



## MINUTES OF THE ANNUAL MEETING OF WATLINGTON PARISH COUNCIL HELD AT 7PM ON TUESDAY 9<sup>th</sup> MAY 2023 IN THE WEST ROOM

**Present:**

**Councillors:**

Nicky Smallbone (NS)  
James Herridge-Leng (JHL)  
Brenda Bradford (BB)  
Roger Beattie (RB)  
Tim Horton (TH)  
Ian Hill (IH)  
Isla Woodcock (IW)  
Leo Pesci (LP)  
Karyn Buck (KB)  
Denise Mallon (DM)  
Stephanie Halliwell (SH)  
Andy Aherne (AA)

**Officer:**

Kristina Tynan

**In Attendance:**

Gill Bindoff (GB) – NPAB

**Press:**

Lily Shanagher – Henley Standard

Matt Reid, the outgoing Chairman, chaired the meeting until the Election of Chair.

71/23 Election of Chair

Ian Hill proposed Nicky Smallbone, and this was seconded by Roger Beattie. There were no other nominations.

**Resolved:** That Nicky Smallbone be elected as Chair.

72/23 To receive the Chairman's declaration of Acceptance of Office

NS signed the Declaration of Acceptance of Office form.

73/23 Apologies for Absence

Steve Bolingbroke, Keith Jackson

74/23 To receive Declarations of Interest

There were none notified.

75/23 Election of Vice-Chairman

Nicky Smallbone nominated Steve Bolingbroke and this was seconded by Isla Woodcock. There were no other nominations.

**Resolved:** That Steve Bolingbroke be elected as Vice-Chairman.

76/23 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.

77/23 Matters arising from the Minutes

**Access from Red Kite View to Cuxham Road** (Minute 59/23 refers) IW asked if there was an update on this. The Clerk said not. IW will contact our County Councillor for an update.

78/23 Chairman's Remarks

NS said that she will be conducting Full Council meeting as per our current standing orders and will keep meetings as succinct as possible.

79/23 Standing Orders (2018)

**Resolved:** That we adopt these current standing orders.  
The Clerk reported that the office is currently reviewing these.

80/23 Public Questions

There were none notified.

80/23 To appoint Statutory Bodies

<b>Committees</b>	<b>Members</b>	<b>Co-option</b>
<b>Planning</b>	James Herridge-Leng, Denise Mallan, Isla Woodcock, Keith Jackson, Leo Pesci, Karyn Buck, Stephanie Halliwell, Ian Hill	<b>Co-opted:</b> Gill Bindoff, Tony Powell, Nick Thomas
<b>Operations</b>	Andy Aherne, Keith Jackson, Ian Hill Leo Pesci, Tim Horton, Roger Beattie	<b>Co-opted</b> Jenny Wilkinson, Rob Smith
<b>Finance</b>	Steve Bolingbroke, Nicky Smallbone, Karyn Buck, Ian Hill, Tim Horton	
<b>Allotments</b>	Ian Hill, Roger Beattie	
<b>Pavilion &amp; Sports Field</b>	Steve Bolingbroke, James Herridge-Leng, Nicky Smallbone, Stephanie Halliwell	
<b>Associated Groups</b>		
<b>Town Hall</b>	Denise Mallan Ian Hill Tim Horton, Leo Pesci	<b>Co-opted:</b> Mike Young, Mike Staples
<b>33 High Street</b>	Brenda Bradford, Stephanie Halliwell, Ian Hill, Tim Horton	
<b>Neighbourhood Plan</b>	James Herridge-Leng, Isla Woodcock, Keith Jackson, Ian Hill	Rest of committee from community
<b>Business Association liaison</b>	James Herridge-Leng, Nicky Smallbone	
<b>Edge Road Parishes liaison</b>	Steve Bolingbroke, Stephanie Halliwell	Joint Cuxham / Pyrton / Watlington group
<b>Working Groups</b>		
<b>Flow Track Project</b>	Nicky Smallbone	CIL funded project with local skaters
<b>Public Art Project</b>	Andy Aherne, Brenda Bradford, Stephanie Halliwell, Tim Horton	Developer funded arts project
<b>EV Charging project</b>	Steve Bolingbroke, Keith Jackson, Ian Hill	CIL funded project
<b>MUGA Project</b>	Denise Mallan, Ian Hill	CIL funded project

*[NB: Committee terms of reference will need to be reviewed at the first meeting of each committee]*

81/23 Representatives to other Bodies:

1. **“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 stated that they will send a recommendation.

**Resolved:** to defer this until the Support Fund send their recommendation.

2. **Representative for Watlington Education Foundation** - Margaret Noon to be appointed as our representative.

3. **Friends of Watlington Library** – Denise Mallon

4. **Representatives for Youth Club** – Roger Beattie, Steph Halliwell, Brenda Bradford.

6. **Representatives for Icknield Community College** – Nicky Smallbone, James Herridge-Leng

7. **Parish Transport Representatives** – Tim Horton, Ian Hill

82/23 Update on 33 High Street

NS reported that Councillors do not have the relevant information to allow discussion on this.

**Resolved:** That this be deferred to a future meeting.

83/23 County Councillors Report - Cllr Freddie Van Mierlo

FvM had sent his apologies for this meeting.

84/23 District Councillors Report - Cllr Freddie Van Mierlo

FvM had sent his apologies for this meeting.

85/23 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. [These are shown at the bottom of these minutes]

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

86/23 Committees:

**A: FINANCE**–There has been no meeting,

**B: PLANNING**

The following applications were considered.

[P23/S1402/HH](#)

62 Brook Street Watlington

Single storey side extension, additional bay window to front elevation and replacement porch.

**NO OBJECTION - UNANIMOUS**

**Relevant Neighbourhood Plan policy P1:** protect and enhance the character of Watlington and the historic setting of the town.

62 Brook Street is within the Conservation Area. The scale of the proposed development is not expected to have a significant impact but the changes to the front elevation and the addition of the single storey extension will result in a change to the character of the dwelling and it will become more prominent visually. It is the last in a row of cottages which make an important contribution to the character of the town. In view of the increased visual impact it would have been useful to have had more detailed information in a Design and Access Statement. The proposed materials, especially the timber cladding, will need to be of high quality so that they blend in well with the cottage and its location.

[P23/S1001/HH](#)

20 Hill Road Watlington

Single-storey front extension

## **NO OBJECTION - UNANIMOUS**

**Relevant Neighbourhood Plan policy P1:** protect and enhance the character of Watlington and the historic setting of the town.

This application is very similar to a previous application considered by the parish council. The changes are not significant. There is space on the site for the proposed extension and there is existing screening from the road to reduce its visual impact.

[P23/S1229/HH](#)

13 Prospect Place Watlington OX49 5AJ

Proposed single storey rear extension (replacing existing conservatory). Proposed front porch extension, and proposed fenestration alterations to the existing house.

## **NO OBJECTION IN PRINCIPLE BUT SOME CONCERNS REGARDING THE IMPACT ON NEIGHBOURS- UNANIMOUS**

13 Prospect Place is within the Conservation Area and part of a row of attractive cottages which contribute to its character. The proposed changes to the front elevation will not have a significant visual impact and although the rear extension is larger than the existing conservatory it is not out of scale with the cottage. Concerns about overlooking expressed by both neighbours are justified, especially by the residents of 15 Prospect Place. The parish council recommends that the new windows in the side elevation facing 15 prospect Place are glazed with obscured glass. Overlooking of 11 Prospect Place may be less intrusive, as the proposed new window is a roof light, but glazing and other options should be considered before planning permission is granted. Consideration should be given to a 6ft high fence.

## **D. OPERATIONS – 20/4/2023 Ian Hill**

**Resolved:** That Council accept these minutes

### **Toilets in the Recreation Ground.**

There are no public toilets available in the rec. The recent practice is to put in a single porta loo from July to September, to cover the summer holidays. TH and RB have been looking into a very solid two toilet unit (one would be a disabled one) for 365 days a year. It would be able to be removed easily if a more permanent solution was agreed.

**Resolved:** Council agreed in principle that the Operations Committee continue to investigate putting in a larger toilet unit into the recreation ground.

There will be public consultation and WTFC and WCC will also be consulted.

RB reported that a water fountain will also be installed in the Rec.

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

## **F. NEIGHBOURHOOD PLAN ADVISORY BOARD – 24/4/2023 – Gill Bindoff**

**Resolved:** That Council accept these minutes

GB stated that all members of this board have equal voting rights.

## **G. ALLOTMENTS –25/4/2023 - Ian Hill/ Roger Beattie**

**Resolved:** That Council accept these minutes

RB said that there will be a plant sale on Sunday 21<sup>st</sup> May 10—1pm on the Allotments to raise funds.

**H. Edge Road Parishes Liaison Group** (previously the Interface Group)- OCC are presently considering the results of the Consultation meetings. There will be a meeting in June with OCC and parishes. It was noted that OCC refer to the Edge Road as Watlington Relief Road (WRR) and

perhaps we should also refer to it in this way.

- 87/23 Date to be agreed for an induction meeting to brief councillors on the various strategies and initiatives the last council adopted.  
**Resolved:** That this be held on Thursday 1<sup>st</sup> June at 7pm venue to be confirmed.
- 88/23 Correspondence for Information – List was attached to the agenda.  
Letter 361) First Steps AGM on 17<sup>th</sup> May at 7.30pm in the Chalgrove Hub – DM and IW will attend this.
- 89/23 Consultations  
SODC - a consultation on the submitted neighbourhood plan and supporting documents which runs from **Wednesday 19 April to 11.59pm on Wednesday 7 June 2023.**  
You can view the neighbourhood plan and supporting documents on the [Lewknor Neighbourhood Plan page](#) on our website.  
Do we wish to submit any comments? It was agreed that the NPAB look at this at their next meeting.
- 90/23 Reports from Organisations and Representation on other bodies  
**Town Hall Trust Body** – TH reported that there will be works to the brick work of the Town Hall in June. There will signage in place to alert people.
- 91/23 Other Matters for Discussion at the discretion of Chair

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8PM**



## Watlington Parish Council

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Watlington  
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### Summary of WPC Bank Balances for Full Council

Balance on Parish Accounts at 9/5/2023

Barclays Premium A/C	£	87,353.75
Barclays Current A/C	£	2,180.22
Barclays High Interest Bus A/C	£	80,193.18
Barclays Pavilion a/C	£	1,028.54
Unity Trust **	£	125,612.44
Totals	£	<u>296,368.13</u>
Held by WPC for Young People Fund	£	26,599.49

Signature of Chairman:

Date:

9/5/2023

Payments to be authorised by Watlington Parish Council at Full Council Meeting 9th May 2023													Paid		
TO WHOM	DETAILS	Payment	Car Park	Special Projects	Allotment	TH Grant	Operations	Central	Wages	Pub Con	Grants	INCL VAT	VAT	EXCL VAT	
20/04/2023	SSE	Gas	BACS					89.01				89.01	4.23	84.78	LGAS111
20/04/2023	Payne and Little	Deposit for Brick Work at Town Hall	BACS			1020.00						1020.00	170.00	850.00	LGAS138
24/04/2023	H Jones	Gardening Work 1/1/23 - 31/3/23	BACS				988.75					988.75		988.75	LGAS111
26/03/2023	Co-op	Sundries AGM and Induction Meeting	BACS					83.50				83.50		83.50	LGAS111
26/03/2023	Groundwork	Return of unused grant money Locality	BACS					2436.68				2436.68		2436.68	LGAS111
26/03/2023	VidaXL	Cupboards for Youth Club	BACS								263.98	263.98	44.00	219.98	s137
27/04/2023	Holtom Agricultural	Manure for Allotment	BACS		420.00							420.00	70.00	350.00	SH&a SS23,25
03/05/2023	Staff	Salaries	BACS						4338.72			4338.72		4338.72	LGAS112
03/05/2023	H Jones	Plants for Paddock	BACS				64.48					64.48	10.74	53.74	LGAS111
05/05/2023	Coronation Event	Sunday 7th May in the Paddock	BACS					995.94				995.94		995.94	LGAS111
09/05/2023	Viking	Supplies Cleaning	BACS					27.56				27.56	4.59	22.97	LGAS111
09/05/2023	Grundon	Car Park Bin March	BACS	136.45								136.45	22.74	113.71	RTRAS 57
09/05/2023	DTC	Annual Hedge Works x 3 Areas	BACS				978.00					978.00	163.00	815.00	LGAS111
09/05/2023	Wiseserve	Remote Back Up x 2 March	BACS					48.00				48.00	8.00	40.00	LGAS111
09/05/2023	OCC	Comet Bus	BACS								188.00	188.00		188.00	s137
09/05/2023	Boddingtons Planning	Project Management of MUGA	BACS		4800.00							4800.00	800.00	4000.00	LGAS111
09/05/2023	Wiseserve	Remote Back Up x 2 April	BACS					48.00				48.00	8.00	40.00	LGAS111
09/05/2023	Shield	Dog Emptying #6497	BACS				103.99					103.99	17.33	86.66	LGAS111
09/05/2023	Viking	Supplies for Pub Conv	BACS							117.25		117.25	19.54	97.71	PHA s87
09/05/2023	NC Electrical	MUGA Token Machine Wiring/Connect	BACS		648.00							648.00	108.00	540.00	LGAS19
09/05/2023	Grundon	Car Park Bin April	BACS	127.73								127.73	21.29	106.44	RTRAS 57
09/05/2023	Bongo IT	Annual Microsoft/Outlook	BACS					296.64				296.64	49.44	247.20	LGAS111
09/05/2023	RICOH	Quarterly Payment Photocopier	BACS					520.48				520.48	86.75	433.73	LGAS111
09/05/2023	DTC	Shredding of branches paddock	BACS				180.00					180.00	30.00	150.00	LGAS111
<b>TOTALS</b>				<b>264.18</b>	<b>5448.00</b>	<b>420.00</b>	<b>1020.00</b>	<b>2315.22</b>	<b>4545.81</b>	<b>4338.72</b>	<b>117.25</b>	<b>451.98</b>	<b>18921.16</b>	<b>1637.65</b>	<b>17283.51</b>
<b>Receipts 11th April - 9th May 2023</b>															
<b>Pavilion</b>															
Rental of Pavilion	£	88.00		Parish Council	£										
WTFC		£170.00		Community Office	230.00										
				MUGA Hire	505.00										
				Loyalty Rewards											
				West Room	60.00										
				MUGA Tokens	15.00										
				Allotment Rent	66.00										
				Photocopying	61.10										
<b>Total</b>	<b>£</b>	<b>258.00</b>	<b>Total</b>		<b>937.10</b>										

N Swales

*[Handwritten signature]*