

Watlington Parish Council

Parish Clerk: Kristina Tynan Watlington Parish Council 1 Old School Place Watlington OXON OX49 5QH

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MINUTE OF THE FULL COUNCIL MEETING OF WATLINGTON PARISH COUNCIL HELD AT 7PM ON TUESDAY 20th JUNE 2023 IN THE WEST ROOM

Present:

Councillors: Nicky Smallbone (NS) – Chair

Steve Bolingbroke (SB) - Vice-Chair

Brenda Bradford (BB) Keith Jackson (KJ) Tim Horton (TH) Ian Hill (IH)

Isla Woodcock (IW) Leo Pesci (LP) Karyn Buck (KB)

Stephanie Halliwell (SH)

Officer: Kristina Tynan

In Attendance: Gill Bindoff (GB) – NPAB

County and District Councillor: Freddie van N

Press: Lily Shanagher – Henley Standard

92/23 Apologies for Absence

James Herridge-Leng, Roger Beattie, Andy Aherne, Denise Mallon.

93/23 To receive Declarations of Interest

There were none notified.

94/23 Minutes of the Full Council Meeting held on 11th April 2023 to be agreed and signed as a correct

record.

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

95/23 Annual Parish Meeting Minutes 21/4/2023 – To accept these minutes.

Resolved: That these minutes be accepted.

96/23 Matters arising from the Minutes.

Membership of Committee (Minute 80/23 refers)
Pavilion and Sports Field Committee (PSFC)
Resolved: That Leo Pesci replace Steph Halliwell

Public Arts Project

Resolved: That Steve Bolingbroke join this group.

97/23 Chairman's Remarks

NS said that she had no remarks but asked members to keep to the agenda item as there are a lot of issues to get through tonight.

98/23 Public Questions

There were no public questions raised.

99/23 Representatives to other Bodies:

"Support Fund" and "The Watlington Public Charities" Trustees – WPC can appoint 2 Trustees who do not need to be parish councillors. One of our current trustees is Sally McKinley (appointed 2022-2026). The Support Fund have sent the following recommendation for the second Trustee.

Dave Tindale: my wife and I have lived in Watlington for over 35 years.

I currently work as an independent financial adviser and will be retiring at the end of March. Having been a financial adviser for over 31 years, I am very familiar with the importance of client confidentiality. I volunteered with Age Concern from 1994 for a number of years, managing their minibus operation and leading the team which purchased a new minibus in 1996. I then served on the Parish Council for 12 years, chairing different committees over this time.

Resolved: That David Tindale be appointed as the second trustee for the WPC for 2022-2026.

100/23 County Councillors Report - Cllr Freddie Van Mierlo

FvM reported on the following issues:

Town and Parish Council Charter: OCC is looking at developing a 'Town and Parish Council Charter'. Recognizing the importance of town and parish councils (incl. parish meetings) in local government, the charter would aim to strengthen how OCC works town and parish councils. The charter will be co-created through a process of engagement, starting in July. The importance of Parish Councils has increased over the last 10 years, and they now have more responsibility with helping fund organisations that were previously fully funded by OCC and they have more money available due to CIL funding.

New chair of council and cabinet member: Cllr Felix Bloomfield (Conservative, Benson and Crowmarsh) has been elected chair of the council, while Cllr Michael O'Connor (Labour, University Parks) takes over the cabinet portfolio for public health and inequalities.

Proposed move for OCC: OCC is looking to rationalise its property portfolio. As part of this, OCC is looking at moving its Oxford City presence from County Hall to Speedwell House. Usage of the historic part of County Hall would continue.

Watlington

Potholes: Defects reported on Hill Road (by car park) have been mostly fixed, but I have flagged to officers that some remain. I've also highlighted Spring Lane and Britwell Road and will keep doing so.

SID pole: A pole has been erected on Howe Hill to accommodate SID unit.

Watlington Relief Road (WWR) – The consultation on this is closed. Officers have processed results and are now briefing OCC Councillors. They will then brief Parish Councils. It was noted that there is a Teams meeting set up with Harbi, the OCC Lead Officer on this at 1pm on Tuesday 27th June.

101/23 <u>District Councillors Report</u> - Freddie Van Mierlo

FvM gave a report on the following issues:

Local elections: Liberal Democrats won overall control of South Oxfordshire District Council in the May 2023 elections. However, a decision was taken to continue working in partnership with the Green Party. The cabinet is therefore made up of 6 Liberal Democrats and 2 Greens. One change was made to the pre-election cabinet, with Cllr Freddie van Mierlo joining the cabinet, who will be responsible for the Climate Change and Nature Recovery portfolio.

Wallingford Riverside Splash Pad & Pool: The pool is now open, with a new overnight cover to reduce energy consumption. The splash pad is being renovated using monies collected from developers (CIL) and will be ready for use from July.

Wallingford beach bathing water status: The secretary of state for environment has written to confirm why SODC's application for bathing water status at Wallingford was rejected. The

government argues that not enough people use the water body currently to merit bathing water status.

Watlington Specific Issues:

Red Kite View Play Area: FvM discussed these with officers. There will be 2 play areas, the small one should have been opened but Bloor have not applied for the certificate from SODC. The larger one is not technically due to open until all the houses have been occupied. The SODC Office Emma Bowerman has written to Bloor regarding these,

Watlington developments: FvM had a briefing with officers on these developments and to discuss their current status. The Redrow planning applications will go the July Planning Committee for consideration. The reason being that the previous District Councillor had called in these applications and this cannot be rescinded but as these are major developments this is no bad thing.

Q and A

TH: In the last two years there has been no budget for family services in the Social Care budget. However, the previous regime gave a service, which is not statutory to this. Family services are facing difficulties and asked how could we get back to OCC supporting this?

FvM: Stated that he would be delighted to see this happen. He gives $1/3^{rd}$ of his Councillor Priority Fund to First Steps. In the last budget there was a budget set for Family Hubs and said he is unsure where this has gone but will follow up with the Cabinet Member, Liz Brighouse.

IH: FvM had sent an email to him stating that there is £13K available from S106 for highways work to Hill Road specifically, however when he spoke to a Highways Officer, he did not know about this. **FvM:** said that he receives list of S106 money, and it may be that the officer was unaware of it. He can pass on the relevant information.

102/23 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]

Resolved: That the Balances of Accounts and the List of Payments be paid.

103/23 Committees:

A: FINANCE - 5/6/2023 - Steve Bolingbroke

Terms of Reference

Resolved: That the reviewed Terms of Reference be agreed. (These were shown at the bottom of the Finance Minutes)

Year End Reserves Review and Proposed Changes

Resolved: That Full Council agree that the following adjustments are made to Reserves to reflect the end of year review (shown above)

- a. End of Surplus on Car Park operations (£826) to be added to Car Park Sinking Fund. New balance = £39,867
- b. Surplus on Public Convenience operation (£4,948) to be retained in Public Convenience Sinking Fund as required by terms of grant. New balance = £28,277.
- c. Net loss on Allotments (£671) to be paid from General Reserve. Sinking fund is currently £0.
- d. Overspend on Pavilion and Sports Field (£1,267. i.e. £10k loss not £8.3k budgeted) to be paid from General Reserve. Sinking fund is currently £0.
- e. Create a new Sinking Fund for MUGA with operating surplus to be transferred in each year from 2023/24. 2022/23 surplus to be retained in General Reserve to part cover overspend on installation. (Note: No WPC contribution to sinking fund budgeted in 2023/24)
- f. Remaining overspend to be paid for by reduction in General Reserve. New balance = £60,772

Audit 2022/2023 – reports attached to the agenda.

Resolved:

- 1. The Annual Internal Audit Report to be received and noted.
- 2. The Annual Governance Statement (Section 1) to be approved.
- 3. The Accounting Statements (Section 2) be approved

The Clerk will now submit these to the External Auditor.

Appointment of Internal Auditor for 2023/24

Resolved: That we appoint Denise Allnut as our Internal Auditor for 2023/24.

Financial Regulations – this was attached to the agenda.

It was noted that there is a line missing in 4.3. The Clerk will amend this.

Resolved: That the Change to 4.2 be changed to the wording shown in the minutes and the missing line in 4.3 be corrected the Financial Regulations 2023 were agreed.

NS thanked Steve Bolingbroke, Denise Allnut and the Clerk for all their work on the accounts and audit process.

Resolved: That Council accept these minutes

B: PLANNING 6/6/2023 - GB

It was noted that as there were a lot of apologies for this meeting, Election of Chair and Vice-Chair was deferred to the next meeting and GB chaired this meeting.

P23/S1605/FUL Land at Watlington Hill Farm - Installation of 8 looped antennas, equipment cabin and GRP meter cabinet.

GB reported that the Planning Committee put in a holding objection to this application as there were considerable concerns about the impact of this proposed development on the Chilterns AONB.

Redrow Application for Reserved Matters and Discharges – A response on these has been sent to the Planning Officer.

Resolved: That Council accept these minutes

C. OPERATIONS - Ian Hill

Review of Terms of Reference

Resolved: That the terms of reference be agreed (These were shown at the bottom of the Operation minutes)

Phone Box in the Car Park

RECOMMENDATION TO COUNCIL: That WPC make this telephone box a subject for applications for support, especially to the Arts Fund of SODC (the part that is dedicated towards Watlington alone).

It was suggested that the WPC calls together its Arts Group to discuss this further.

SB stated that he would oppose this recommendation, but he is not against the proposal. WPC have a unique opportunity to use the Arts Fund at present there is £70K from Redkite View and a similar amount to come from the Redrow developments but we will need to work with them. There is an Arts Project Group set up and this project should be part of the process the group looking into arts project should consider alongside other proposals and this should not be short circuited but be part of the whole process. It was noted that any Arts Funding application to SODC has to have three costed quotes by artists. All

Following discussion, the following was agreed:

Resolved: That the telephone box project be put into the list of projects the Arts Project Group will

be considering for SODC Arts Funding and all ideas will be considered equally. However, if the Operations Committee want to fund this project from other sources that this project could go ahead on these grounds.

KB stated that she would be happy to look into other funding opportunities for this project which will cost in the region of £4.5K.

Installation of public toilets (one toilet and one disabled toilet) in the recreation ground

IH said that this project would cost in the region of £12.5K. SB stated that a Youth Café with toilet facilities was part of the Rec Master Plan and therefore would be appropriate. However these would be in a different location to that on the current plan. There is also a proposal to reposition the sewerage plant. Maintenance of these would also need to be considered but he is supportive of the idea. He asked that there be a full business case prepared of the project and operational costs. We need to ensure that we make the best use of this site.

Resolved: That we put a Monkey Survey on our website and the WPC Facebook and Watlington Town Facebook page to gauge our resident's opinion on this before Council agrees to the installation of these and that a full business case be prepared on this project.

Resolved: That Council accept these minutes

D. PAVILION AND SPORTS FIELD - There has been no meeting.

E. NEIGHBOURHOOD PLAN ADVISORY BOARD - 22/5/2023 – Gill Bindoff
Terms of Reference – GB reported that these will be looked at in the July meeting.

WNDP

TH stated that we lost out on quite a few features by the funding of the WRR as we required housing to provide the WRR. He said that the WNDP is deficient in allocating sports and field sports and also car parking and there is a need for these facilities. The consultation documents are aspirational only and the WPC Sports Strategy is very specific on land needs and that there are 4 hectares needed for sports provision. We said we need to say where car parking and sports development should be and therefore he has reservations about this document.

GB responded that the housing sites came from the SODC Call for Land consultation. Twelve sites were offered to SODC for housing. The committee assessed all sites, and three sites were agreed for housing. It is not possible for the NPAB to allocated sites which have not been offered for useage. SODC has again put in a Call for Sites. Planning is an evolving thing; we have identified the space needed but it would not be reasonable to put in sites/land. The Watlington community are aware that we are looking for sites for sport and for rural affordable housing.

The consultation will initially be an informal consultation with formal consultations to follow later on.

For Sports, car parking, improved walking and cycle routes we need to have land available from a developer. The WNPD needs to identify our priorities.

SB said that a decision was made to not put forward any developments in this iteration and he said he was pleased to see walking a cycle routes in the document.

TH stated that SODC are looking to introduce greater compulsory purchasing and is changing its focus. Council could indicate a location where it would like a car park and a compulsory purchase could be made.

KB said that she liked the balance of the draft plan.

GB reported that this is the first opportunity since Covid to get our resident's feedback. IW said that this is the first time the new part of the community, Red Kite View will be able to comment.

Resolved: That Council approves the following three recommendations:

1: That Full Council approve public consultation on the revised, draft, objectives and policies of the

Watlington Neighbourhood Development Plan

- 2: That Full Council begins discussion with Redrow for the delivery by Redrow of a 3m wide shared cycleway and footpath across parish council's land from Site B to Willow Close and from Willow Close to the boundary of Site C.
- 3: That Full Council agrees that a date will be arranged for a free, online, workshop on the management of green spaces on development sites to be run by Community First Oxfordshire.

Resolved: That Council accept these minutes

- F. ALLOTMENTS There has been no meeting.
- G. Edge Road Liaison Group There has been no meeting.
- H. **33** High Street/Charlotte Coxe Working Group A meeting with FOWL has taken place. GB said that there would need to be a proper lease with the library and that we could do with a pro bono view on this. Maintenance of the library is currently being done by the OCC maintenance team and this would also need looking at. Once more information is received from OCC a meeting will be called.

104/23 WPC Existing policies and projects

Resolved: That this Council:

- 1. Notes that the 2018 Neighbourhood Plan forms part of the planning framework for South Oxfordshire and provides a framework for the work of Watlington Parish Council. The council reaffirms its support for the plan and its policies.
- 2. Reaffirms its support for the already approved CIL projects (MUGA, EV Charging and Pump Track) and confirms the associated funding commitments.
- 3. Notes that the other shortlisted CIL projects have been dropped or are unlikely to proceed and agrees to run a new prioritisation process for the remaining CIL funding. The Youth Café project has been downsized to a toilet facility at the Rec
- 4. Supports the Climate Emergency declaration and Action Plan
- 5. Supports the Ecological Emergency declaration and notes that an action plan is required.
- 6. Supports the existing Sports Strategy and Recreation Ground Master Plan and notes the progress on finding additional sports fields.
- 7. Requests an additional briefing on the work to reform Pavilion Management and funding. This meeting took place last night (19/6/23)
- 8. Notes the progress made on the Charlotte Cox Trust and looks forward to a final proposal from the working group.

105/23 Motions from Councillors

Watlington Partnership – paper was attached to the agenda.

Proposer: Karyn Buck, Seconder: Steve Bolingbroke

Resolved: That Council scope the need, potential engagement and viability of a Watlington Partnership. KB will lead on this.

SODC – New Plan of Action for the next 4 years to improve Air Quality in the District – Deadline 27thJuly 2023. <u>survey is available here</u>

It was noted that this will be discussed at the NPAB who will write a draft response as WPC are not happy with the proposal that SODC revoke the designated AQMA . This will be discussed in the July Full Council meeting.

107/23 Reports from Organisations and Representation on other bodies There were no reports.

108/23 Other Matters for Discussion at the discretion of Chair

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.45PM



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Summary of WPC Bank Balances for Full Council

Balance on Parish Accounts at 20/6/2023 at 13.40

Barclays Premium A/C	£	66,128.66
Barclays Current A/C	£	2,958.01
Barclays High Interest Bus A/C	£	80,360.38
Barclays Pavilion a/C	£	721.88
Unity Trust **	£	125,612.44
Totals	£	275,781.37
Held by WPC for Young People Fund	f	26 599 49

Signature of Chairman:

Date:

20/6/2023

		gton Parish Council at Full Council Meeting											Paid		
	TO WHOM	DETAILS		Car Park	Special Projects	Allotment	TH Grant	Operations	Central	Wages	Pub Con	Grants	INCL VAT	VAT	EXCL VAT
19/05/2023		Tax and NI EE and EY	BACS							1094.34			1094.34	0.00	1094.34 LGAS11
	Mark Francis	Coronation Event PTA exp	BACS						251.99				251.99	0.00	251.99 LGAS11
	Amy Williams	Coronation Event PTA exp	BACS						50.80				50.80	0.00	50.80 LGAS11
19/05/2023		Abba/Elvis Coronation Event Stage Cont	BACS						500.00				500.00	0.00	500.00 LGAS11
19/05/2023		Rebellion Beer Coronation Event PTA	BACS						202.19				202.19	0.00	202.19 LGAS11
25/05/2023		Office Gas	BACS						57.22				57.22	2.72	54.50 LGAS11
25/05/2023	SODC	Paddock License Fee	BACS					70.00					70.00	0.00	70.00 LGAS11
25/05/2023	Archer Signs	Signs for Paddock Dogs on Leads etc	BACS					114.84					114.84	19.14	95.70 LGAS11
26/05/2023	Castle Water	Allotment Water	BACS			50.63							50.63	0.00	50.63 LGAS11
26/05/2023	Wynnstay Agriculture	Hosepipes for watering wpc areas Rec	BACS					103.50					103.50	17.26	86.24 LGAS11
26/05/2023	Gentworks	Water Fountain for Recreatio Ground	BACS					774.00					774.00	129.00	645.00 LGAS11
02/06/2023	All Staff	Wages/Salaries	BACS							4846.92			4846.92	0.00	4846.92 LGAS11
05/06/2023	Heywood	All Staff LGP Pensions	BACS							1654.58			1654.58	0.00	1654.58 LGAS11
15/06/2023		Lawnmower Service	BACS			123.12				1034.30			123.12	0.00	123.12 LGAS11
16/06/2023		Public Convenience Annual Charge	BACS			123.12					71.57		71.57		
16/06/2023		Office Gas	BACS						27.88		/1.5/		27.88	11.93 1.32	59.64 PHAS16
16/06/2023		Comet Bus Trips	BACS						27.00			444.00			26.56 LGAS111
	Pelican Plumbing	Plumbing Works Pub Conv	BACS	+							07.00	141.00	141.00	0.00	141.00 S137
16/06/2023		Uncontested Election Fee	BACS	-					200.00		97.00		97.00	0.00	97.00 PHAS164
20/06/2023		Grass Cutting in April	BACS					4554.00	200.00				200.00	0.00	200.00 LGAS111
20/06/2023		· · · · · · · · · · · · · · · · · · ·						1564.92					1564.92	260.82	1304.10 LGAS111
		Church Grasscutting April	BACS	404.50								300.00	300.00	50.00	250.00 S137
20/06/2023		Car Park Bin May	BACS	121.52									121.52	20.25	101.27 RTRAS 5
20/06/2023		Solar Panel and Mounting Kit SID Howe	BACS					515.08					515.08	85.85	429.23 LGAS111
20/06/2023		Summer Plants 1/2 to be refunded	CHQ	-				334.80					334.80	0.00	334.80 LGAS111
20/06/2023		Path installation for MUGA to token box	BACS		2477.86								2477.86	412.98	2064.88 LGAS111
20/06/2023		Grass Cutting in May	BACS					1564.92					1564.92	260.82	1304.10 LGAS111
20/06/2023	TLGO	Church Grasscutting May	BACS									150.00	150.00	25.00	125.00 LGAS111
20/06/2023	Oxtech Facilities	Plumbing Works Water Fountain	BACS					1406.23					1406.23	234.37	1171.86 LGAS111
20/06/2023	Adam Clissold	Various, Rec, Mansle Grn, Watcombe p	BACS					1136.00					1136.00	0.00	1136.00 LGAS111
20/06/2023	Viking	Stationary	BACS						49.15				49.15	8.19	40.96 LGAS111
20/06/2023	Earth Anchors	Fast lock key	BACS					15.54					15.54	2.59	12.95 LGAS111
20/06/2023	Slatter	Bi montly MUGA Maintenance Visit	BACS					780.00					780.00	130.00	650.00 LGAS111
20/06/2023	N C Electrical	Paddock Electrical Work new boxes etc	BACS					1424.40					1424.40	237.40	1187.00 LGAS111
20/06/2023	Wiseserve	Remote Back Up x 2 May	BACS						48.00				48.00	8.00	40.00 LGAS111
20/06/2023	Shield	Dog Emptying #6582	BACS					103.99	40.00				103.99	17.33	86.66 LGAS111
20/06/2023		Comet Bus Trips May	BACS					103.33				235.00	235.00	0.00	
20/06/2023		Mileage picking up Water Fountain	BACS					13.50				255.00	13.50		235.00 S137
	Totals	rimeage planing up Water Fountain	DAGS	121.52	2477.86	173.75	0.00		1207 22	7505.04	160 57	020.00		0.00	13.50 LGAS111
				464,36	2-7/7.00	113./3	<u>0.00</u>	9921.72	<u>1387.23</u>	7595.84	<u>168.57</u>	826.00	22672.49	<u>1934.97</u>	20737.52
	Receipts 10th May - 2th J	une 2023													
	Pavilion				Parish Council	£									
	Rental of Pavilion				Cuxham Field 1/4	200.00		Λ.							
	WTFC	£624.9	9		MUGA Hire	462.00			X	1					
					Loyalty Rewards	0.83		1 4	2110	de	1				
					West Room	25.00		V							
					Allotment	404.00		~							
		4			Interest	327.70		()							
<u> </u>					Photocopying	43.00		(V							
	Total	£ 624.99	1	Total		1,462.53				_					