Audit.

Christmas Trees for the Town - Proposal that WPC pay the full cost of the for this current year.

Resolved: That WPC pay the total cost for the Christmas Trees for the Town this year.

TH stated that the Town Hall Trust will pay for the electricity for the lights. The Trust are also looking into a better option with the cabling for next year alongside the improvements to the lighting in the Hall.

The WBA and the Christmas Tree Installation group were thanked for their work on the Christmas trees in the town.

Budget 2024/2025 – attached Budget Proposal and Budget Spreadsheet

There was discussion on this, and TH said that it had been a satisfactory budget exercise with FC agreeing the strategy in the November meeting.

Resolved:

That the following be agreed:

1. That the precept be increased from £147,285 in 23/24 (Total Budget was £157,285 but £10,429 was taken from general reserves) to £165,667. This is a 12.5% increase on the precept figure but a 4% increase on the budget from last year.

2. It was noted that the tax base has increased from 1224.72 to 1309.10. The Band D Tax would be £126.55 (£120.26 in 23/24)

3. That the draft budget for 2024/25 be agreed (shown at the end of these minutes) which shows a total budget of £165,667.

4. The MUGA maintenance costs are higher than the business case stated. WPC will budget for a sinking fund of £3,600 but it was agreed that the income should cover the maintenance costs. This can only be done by increasing the MUGA rates by the suggested amounts below from 1/4/24:

- **Daytime from £5 to £10** (£15 per hour with a £5 discount for use during the day)
- **Evening from £10 to £15**

SB reported that the Coop will be contacted to see if they could increase their payment amount for the car park.

Bollard proposal from OCC for Couching and Brook Street – attached.

OCC have sent in a proposal to put in 8 new bollards 4 on each road which they will subsidise. This issue was brought up in the Operations Committee as a safety concern with lorries mounting the pavement at Brook Street. OCC have visited the site and advised that the bollards they will install are socketed and will 'withstand a knock'. The total cost to OCC will be £8199.08 + VAT. They have asked for a contribution of £2459.72 +VAT from WPC for this scheme.

Resolved: That we pay this contribution of £2459.72 from our general reserves for this current year.

Sewage Treatment Tank at the Pavilion – Following an inspection last week the company have advised that this tank is collapsing. Our caretaker has fenced off this area. It was noted that a new solution will be needed, and this would be the ideal time to replace it in a different location. This was in the Rec Ground Master Plan as an action and allocated £30K CIL Funding. It was noted that this work needs to be done as soon as possible.

RECOMMENDATION: That following the quotes received, Council agree to install a new septic tank. This could be allocated from the CIL budget.

It was noted that only one quote has been received. After discussion it was:

Resolved: That Council gives approval to spending up to £30K on this which will be taken from CIL Funds. Once 3 quotes have been received the Finance Committee be delegated to commission a contractor to install a new tank and to agree the new location, which is most likely to be under the car park.

B: PLANNING -5/12/23– Gill Bindoff

Resolved: That Council accept these minutes

[P23/S3796/FUL](#) Watlington Service Station – GB stated that the committee objected to this application. However, it was noted that work has been going ahead, without planning permissions and the committee had many safety concerns regarding this. The Enforcement Team has been contacted on a number of occasions regarding our concerns about the 'safe' removal of asbestos as well as other issues. GB said that it is highly frustrating that they do not communicate with the complainant until they have resolved the matter. TH suggested that we contact our District Councillor to see if he could get any feedback, however it was noted that he is presently on leave. KT will send an email to him.

Redrow Development – GB reported on the zoom meeting held this morning with Redrow. SB, GB, NS and KT were present with Edward Linley and Alice Kirkham (Redrow). The person dealing with the application was based in the Thames Valley office, but this has now been closed and the Midland office is now dealing with it. They told us that they want to increase the dwellings on Site B from 60 to 75. They will need to start again by putting in an outline planning application. This will affect the time scale of the build start. The OCC Edge Road application has been submitted and Councillors were concerned that this may affect the start time of the Edge Road. It was noted that the Edge Route remains the same, there are no changes to it. It was noted that the housing mix will change as they will be removing the 1-bed flats as they say the demand is for 2- bed units.

C. OPERATIONS –28/11/2023 - Ian Hill

Resolved: That Council accept these minutes

Defibrillator– We have had an offer to fund one in Christmas Common. It was thought that the pub or phone box would be the best location. This will be followed up.

A suggestion was made that Red Kite View would be a good place to install a defib. IW will look into this and report back. SB suggested that St Leonards Church would also be a good location as the ones already installed are very central.

NS had arranged a defib course on behalf of Age Concern recently which was attended by many. It was noted that the training was excellent, and she said she will be arranging another course which will be held in the evening as not everyone can attend in the daytime.

D. PAVILION AND SPORTS FIELD – 20/11/23- Nicky Smallbone

Resolved: That Council accept these minutes

SB reported that the clubs had given a business case for the committee to consider, and WPC have sent in a 3-page response to this. The clubs cannot make a meeting before January. However, in the January Finance meeting one agenda item will be a Plan B for 1/4/2023 in case the clubs are not in a position to take the Pavilion over. He said that all Councillors who have ideas on this would be welcome to attend the Finance meeting.

E. NEIGHBOURHOOD PLAN ADVISORY BOARD -27/11/2023 – Gill Bindoff

Resolved: That Council accept these minutes

GB reported that we have been successful in achieving a grant from Locality for a Basic Conditions Statement and local consultations.

F. ALLOTMENTS – There has been no meeting.

G. Edge Road Liaison Group – SB reported that the group had a very interesting tour of the archaeological dig on the Redrow Site. The area being excavated is about 50sqm.

H. Charlotte Coxe Group – GB said that a meeting had been held with KB and DM. They had proposed to the Finance Committee that the legal costs be paid initially by WPC and reclaimed from the Trust. However, the Finance Committee resolved to ask our County Councillor to contact OCC to request these costs are paid out of the Charlotte Coxe Trust as they have previously stated that all legal costs would be taken from the trust. However OCC said that they could be the independent legal advisor but there were concerns about this being independent. In January steps will be taken to broaden this group. It was noted that FOWL representatives only want to sit as observers. GB has followed up a contact from NS and she is meeting him next week. GB said she was happy that the group are making progress with this.

175/23 Spending CIL Funds – to agree proposed prioritisation of projects – The final project list was attached to the agenda.

Resolved: That the list be agreed as the Final Project List which will now go out for consultation with the wider public. It was agreed to put an article in the Watlington Time, put a survey on Survey Monkey and also to put posters up in the Town.

It was noted that the text on each project will have to reduce and asked the sponsors to do this.

SB said that there the minimum cost would be £509K and maximum cost £1.3M to do all the projects which we will not be able to or have the necessary funds. Comments from the survey should be back in Feb/March and then Councillors can then have a voting session.

176/23 Community Transport Survey

It was noted that WPC have been successful in obtaining a grant for conducting a community transport

survey of £3500.

Resolved: That we commission this survey from Community First.

177/23 Project Updates

EV Charging Points in Hill Road Car Park – IH said that we have lost our place on the SSE list and the electric cabling will not now be put in until Feb/March. There will be access via broadband to the charging points as each unit has a separate line. However, this cannot be used by the CCTV so we will need to put in a separate connection. IH will speak to Leo Pesci regarding this. He will send out a note to the local businesses regarding this update.

178/23 Consultations- There are none to comment on.

179/23 Reports from Organisations and Representation on other bodies

FOWL – Councillors have been sent their latest reports.

180/23 Correspondence- see attached list – please let the office know if you want a copy of a specific letter.

To discuss:

Letter 440 – ICC asking if in the event of an emergency ICC could use the recreation ground as a safe haven – It was agreed that ICC could use the Recreation Ground. KT will advise them of this.

181/23 Confidential Session

Resolved: That Council go into Confidential Session to discuss the next agenda item.

182/23 Staff Salary Reviews -SB had sent out a confidential note to Councillors prior to the meeting.

Public Minute : That the confidential note on salaries was agreed.

183/23 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 8.35

WPC - Balance Sheet : 08/12/2023

	Start of 2023/24	Current Value	Change in FY
RESERVES			
Approx. Cashflow required		36,597	
General Reserve available	60,772	120,003	59,231
Contingency Fund	35,000	35,000	0
Allotment Sinking Fund	0	0	0
Pavilion Sinking Fund	0	0	0
Car Park Sinking Fund	39,867	39,867	0
Parish Office Sinking Fund	0	0	0
Public Conveniences Sinking Fund	28,277	28,277	0
Ian Donaldson Bequest	0	0	0
Section 106	0	0	0
CIL Earmarked (draw down)	26,524	167,012	140,488
Total	190,440	426,755	199,719

BANK ACCOUNTS

	At month end	11/12/2023
Bank - Current A/C	3,341	1,941
Bank - High Interest Account	80,576	80,856
Bank - Business Premium Account	197,642	208,313
Pavilion and Sport Field Account	4,280	3,710
Unity Trust Bank Account	125,576	125,576
Total Bank Accounts	411,416	420,397

Other balance sheet items

Total Assets

15,339
426,755

N Small

[Signature]
12/14/23

Payments to be authorised by Watlington Parish Council at Full Council Meeting 12th December 2023															Paid
DATE	TO WHOM	DETAILS	INCL VAT	VAT	EXCL VAT	PAV	MUGA	Allotment	Car Park	Operations	Central	Wages	Pub Con	Grants	Power
21/11/2023	Holtom Agricultural	Manure for Allotments	420.00	70.00	350.00			350.00							LGAS111
21/11/2023	Exec Alarms	CCTV new cameras for Pavilion(INS)	1485.60	247.60	1238.00	1238.00									LGAS111
01/12/2023	Jewson	Slabs for Marlbrook	25.16	4.19	20.97					20.97					LGAS111
01/12/2023	Staff	All salaries/wages	4338.52	0.00	4338.52							4338.52			LGAS112
01/12/2023	Buckingham Nurse	Hedging plants for Mansle Garden	29.75	0.00	29.75					29.75					LGAS111
01/12/2023	Roadware	Saltbin for Brook Street	113.94	18.99	94.95					94.95					LGAS111
01/12/2023	Youth Club	Grant	1500.00	0.00	1500.00									1500.00	S137
08/12/2023	SSE	Gas for Office	16.99	0.81	16.18					16.18					LGAS111
08/12/2023	Castle Water	Allotment Water	23.93	0.00	23.93			23.93							SHA1908
12/12/2023	OCC	Bus Trips October (last bill)	235.00	0.00	235.00						235.00				S137
12/12/2023	SO Handyman	Town Hall Works	62.99	0.00	62.99									62.99	LGAS133
12/12/2023	CTA	Annual Membership	120.00	0.00	120.00						120.00				LGAS111
12/12/2023	Shield	Dog Bin Emptying	103.99	17.33	86.66					86.66					LGAS111
12/12/2023	Slatter	Bi Monthly Maintenance	780.00	130.00	650.00		650.00								LGAS19
12/12/2023	Wiseserve	Remote Backup x 2	48.00	8.00	48.00						48.00				LGAS111
12/12/2023	First Steps	Annual Grant	5000.00	0.00	5000.00									5000.00	S137
12/12/2023	HMRC	Tax and NI	1043.08	0.00	1043.08							1043.08			LGAS112
Totals			15346.95	496.92	14858.03	1238.00	650.00	373.93	0.00	248.51	403.00	5381.60	0.00	6562.99	
Receipts 15 November to 11 December 2023															
Pavilion															
Rental of Pavilion	£	234.71					Parish Council	£							
Sports Club		£589.71					Loyalty Rewards	0.63							
WCC		£624.99					Allotment Fundraising	245.00							
Total	£	1,449.41					West Room	130.00							
							Allotment	313.32							
							MUGA	492.84							
							Pub Conveniences	9854.20							
							MUGA Tokens	19.66							
							Interest	890.46							
							Car Park	6660.00							
							Total	18006.11							

N Smallie



12/12/23