



Minutes of the 'Remote' Meeting of Full Council held on Tuesday 12th January 2021 at 7PM via Zoom

Present:

Councillors:

Matt Reid (MR) – Chairman
Ian Hill (IH) – Vice Chairman
Nicky Smallbone (NS)
Andrew McAuley (AM)
Tim Horton (TH)
Roger Beattie (RB)
Rob Smith (RS)
Alex Basden (AB)
Richard Dorney-Savage (RDS)
Steve Bolingbroke (SB)
Terry Jackson (TJ)

Officer:

Kristina Tynan (KT)

Press:

David White – Henley Standard

01/21 Apologies for absence
There were none.

02/21 Chairman's Remarks
MR wished everyone a Happy New Year and said that he hoped this year will turn out better than last year.

03/21 To receive Declarations of Interest
There were none notified.

04/21 Minutes of the Full Council Meeting held on 8th December 2020 to be agreed and signed as a correct record
One amendment was agreed; Page 59, Minute 179/20, on the ICC item to remove the words 'They will be having a sixth form' and to add 'The increased intake figures will make it possible to create a six form facility in the future'
Resolved: That with the amendment above, the minutes are a correct record of this meeting and will be signed by the Chairman when this is possible.

05/21 Matters arising from the Minutes
There were none other than agenda items.

06/21 Update on COVID 19 and Watlington – Matt Reid
MR stated that all need to keep an eye on the situation as everyone is impacted with this and we all now know someone who has had Covid. The guidance from the Government needs to be followed at all times. The office has reviewed the risk assessment for Covid 19. TJ said it would be helpful if OCC would have put in the measures for the high street that we asked for and which would have helped

immensely with queueing. IH reported that OCC had said it was not eligible for the use of the Active Travel Fund. It was noted that the older people in Watlington have started having the vaccine.

07/21 Public Questions

There were no public questions notified.

08/21 County Councillors Report

Cllr Stephen Harrod has not yet returned from holiday.

09/21 District Councillors Report

There was no report from Cllr Anna Badcock

10/21 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).*

11/21 Committees:

A: FINANCE –26/11/2020 – Nicky Smallbone

Resolved: That Council accept these minutes

Grant Application for CAB

Resolved: That we give a grant of £400 to CAB for 2020/2021.

Reserve Holdings

There was discussion on this, and the paper written for the Finance Committee on this issue by Tim Horton was noted. He has emailed this to all Councillors, and a copy is held in the office. It is noted that we also hold earmarked funds.

Resolved: That the Parish Council hold at all times three months reserves and not six months reserves.

Budget 2021/2022

Resolved:

1. That Finance Committee recommends to Full Council the draft budget for 2021/22 (titled Budget Recommendation for Full Council on 12th January 2021) which is attached to these minutes.

2. Finance Committee recommends that the Band D figure for the parish's component of Council Tax be unaltered and that the precept be increased to £138,018 in 2021/22 (There is a slight increase due to the increase in our tax base of 0.4%)

3. That Council agrees to the establishment of a new 'General Reserve' through the reduction of money held as a 'running reserve'.

4. That Council be invited to commit (subject to final detail) to a tree management programme as a one-off spending by a transfer from the 'General Reserve'.

5. That Council reallocate a proportion of our existing reserves to capitalise our new approach to business management of existing and upcoming projects.

Investment Policy

Resolved: That Council approve the Investment Policy which was attached to the agenda

B: PLANNING –5/1/2021 – Andrew McAuley

Resolved: That Council accept these Minutes

P19/S1928/O Land off Cuxham Road and P19/S1927/O Land West of Pyrton Lane – These are being discussed by the SODC Planning Committee tomorrow night. AM will be making a short statement at the online meeting emphasising our support for these developments in that they provide portion/s of

the edge road and are vital to the overall project of the Edge Road (or relief road as termed by OCC). Hopefully these outline planning applications will be approved by SODC and this will take us into the next phase as we look towards the final application for PYR2 that will be the final link in the Edge Road. It has taken us a time to get this point but hopefully tomorrow night will take us further along in the total scheme of things.

KW reported that Marlbrook residents are aware of the SODC meeting and they still have concerns about that fact that option 2 is still included with the roundabout and use of Willow Close. AM said that he will be stating that WPC are still strongly opposed to the use of that route and discussions are taking place with OCC and AECON. We are meeting again with them at the end of the month so hopefully will find out more information at that meeting. AM said that WPC have always been strongly against Route B and will continue to strongly oppose it. There are also environmental problems with Route B. AM will circulate information on this as it is received.

C: STRATEGY- 15/12/2020- Andrew McAuley
Resolved; That Council accept these Minutes.

Business Process

AM thanked SB for putting this form together which will allow all projects to be assessed and will give oversight and due diligence to then

Resolved: That the attached Business Process Form (shown at the end of these minutes) be used to ensure due diligence and that there is a clear audit trail for all projects.

Portfolio of 'proposed projects' – These need to be looked at in terms of benefit, cost and priority. SB said that he is putting together a list of projects are being looked at and will send out this list to all Councillors.

MR stated that there has never been so much money available in Watlington for projects due in the main from CIL funds and that we need a proper process to show which projects and in which order this finite money should be best used.

Icknield Community College – It was noted that this land has dozens of covenants on it and IH asked if it would be worth getting a formal record of these from Land Registry. It was agreed that it would be worth having these, but he will contact OCC in the first instance to see if they could give us copies.

Third Reading Bridge – TH is leading on this and will contact the relevant parish councils and MR will pass this information to him.

Dark Skies – AM reported that Emily Hamerton has been in contact and will be sending a response in due course.

D. OPERATIONS – There has been no meeting.

Skatebowl – The painting of this has now been completed and it was noted that it looks fantastic.

E. PAVILION AND SPORTS FIELD – There has been no meeting.

The Pavilion has been closed since mid-December. It is thought it is unlikely that any activities will take place until March at the earliest.

F. NEIGHBOURHOOD PLAN ADVISORY BOARD – There has been no meeting
It was noted that the consultation on the Edge Road will start mid-year 2021.

G. ALLOTMENTS – There has been no meeting

12/21 Correspondence for Information

Correspondence was noted and specific letters have been passed to committees to deal with.

13/21 Reports from Organisations and Representation on other bodies

Watlington Climate Action Group (WCAG) – There is a zoom meeting tomorrow night on the Green Plan for Watlington and the Hedgerow film will be premiered.

14/21 Other Matters for Discussion at the discretion of Chair

Age Concern -NS reported that the Undercroft Fruit and Vegetables had been donated some mistletoe and Angela sold this and donated the £75 raised to Age Concern.

15/21 **Resolved:** that Council to go into confidential session in accordance to the statement below to discuss the next agenda items. as discussion is needed on the financial information required.

The Meeting then went into Confidential Session to discuss the two issues below:

16/21 **Dead of Easement for 26 Hurdlers Green** – The amount for this access to be granted was agreed.

17/21 **Rent Review letter to Jonas Carter** – Following the letter received from Jonas Carter a counter sum for the rent for the Sports Field was agreed and a ‘without prejudice’ letter will be sent to Jonas Carter on this.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.40 PM



Watlington Parish Council

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Barclays Bank PLC

Please provide balance on Parish Accounts as at close of business

On 11/1/2021

Barclays Premium A/C	£	103,244.15 CR
Barclays Current A/C	£	2,547.68 CR
Barclays High Interest Bus A/C	£	80,008.51 CR (CIL: £19,205.67)
Barclays Pavilion Account	£	8,200.29 CR
TOTALS	£	<u>194,000.63 CR</u>

Account held by WPC for the
Young People Fund

£ **26,526.79**

Signature of Chairman:

Date: 12th January 2021

Accounts for Payment to be authorised by Watlington Parish Council Full Council Meeting 12th January 2021													Paid
Date	TO WHOM	DETAILS	Number	Car Park	Pub Conv	Operations	Central	Wages	Allotment	INCL VAT	VAT	EXCL VAT	Power
15/12/2020	SSE	Parish Office Gas	104304				85.06			85.06	4.05	81.01	LGAS11
04/01/2021	Staff	Salaries/Wages incl holiday pay	BACS					3680.32		3680.32	0.00	3680.32	LGAS11
12/01/2021	Grundon	Bin in Car Park 0120	BACS			95.93				95.93	15.99	79.94	LGAS11
12/01/2021	Computer Assistance	Remote Backup x 2 -3870	BACS				48.00			48.00	8.00	40.00	LGAS11
12/01/2021	Bongo IT	O365 outlook Dec - 7394	BACS				22.56			22.56	3.76	18.80	LGAS11
12/01/2021	Tracey Bilcliffe	Gardening in Paddock 34 Dec	BACS			180.00				180.00	0.00	180.00	LGAS11
12/01/2021	Tracey Bilcliffe	Gardening in Paddock 35 Jan	BACS			180.00				180.00	0.00	180.00	LGAS11
12/01/2021	Wallgate	Annual Payment Servicing Units	BACS		1516.57					1516.57	252.76	1263.81	PHAS87
12/01/2021	NC Electrical	Various Electrical Works	BACS			290.10				290.10	48.35	241.75	LGAS11
12/01/2021	WEG	Insurance					297.92			297.92	0.00	297.92	S137
12/01/2021	Children's Centre	Annual Grant					5000.00			5000.00	0.00	5000.00	S137
12/01/2021	Adam Clissold	Car Park Works				624.00				624.00	0.00	624.00	LGAS11
12/01/2021	Scoop Dotty Dog Ltd	Dog Bin Emptying	BACS			150.00				150.00	0.00	150.00	LGAS11
	Totals			0.00	1516.57	1520.03	5453.54	3680.32	0.00	12170.46	332.91	11837.55	
Receipts - 8th December 2020 -11th January 2021													
Pavilion		Parish Council											
Loyalty Reward	£	0.82	Cuxham Field Rent	£	200.00								
			Loyalty Reward	£	3.03								
Total	£	0.82	Total	£	203.03								

WATLINGTON PARISH COUNCIL
Project Business Case / Approval

PROJECT		
Outline: (Summary of what the project is)		
Proposed by: (Who is proposing it – e.g. Council member, community group)		
Date / Version: (Date of proposal and version e.g. Initial proposal, revised after feasibility)		
Links to NP or other strategy: (List of NP priorities or other strategies that the project addresses)		
Current Status: (Is this a new idea for consideration, a proposal to be approved or an active project)		
COSTS		
Cost: (What is the total one-off cost of delivering the project? In total or by phase)		
Contingency: (Given the current understanding of the project, how certain are we of the cost? How much more might it be?)		
Annual Running Cost: (Once completed, what is the on-going commitment?)		
Sinking Fund: (Once built, how much do we need to set aside for periodic maintenance and upgrading)		
BENEFITS (How will we know if the investment has been worth it? What measurable difference will we be able to see?)		
Financial: (Income or cost saving)		
Other: (e.g. Usage numbers, Carbon Reduction in kg CO2, Traffic reduction in vehicle movements etc.)		
RISKS (What are the major risks that could stop the project being delivered, the costs increasing, or the outcomes not being delivered. What can be done to mitigate the risk)		
FUNDING STREAMS (Where are the capital and other costs coming from, have they been secured yet)		
Community Infrastructure Levy: (Confirm the project is eligible)		
Existing Budget Allocation: (e.g. draw down of existing commitment)		
Other: (e.g. other grant, self-funding etc.)		
GOVERNANCE		
Customer: (Who/what groups are the main beneficiaries of the project, what is their involvement in the proposal so far, how will they be consulted, what commitment do we have from them to the outcomes)		
Project Manager: (Who will be responsible for the progress of the project? E.g. Councillor, staff or external)		
Project Board: (Who will the Project Manager report to – e.g. Full Council, subcommittee)		
Next Review / Approval: (What is the next time the project will ask for another approval – ie. full approval or next phase)		
APPROVAL	Approved by & date	Budget approved
For feasibility		
For Phase (or full project)		

WATLINGTON PARISH COUNCIL BUDGET FOR 2020- 2021	Budget 2020/2021	Actual 31/10/2020	Provisional Year End	Budget 2021/2022
CENTRAL SERVICES				
Clerks Salary Gross	24800	14017	25024	25500
Assistant Clerk	6695	3511	6695	6800
Admin Assistant 2/Cover Bob/office cover	2100	299	1000	2000
Employer's NI	3970	2119	3970	4200
Staff Pensions Employer	1510	768	1510	1600
Water Supply Office and Paddock	400	281	400	450
Electricity Office and Paddock	860	331	650	700
Fire Prevention/PAT test (Jan)	130	0	130	130
Gas - Community Office	1000	251	700	800
Office - Telephone + Broadband	950	401	700	800
Business Rates - Comm/Office	6600	4629	6600	6600
Postage and Petty Cash	540	174	300	300
Copier Service	1100	638	1000	1100
Stationery/Printing	1000	254	750	750
Publications	70	0	70	70
Com Support, Website Office 365,Zoom	1000	1158	1350	1350
Advertising	50	0	0	27
Audit Fee Internal and External	900	1450	1450	1500
Insurances WPC excl Pavilion	3800	3880	3880	3880
Subscriptions incl Survey Monkey	650	831	832	800
Travel & Training	1000	112	300	300
Entertaining	200	0	0	150
Community Office Maintenance/boiler etc	463	269	400	400
Miscellaneous	100	0	100	100
CAB	200	0	200	200
Youth Club (Budget not spent to Youth Reserves)	2500	0	2500	3000
Bus Grant	875	0	250	400
Grants for Community (WBA)	400	0	400	400
Grant for Churchyard	850	425	850	850
Miscellaneous Bank Charges	200	41	90	100
Xmas Trees	350	0	1000	350
Contingency /Earmarked/Pav	1000	0	1000	1000
Sub-Total	66263	35841	64101	66607
<i>Income</i>				
Interest/Loyalty Rewards	200	124	200	200
Cuxham Field	800	600	800	800
Wayleave	8	8	8	8
Income Community Office	200	0	0	100
Sale of Photocopies	100	0	30	100
Misc Income + Bus Cont	875	0	200	0
sub-total	2183	732	1238	1208
Total for Central Services	64080	35109	62863	65399

PLANNING AND NP IMPLEMENTATION	5000	0	3000	3000
WEST ROOM				
West Room Service Charge	500	0	500	500
West Room Kitchen Repayment	631	0	631	631
West room costs	20	0	0	50
sub-total	1151	0	1131	1181
Income				
Income West Room	1300	300	300	300
Total	-149	-300	831	881
BUDGETS OPERATIONS COMMITTEE RESPONSIBLE FOR				
ALLOTMENTS				
Rents	-1300	-2134	-2200	-2200
Payments	850	522	850	850
To Earmarked				
Total	-450	-1612	-1350	-1350
PAVILION & SPORTS FIELD				
Sports Field Rent	5000	5000	5000	5000
Outside Repairs WPC/to Earmarked	1000	0	1000	1000
Legal fees/Insurance	2000	1000	2000	3000
Sports Field Hedge Cutting/Maintenance	0	0	0	0
Cleaning (Match funded)	1000	350	450	1000
Paviion Sinking Fund				1000
Total	9000	6350	8450	11000
CAR PARK				
Car Park Business Rates	7000	2892	2892	3000
Car Park Resurfacing Sink Fund TO EM	1500	0	1500	1500
Caretaker services	2351	1371	2351	2350
Car Park Lighting (Annual Payment)	1050	0	1050	1050
Car Park Grundon bin	700	694	1200	1200
Maintenance,Green maintenance+hedges	1200	399	1000	1000
Car Park Other Rat Treat/etc	100	50	50	100
Total expenditure	13901	5406	10043	10200
Car Park Trader Income	-10000	-100	-100	-7300
Car Park Other Income (refund /Bus Rates)		-7387	-7387	0
Car Park income	-10000	-100	-7487	-7300
Transferred to General C Park Earmark +/-				
Car Park total	3901	5306	2556	2900
PUBLIC CONVENIENCES				
Caretaker services	1469	857	1469	1500
Public Toilets Contracts	2000	1058	1600	1600

Pub Convenience Maintenance/Supplies	1000	240	400	1000
Amount to be put in Earmarked Res	2831	0	3831	3300
Total expenditure	7300	2155	7300	7400
SODC Pub Convenience grant	-7300	0	-7300	-7400
Public Convenience total	0	2155	0	0
GREEN SPACE MAINTENANCE				
Grass cutting & ground maintenance	12000	11072	12000	12000
Tree/Footpath and Hedge Maintenance	2000	710	1600	1600
Annual Tree Management	890	0	890	890
WEG Insurance	350	0	350	350
Paddock Contingency	300	605	605	300
Caretaker services (Recreation Ground)	2346	1369	2346	2380
Caretaker services (Paddock)	1176	686	1176	1176
Operations contingency (woodchip)	2000	1219	1500	3500
SID Maintenance	0		0	1000
	0		0	
sub-total	21062	15661	20467	23196
Income				
Public Charities Grant /Paddock contr	800	1400	1400	1400
OCC Grass Cutting Grant	530	528	528	528
Income sub-total	1330	1928	1928	1928
Green Space Maintenance Total	19732	13733	18539	21268
MINOR WORKS SAFETY AND CLEANING				
Caretaker services (Street cleaning)	6842	3991	6842	7000
Dog Bin Emptying	450	1026	1200	720
Minor Works/sundries incl Porta Loo	900	470	500	500
Bollard Repair/Replace (10 oak bought)	500	1101	1200	600
Bollard Income	0	0	0	0
Weekend Caretaker	638	372	638	650
Recycling Bins/Litter/Dog Sack Dispenser	600	167	250	250
Total	9930	7127	10630	9720
Play and Equipment Maintenance				
Play Equip Main (Rec & Pad)inc 1/2pipe/bowl	1000	1019	1019	1000
Play Area Other (incl COVID measures)				
Total	1000	1019	1019	1000
SPECIAL /PLANNING/LEGAL /ELECTION				
Legal and Election Fees/ Earmarked	2000	0	2000	4000
OFFICE EQUIPMENT	500	0	500	2000
CHILDRENS CENTRE	5000	0	5000	5000
Road Signing/Traffic Monitoring	400	0	400	400
Climate Action (2020)	2000	0	2000	2000
33 High Street	500	0	500	500
Muga project (earmarked)	2000	0	2000	2000
Performance Space Project	2000	0	2000	2000

New Boiler for Pavilion	3000	3880	3880	0
Speed Device (CIL Funding)	0	0	0	0
Tree Management Programme	0	0	0	3100
Virtual Switchboard COVID 19		1225	1225	0
Transfer for General Reserve				-5000
Total	17400	5105	19505	16000
TOWN HALL grant	8000	3000	8000	8200

Summary Budget To 31/8/2020	Budget	Actual	Provisional Year End	Budget 2021/2022
	2020/2021	1/4/2020 31/10/2020		
<i>Central services</i>	64080	35109	62863	65399
<i>Planning & NP Implementation</i>	5000	0	3000	3000
<i>Allotments</i>	-450	-1612	-1350	-1350
<i>Pavilion & Sports Field</i>	9000	6350	8450	11000
<i>West Room</i>	-149	-300	831	881
<i>Car Park</i>	3901	5306	2556	2900
<i>Public Conveniences</i>	0	2155	0	0
<i>Green Space Maintenance</i>	19732	13733	18539	21268
<i>Minor Works, Safety and Cleaning</i>	9930	7127	10630	9720
<i>Assets/ Play Equipment</i>	1000	1019	1019	1000
<i>Special/Planning/Election/Legal</i>	17400	5105	19505	16000
<i>Town Hall</i>	8000	3000	8000	8200
<i>Contingency</i>				
TOTAL NET EXPENDITURE	137444	76991	134043	138018