



## MINUTES OF THE FULL COUNCIL MEETING OF WATLINGTON PARISH COUNCIL HELD AT 7PM ON TUESDAY 14<sup>TH</sup> JUNE 2022 IN THE WEST ROOM

**Present:**

**Councillors:**

Matt Reid (MR) – Chairman  
Ian Hill (IH) – Vice Chairman  
Tim Horton (TH)  
Steve Bolingbroke (SB)  
Roger Beattie (RB)  
Alex Basden (AB)  
Margaret Noon (MN)

**Officer:**

Kristina Tynan (KT)

**In Attendance:**

Gill Bindoff – NPAB

81/22 Apologies for Absence

Andrew McAuley, Rob Smith, Terry Jackson

82/22 To receive Declarations of Interest

MR declared a non-pecuniary interest in 33 High Street as he is part of the group looking at the short-term project for this building.

83/22 Minutes of the Full Council Meeting held on 10<sup>th</sup> May 2022 to be agreed and signed as a correct record

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

84/22 Minutes of the Annual Parish Meeting held on 19<sup>th</sup> May 2022 to be accepted

**Resolved:** That these minutes be accepted by Council.

85/22 Matters arising from the Minutes

There were none other than agenda items.

86/22 Chairman's Remarks

MR stated that it is a full agenda with many recommendations from committees and asked for focused discussion.

87/22 Public Questions

There were none notified.

88/22 County Councillors Report –

Cllr Freddie Van Mierlo had sent his apologies for this meeting and his monthly report has been emailed to Councillors.

89/22 District Councillors Report

Cllr Anna Badcock had not sent a report

90/22 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 stated that there is £65K more in the accounts than last month due to a part grant payment for the MUGA (not SODC public conveniences as shown in the sheet) and a grant for the EV project. SB proposed that the list of payments be settled as per the prescribed process. SB questioned the payment for the survey of 33 High Street and asked if there was a power that WPC could do this. It was noted that this was one of the questions to the solicitor looking into this issue and to which we are awaiting a reply. It was also stated that Locality would not give a grant to the Parish Council for something that was not allowed to be done. It was noted that this could be a S137 payment if necessary.

**Resolved:** That the Balances of Accounts and the List of Payments be settled and that they be signed by the Chairman and the Vice- Chair of Finance.  
These are shown at the end of these minutes.

91/22 Committees:

**A: FINANCE**–2/6/22 -Steve Bolingbroke

**Recommendation:** That Council accept these minutes

SB stated that this meeting was not quorate in regard to the Terms of Reference which is why there is a recommendation to change the quorate number to 3 rather than 4.

**WPC CIL Funds** – current CIL Funding position was attached to the agenda.

**Year End Budget Review and allocation** - The spreadsheet for 2021/22 was attached to the agenda.

**Resolved:** That the review and allocation is agreed.

**Year End Reserves Review** – the full paper was attached to the agenda.

**Resolved:** That the following adjustments are made to Reserves to reflect the end of year review

- Allotment Sinking Fund to be used to partially cover overspend (£1,860). New balance = £0
- Pavilion Sinking Fund to be used to partially cover overspend (£3,655). New balance = £0
- Surplus on Car Park operations to be added to Car Park Sinking Fund (£3,804). New balance = £39,041
- Surplus on Public Convenience operation to be retained in Public Convenience Sinking Fund (£5,790) as required by terms of grant. New balance = £23,329.
- Remaining overspend (£8,393) to be paid for by reduction in General Reserve. New balance = £62,844
- The Contingency Fund remains at £35,000

Regarding the Car Park reserves it was noted that at some point the car park will need to be resurfaced and the drainage issues attended to.

**Terms of Reference**

**RECOMMENDATION TO COUNCIL:** To agree that the quorate number be three.

The other recommendation on the ToR's will be looked at after discussion on whether the Strategy Committee is needed or if tasks could be split between NPAB and Finance.

**Bank Mandate** - Change of Signatories

**Resolved:** That we remove Tim Horton from the mandate and add Steve Bolingbroke and Matt Reid.

**Grants** – It was noted that if any organisation wishes to apply for a grant the next deadline is 1<sup>st</sup> March 2023.

**The Queen's Platinum Jubilee** – The parish council gave a grant towards this event of £720.00. The wildflower seeds given to all children in early years and the primary school was taken out of last year's environmental grant.

**B: PLANNING** 5/4/2022- Matt Reid

**Resolved:** That Council accept these minutes

[P22/S1640/FUL](#) and [P22/S1642/FUL](#) Cuxham Road - Construction of temporary vehicular access. MR reported that the Planning Committee objected to both these applications as there was insufficient information provided to make a judgement and OCC have said the same. There was also concern about the Chalk Stream and no environmental impact assessment was provided.

**Terms of Reference**

**Resolved:** That the Terms of Reference be agreed.

**Sites B and C Development Sites/Redrow Community Drop In Event** – This will be held on Thursday 23<sup>rd</sup> June between 4 and 7.30pm in Watlington Club for our residents to find out more information.

**C: STRATEGY** – 31/5/22 – Steve Bolingbroke

**Resolved:** That Council accept these minutes

**Traffic 2030** – There is a meeting scheduled with OCC on 30/6/22 and SB has spoken to MODE who did the traffic report for the NP in 2018 to see if this could be reviewed to include the Edge Road.

**WPC CIL Funds** – SB had produced a CIL Status paper dated 3<sup>rd</sup> June 2022 for this meeting which show the position regarding CIL and current and proposed projects.

**MUGA Project** – The Business Case and Financial Summary was attached to the agenda.

In brief Full Council are asked to approve a budget for the MUGA with a total commitment of £183k toward a £258k project. The plan is complete this in 2022/23. Other funding sources will still be investigated. SODC have committed £75K. It was noted that SODC have allocated their CIL for 2022/23 but we should be able to get bids in for 23/24.

There was discussion on this, and a vote was taken, 6in favour, 1 against.

**Resolved:** That Council commits up to £183K on the MUGA Project

**Appointment of Consultant for the MUGA**

**RECOMMENDATION TO FULL COUNCIL:** That Neil Boddington be appointed as the Consultant and Fieldform as the contractor for the MUGA if Full Council agrees the MUGA Proposal.

**Vote: 1 in favour 6 against**

**NOT CARRIED**

**Resolved:** That the Parish Council seek three quotes for a consultant and appoints Fieldform as the Contractor for the MUGA project

It was noted that Neil Boddington has done work on the MUGA including the planning permission and tendering for the contract. It was agreed that WPC should pay people for work done and NB will be asked to submit an invoice for work done to date (under £5K). It was noted that this overrode our standing orders, and this must not happen again in the future. All work must be done in accordance with our standing orders.

**Performance Space (TH)** – There has been no business case submitted by Tim Horton and no one present wished to take this project on.

**Resolved:** That the Performance Space is removed from the Projects Shortlist.

**Terms of Reference**

**Resolved:** To agree the membership of the strategy committee to be five (previously eight). The quorum remains three.

**D. OPERATIONS** – 26/5/22– Ian Hill

**Resolved:** That Council accept these minutes

## **Terms of Reference**

**Resolved:** That the Terms of Reference be agreed.

## **Water Fountain for Recreation Ground**

**RECOMMENDATION TO COUNCIL:** That we install a water fountain on the Pavilion at a suitable location at a cost of up to £1000

It was agreed that this should not be done until we see the Rec Master Plan so that it is placed in a suitable position. The operations committee is responsible for its own budget.

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

## **F. NEIGHBOURHOOD PLAN ADVISORY BOARD – 23/5/2022**

**Resolved:** That Council accept these minutes

**W NDP Review Level** – A note on this was attached to the agenda

There are three options which can be used for the review and the NPAB recommends that the middle option, Material Modifications, is adopted by WPC. This option will include a formal Examination but will not require a Referendum. The NPAB is asking Full Council to confirm which option it considers is the most appropriate for Watlington. A vote was taken on whether to agree the middle option.

**Vote:** 6 in favour, 1 abstention

**Resolved:** That Full Council agrees the middle option of review for Watlington.

## **Watlington Conservation Area Boundary Review**

The Conservation Area Appraisal reviewed April 2022 was attached to the agenda with a note from Gill Bindoff also. It was noted that there are no plans to add any additional sites at this time. This is to ask SODC to expand the boundary of review in three places and the map highlights these in the Appraisal document. The SODC Conservation Officer is happy to have a meeting to discuss this and dates will be requested for this.

**Resolved Unanimously:** That the boundary review be accepted by Council.

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

RB reported that there was a plant sale recently which was very successful.

## **H. INTERFACE COMMITTEE** –Matt Reid

MR stated that representatives from Watlington, Cuxham and Pyrton Parish Councils had a meeting and walk around Red Kite View with Geoff Arnold at OCC. Gill Bindoff also attended and she will send out a note about the meeting.

**I. CHARLOTTE COXE SHADOW BODY** – There is a meeting at OCC on CCT next week and Ian Hill and Gill Bindoff will attend this.

## 92/22 Audit 2021/2022

WPC Audit Timetable was attached to the agenda.

The draft supporting notes which are used to complete the AGAR are attached as well as the AGAR forms for agreement and completion.

**Resolved:**

1. The Annual Internal Audit Report was received and noted.
2. The Annual Governance Statement (Section 1) - WPC has evaluated its procedures and practice using the NALC publication "Joint Panel on Accountability and Governance, March

2021). WPC has identified the following issues which leads us to respond “No” to points 1 and 2 on the AGAR form. The issues, reference paragraph, reason and improvements that are being put in place are listed below.

#### **ASSETION 1**

Para 1.10 indicates that the bank reconciliation needs to be carried out on a regular basis and reviewed by members of the authority.

A bank reconciliation was carried out each month by the RFO (the Clerk) but was not reviewed by members of the authority. This was due to logistical difficulties during COVID.

Starting in June 2022, the bank reconciliation will be reviewed by Chair of Finance and the finding minuted in Finance Meetings.

#### **ASSERTION 2**

Para 1.15.2 requires that cheques or orders for payment be signed by two elected members. WPC uses online banking for making payments and the system being used does not allow for two authorisations.

Instead, all payments are approved at a Council meeting and then authorised by the RFO. WPC has agreed to increase the number of councillors with signature / approval rights on the bank accounts and as soon as it is possible for two users to approve payments on the on-line system, procedures will be changed so that payments are set up by the RFO and then authorised by two elected members.

3. The Accounting Statements (Section 2) be approved

#### 93/22 Councillors Motions

##### **CCT Motion from Matt Reid**

Lease with OCC and Report from the heritage officers at OCC was attached to the agenda.

After discussion a vote was taken.

**Vote:** 6 in favour, 1 against

**Resolved:** That Council agreed to enter into the license with OCC to do up 33 High St. To ask to amend the start date of the tenancy agreement at the meeting with OCC on the 22<sup>nd</sup> June and with the caveat that it will only be signed once the Solicitor has confirmed WPC Council and Councillors are insulated from any potential legal action for phase 1 and is legally allowed to do this.

#### 94/22 Consultations

There were no consultations for discussion.

#### 95/22 Correspondence for Information – List was attached to the agenda.

There was no discussion on any of the correspondence.

#### 96/22 Extension of time for this meeting

Due to Standing Order 3(w) and with the time being nearly 8.55 pm it was:

**Resolved:** That the meeting be allowed to continue until 9.20pm at the latest.

#### 97/22 Reports from Organisations and Representation on other bodies

**First Steps** – The AGM will be held on Thursday 16<sup>th</sup> June at Chalgrove. Sessions are more frequent and well supported at Chalgrove. Parents in Watlington are very appreciative of the opportunity to share their experiences and knowledge via the Watlington Hub which I visited last week to discuss the importance of early reading.

#### **Rainbow Nursery**

Recent visit included sharing the WPC book collection, planning a training session with a member of staff and subsequent production of a leaflet “Sharing books with your a child”.

#### **Library and FOWL**

MN reported that FOWL is financially healthy with a lot of regular events that are well supported. The photo competition for the 2023 calendar has been launched. A Rhyme Time on Thursday morning on a two week cycle has been added to the list of activities. At the last meeting MN welcomed the opportunity to explain how the input from the WPC is planned to complement the activities of FOWL through the literacy project.

### **Primary School**

MN as made two visits: to look around the school with the acting headteacher and to deliver to the Head designate the WPC Queen's Jubilee commemorative gift of seeds.

### **Youth Club**

Four meetings have been arranged with leaders and committee members to ascertain present situation and inform future planning. A group of 15 potential volunteers are keen to support the project.

98/22 Other Matters for Discussion at the discretion of Chair

99/22 Confidential Session

**Resolved:** TO GO INTO CONFIDENTIAL SESSION IN ACCORDANCE TO THE STATEMENT BELOW TO DISCUSS THE NEXT AGENDA ITEM ass discussion is needed on staff salaries.

**Confidential Items:** EXCLUSION OF THE PUBLIC RESOLVED: THAT under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for items of business of the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 7,8 and 9 of Part I of Schedule 12A to the Act.

100/22 Staff Salaries Review – SB had sent out information to Councillors on this prior to the meeting.

#### **Public Minute:**

1. It was agreed that the NALC proposed pay rises be applied to all staff and backdated to 1<sup>st</sup> April 2021
2. It was agreed to increase the scale point for Kristina Tynan from 26 to 28 backdated to 1<sup>st</sup> April 2021
3. It was agreed to start the recruitment process for a Town Caretaker in anticipation of Bob Thomas's retirement in September 2022. Initial task will be to review Bob's current role and draw up a job description. TH, IH and MN to lead.
4. It was agreed to postpone a decision about the recruitment of an Assistant Clerk until May 2023 to allow the new council to decide on the shape and nature of the role and other staffing.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.15PM**



# Watlington Parish Council

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## Barclays Bank PLC

Please provide balance on Parish Accounts as at close of business

On 13/6/2022

<b>Barclays Premium A/C</b>	<b>£</b>	<b>427,922.74 CR</b> (CIL: <b>£277,332.65</b> )**
<b>Barclays Current A/C</b>	<b>£</b>	<b>3,000.00 CR</b>
<b>Barclays High Interest Bus A/C</b>	<b>£</b>	<b>80,024.49 CR</b>
<b>Barclays Pavilion Account</b>	<b>£</b>	<b>4,348.12 CR</b>
<b>Unity Trust</b>	<b>£</b>	<b>49,963.21 CR</b>
<b>TOTALS</b>	<b>£</b>	<b><u>565,258.56 CR</u></b>

Account held by WPC for the  
Young People Fund

**£**      **26,540.88**

Signature of Chairman:

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Date:                      14<sup>th</sup> June 2022

\*\* CIL Money will be moved to Unity Trust Bank - £50K moved to date

Accounts for Payment to be authorised by Watlington Parish Council Full Council Meeting 14th June May 2022														Paid	
Date	TO WHOM	DETAILS	Number	Allotment	Pub Conv	Special Projects	TH Grant	Operations	Central	Wages	Car Park	INCL VAT	VAT	EXCL VAT	
13/05/2022	C Gamester	Town Hall Clock	BACS				115.00					115.00		115.00	
13/05/2022	Exec Alarms	Service on Fire Alarm					480.00					480.00	80.00	400.00	
23/05/2022	SODC	Planning Fee MUCH				266.20						266.20	32.20	234.00	
23/05/2022	Imagination Face Paint	Face Painters for Q Jubilee							180.00			180.00		180.00	
30/05/2022	Andrew Goodwin	Building Survey 33 High St (Grant)				1560.00						1560.00	260.00	1300.00	
01/06/2022	Frankie Love Cake	Bouncy Castle for Q Jubilee							180.00			180.00		180.00	
01/06/2022	Staff	Wages/Salaries	BACS							3680.50		3680.50		3680.50	
03/06/2022	BSS	Water Taps for Allotment		90.79								90.79	15.13	75.66	
14/06/2022	Bongo it	O365 outlook - 9714 April	BACS						22.56			22.56	3.76	18.80	
14/06/2022	DP Architects	Architect Fees Rec Master Plan				600.00						600.00	100.00	500.00	
14/06/2022	Shield Maintenance	Dog Bin Emptying #5627	BACS					103.99				103.99	17.33	86.66	
14/06/2022	Wiseserve	Computer Work							116.40			116.40	19.40	97.00	
14/06/2022	Shield Maintenance	Dog Bin Emptying #5680	BACS					103.99				103.99	17.33	86.66	
14/06/2022	O Brake	SID Work						120.00				120.00		120.00	
14/06/2022	Viking	Supplies							112.64			112.64	18.77	93.87	
14/06/2022	Playdale	Final Bill for Play Equipment				11122.07						11122.07	1853.68	9268.39	
14/06/2022	Wiseserve	Remote Back up x 2	BACS					48.00				48.00	8.00	40.00	
14/06/2022	Ricoh	Quarter Copier							395.69			395.69	65.95	329.74	
14/06/2022	Midland Survey Ltd	Rec Master Plan				1440.00						1440.00	240.00	1200.00	
14/06/2022	Bruce Garside	Repair to Cast Iron Fingerpost						80.00				80.00		80.00	
14/06/2022	Adam Clissold	Works to Allotment/Rec etc						260.00				260.00		260.00	
14/06/2022	Kathryn Davies	Additional work on Cons Boundary							550.00			550.00		550.00	
14/06/2022	M Gee	Plants (to be shared x2)						378.00				378.00		378.00	
14/06/2022	Initial	Pub Convenience bin Annual Cost				68.88						68.88	11.48	57.40	
	<b>Totals</b>			<b>90.79</b>		<b>68.88</b>	<b>14988.27</b>	<b>595.00</b>	<b>1093.98</b>	<b>1557.29</b>	<b>3680.50</b>	<b>0.00</b>	<b>22074.71</b>	<b>2743.03</b>	<b>19331.68</b>
		<b>Receipts <del>10th May - 13th June 2022</del> 10th May - 13th June 2022.</b>													
	Pavilion	Parish Council													
	Rental of Pavilion	SODC Pub Conv	£60.00				8853.73								
	WTFC Invoices Paid	OCC Grass Cutting Gr	226.54				528.39								
	Loyalty Rewards	SODC Pub Conv MUGA	0.12				37500.00								
		Allotment Rent					18.00								
		West Room					197.50								
		Chalgrove Bus					560.75								
		Photocopying					5.00								
		Paddock Hire					20.00								
		EV Grant					48750.00								
	<b>Total</b>		<b>£ 286.66</b>	<b>Total</b>			<b>£ 96,433.37</b>								

