



## MINUTES OF THE FULL COUNCIL MEETING OF WATLINGTON PARISH COUNCIL HELD AT 7PM ON TUESDAY 10<sup>th</sup> OCTOBER 2023 IN THE WEST ROOM

**Present:**

**Councillors:**

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

**Officer:**

Kristina Tynan (KT)

**In Attendance:**

Gill Bindoff (GB) – NPAB

**Press:**

Lily Shanagher – Henley Standard

**Members of the Public:**

**2** (Kirsty and Josh Robinson Ward for Allotment Committee)

130/23 Apologies for Absence

Nicky Smallbone , Denise Mallon, Stephanie Halliwell, Leo Pesci, Freddie van Mierlo.

131/23 To receive Declarations of Interest

SB declared an interest in Agenda Item 10, Grant to St Leonards for the Bell Fund as he is a bellringer. He took no part in the debate or vote

SB and KJ declared an interest in Agenda item 10c, extension of yellow lines on Brook Street as they both live in this street. They did not take part in the discussion and vote.

AA declared an interest in Agenda item 10a, CCT as his wife is the assistant librarian and will not take part in the discussion and vote.

132/23 Minutes of the Full Council Meeting held on 12<sup>th</sup> September 2023 to be agreed and signed as a correct record

**Resolved:** That these minutes be agreed and signed by the Vice-Chairman as a correct record of this meeting.

133/23 Matters arising from the Minutes

**CCT Proposal** – The Finance Committee have amended the proposal which was on the agenda last month and the recommendation will be taken under the Finance Agenda Item.

SB reported that a letter has been received today from The Granary Café re the coffee van and the Chair will respond to this.

134/23 Chairman's Remarks  
There were none.

135/23 Public Questions  
There were none notified.

136/23 County Councillors Report - Cllr Freddie Van Mierlo  
His monthly report had been sent out by email .

137/23 District Councillors Report - Freddie Van Mierlo  
His monthly report had been sent out by email .

138/23 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]. The balance of accounts are now shown in a new format which shows the balances at the previous month end with the amount in each Reserve section along with the balance of accounts as at the date of the meeting (The end of month balances are reconciled each month and approved by the Chair of Finance). A copy of the summary spend against budget to the 30/9/23 and forecast for the full year was also circulated to Councillors. [Councillors to be sent a copy of the Reserves Policy].

Regarding the budget, it was noted that the Sports Clubs have a large number of unpaid invoices especially from WCC who promised at the last PSFC meeting that these would be paid before the next PSFC meeting. This issue will be discussed at the next meeting. RB asked what would be done if these remain unpaid and SB said that there would be a number of options, one being that we close the building. He said that within the constitution of the PSFC it states that if bills are unpaid by a club, then it does not have a vote at PSFC.

Salaries have an overspend and this is because the pay rise agreed was after the budget had been set. The Coronation Celebration events had also not been budgeted for. It is expected that year end will be pretty much on budget. The full year projection will be used as starting point for next year's budget.

Regarding the payments we have spent more on the External Audit which is due to us spending more than £200k which requires a deeper and more detailed audit on our processes including CIL and our Tender processes. They have accepted all our additional information, and this shows that having the proper processes in place has been worth the work. They have now signed off the Audit with a few minor comments.

IW thanks SB and KT for their work on the Audit.

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

139/23 Committees:

**A: FINANCE**– 28/9/2023

**Resolved:** That Council accept these minutes

**Redrow Deed of Easement** – SB stated that Redrow will be paying our legal costs.

**Willow Close** – TH had written a proposal for Finance for some houses at the end of Willow Close. He will call a meeting and invite all Councillors and David Parker (who has given him time free to date). This meeting can decide whether they ask Planning members for their views. At the appropriate time a proposal can be put on the Full Council agenda for discussion.

**Spending of CIL Funds Proposal**

**Resolved:**

1. That WPC run a second round of CIL allocation to identify a project or projects for the remaining CIL funding. A proposed process was discussed and, following the meeting, a revised process incorporating suggestions was circulated as follows:

	<b>Description</b>	<b>Dates</b>
1	Revisit long list from last round and identify projects which have as a minimum one Councillor willing to sponsor it.	October
	Invite Councillors to propose new projects for the list	October
2	Confirm long list at Full Council	November
3	Consult with residents on any additional projects they wish to add and identify a sponsor for each new project. (How this will be done to be agreed at November meeting)	December / January
4	Sponsor will produce a project brief (1 side max) describing the project, the likely costs and benefits.	January / February
5	Run a preference voting process to prioritise the projects and confirm choice at Full Council	March
6	Selected projects to start work on a full business case for QA by Finance and approval at Full Council	April onward

2. That we ask Pump Track project to show significant progress by March 2024 or risk losing CIL funding.

With regard to CIL, in response to suggestions that an amount be reserved for smaller projects, SB said that is a one-off opportunity as we will never get this amount of funds again. All projects should be considered using the agreed process.

**St Leonards Parochial Parish Council** – Grant towards the Bell Fund

TH said that it would be useful to know who has given them grants to date and KT will write to ask them this. After discussion it was:

**Resolved:** That we award St Leonards PPC £1000 toward their Bell Fund and take this from the available money in the grant pot.

**Charlotte Coxe** – Paper was attached to the agenda

**Vote:** 8 in favour, 2 abstentions

**Resolved:** That Watlington Parish Council:

1. Oversee the formation of a working group of 6 with the expertise to negotiate arrangements with OCC and others and to prepare legal, financial and governance proposals for final WPC approval. The working group must act independently of WPC. Two members should be Councillors (to be selected). Gill Bindoff should be invited to continue her work and a member of FOWL will be invited to join. Additional expertise in legal / financial / property areas will be required. At the point of transfer of the trust, the working group will cease to exist. All members of the working group will be eligible as trustees of CCT under whatever appointment process is agreed.

2. To commission legal and other advice on behalf of the shadow trustees provided that there is an agreement that CCT (in the form of OCC) repay all costs to WPC.

**Standing Orders Review** – The paper was attached to the agenda.

A number of corrections/ clarifications were identified, and these will be made by SB and KT. It was noted that the wording on 3e needs to be the same at the end of the Watlington Times WPC page.

**Resolved:** That when the amendments are made that the Standing Orders 2023 be approved.

**Redrow Deed of Easement** – SB stated that Redrow will be paying the legal costs.

**B: PLANNING** -3/10/23– Gill Bindoff

**Resolved: That Council accept these minutes**

TH said that the comments on 40 Couching Street were extremely helpful.

**C. OPERATIONS – 19/9/2023 Ian Hill**

**Resolved:** That Council accept these minutes

**Salt Bin**

**Resolved:** That we replace the Salt Bin in Brook Street with a new salt bin in black.

**b) Bollards on Couching Street and Brook Street**

**Resolved:** That we ask OCC to extend the double lines in this location ( see map below)



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

KB and LP had a meeting on the 9<sup>th</sup> October with members of the Football and Sports Club to discuss how things can move forward. The Cricket Club had sent their apologies. KB reported that it was extremely positive, and all sides will work together. She said that she is confident that a sensible and reasonable plan and business case can be submitted, and a proposal will come forward shortly. LP is busy putting together an action plan.

**E. NEIGHBOURHOOD PLAN ADVISORY BOARD –18/9/2023 – Gill Bindoff**

**Resolved:** That Council accept these minutes.

GB reported that a recommendation to approve and accept the report will be on the next Full Council agenda.

The issue of the Action Plan for Climate Change was raised, which has been adopted by WPC and which needs to be reviewed by WPC. KJ said that we need to have an advisory/monitoring group for this which would check the proposals and future projects for mitigating climate change. We will need people to volunteer for this. If a councillor wishes to volunteer, please let KT/SB know.

**F. ALLOTMENTS – 5/9/2023 – Ian Hill/Roger Beattie**

**Resolved:** That Council accept these minutes

**Allotment Fence** - RB stated that looking at the minutes of the Finance Committee (Sept meeting Minute 19/23) he thought it was unfair to expect the Allotment Committee to raise half the cost of this Fence as it is a WPC asset. He stated that they already do a lot of fundraising and have made substantial improvements to this area. JHL thought that WPC should pay to protect their own land. It was noted that the Allotment Committee have done their best to this fencing filling in sections etc, but it is a very old fence and needs more than lots of repairs. SB said that it could be budgeted for next financial year as there is no budget for it this year. However, the general consensus was that it needed be done as soon as possible to stop animals getting into this area. Two quotes have been received and the fence will cost between £3K and £3.5K depending on the chosen contractor.

After discussion a vote was taken: 8 in favour, 2 against.

**Resolved:** That WPC pay for the new Fence in total and the money to be taken from the General Reserves in this financial year.

**G. Edge Road Liaison Group** – There will be a meeting soon with OCC to discuss the edge road before they submit their planning application. When the date is known this will be circulated to all councillors.

140/23 Councillors Motions

**OCC Rural Transport Grant** – Proposer Keith Jackson, Seconder Ian Hill – paper was attached to the agenda.

**Resolved:** That Council authorise an application to be submitted for grant funding from the OCC Rural Transport Grants scheme to support an updated transport needs assessment survey in the Watlington Area. The application will be made on behalf of WPC by the Transport group.

141/23 Street Naming Proposals for Redrow

TH stated that he would submit a paper in November. SB had submitted his original proposal for names using names on the War Memorial. It was noted that a meeting to discuss the street names was held in August and the groups had come up with a shortlist. After much discussion it was **Resolved:** That TH gives the Clerk the 12 proposed names by this Friday and Councillors vote on their preferred eight names by the following Friday using Survey Monkey.. These will then be submitted to SODC for them to advise Redrow.

[**Post minute note:** the names were submitted to SODC on the 16/10/23]

142/23 Public Arts – paper was attached to the agenda.

**Resolved:** To approve a permanent Arts Trail which links the Red Kite and Hampden Fields developments to the town centre. The trail would feature:

- A significant “start point” on each site
- A number of objects along the natural footpath to the town centre. This might include works in Mansle Gardens, at the town hall and at Hill Road car park.
- Works might include 3D and 2D art, gates, benches, trail signs and “empty plinths” to allow temporary exhibits in future

The project would be commissioned from a professional artist (or artists) and would involve the thriving local arts community and schools.

This project has been selected as it:

- Builds on the existing and successful Arts Trail produced for Art Week.
- Delivers a significant work of art on each of the new sites (which are funding the project)
- Signposts the connection from the sites to the town centre and encourages residents to walk into the centre
- Has the potential to involve many local artists

143/23 Project Updates

**EV Charging** – IH reported that the barriers have now been removed, the project has got as far as it can without the electricity supply which SSE should put in place in January 2024. The spaces can now be used. IH and KJ were thanked for all their work on this which has not been easy.

144/23 Consultations

There were no consultations that needed responses submitted.

145/23 Reports from Organisations and Representation on other bodies

**Youth Club Committee** – To appoint a Councillor to replace Brenda Bradford.

No Councillor put themselves forward for this position. It was asked if Stephanie Halliwell was still able to be a representative on this. KT to check.

146/23 Correspondence-

**Letter 415 - SODC Planning Training** -GB said that she would be interested in attending this. KT to send out an email to Planning Members to see if there is any other interest. She will book GB onto the course.

147/23 Other Matters for Discussion at the discretion of Chair

IW stated that she was taken aback by the tone of this meeting and that the Clerk deserves out respect and support at these meetings.

**Communications Proposal with local organisations** – KB said that this is taking a lot longer than anticipated as there is more work than she thought there would be. However, she continues to work on it.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 8.50PM**

<b>WPC - Balance Sheet : 04/10/2023</b>			
	<b>Start of 2023/24</b>	<b>Current Value</b>	<b>Change in FY</b>
<b>RESERVES</b>			
Approx. Cashflow required		56,945	
General Reserve available	60,772	47,308	-13,464
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
<b>Total</b>	<b>190,440</b>	<b>374,409</b>	<b>127,024</b>
<b>BANK ACCOUNTS</b>			
		<b>At month end</b>	<b>10/10/2023</b>
Bank - Current A/C		2,017	1066
Bank - High Interest Account		80,576	80576
Bank - Business Premium Account		152,984	150145
Pavilion and Sport Field Account		715	410
Unity Trust Bank Account		125,576	125576
<b>Total Bank Accounts</b>		<b>361,868</b>	<b>357,773</b>
Other balance sheet items		12,541	
<b>Total Assets</b>		<b>374,409</b>	



Payments to be authorised by Watlington Parish Council at Full Council Meeting 10th October 2023																
DATE	TO WHOM	DETAILS	INCL VAT	VAT	EXCL VAT	Car Park	MUGA	Allotment	TH Grant	Operations	Central	Wages	Pub Con	Grants	Paid	Power
14/09/2023	Wynnstay	Trough for Allotment	114.00	19.00	95.00			95.00								SHA1908
15/09/2023	Moles Seeds	Green seeds	70.03	0.00	70.03			70.03								SHA1908
25/09/2023	Town Hall Domain Name	Domain name town hall renewal	78.00	13.00	65.00				65.00							LGAS133
22/09/2023	Timpson	Keys for Pavilion/Parish Office	89.00	14.83	74.17						74.17					LGAS111
20/09/2023	Tomato Energy	Electricity Pub Conveniences	68.84	3.28	65.56								65.56			LGAS111
20/09/2023	Tomato Energy	Electricity Parish Office	247.45	11.78	235.67						235.67					LGAS111
13/09/2023	LGP Pensions	Pension Contribution	1483.16	0.00	1483.16							1483.16				LGAS112
02/10/2023	DD/STO	SODC Business Rates Parish Office	694.00	0.00	694.00						694.00					LGAS133
02/10/2023	DD/STO	SODC Business Rates Car Park	289.00	0.00	289.00	289.00										RTRA1984
28/09/2023	AW Mobbs	Aggregate for Path	545.40	90.90	454.50			454.50								SHA1908
28/09/2023	Land Graham	Money in Client Account for Deed of Easement	250.00	0.00	250.00						250.00					LGAS111
29/09/2023	One Com	Telephone and Broadband	50.65	8.44	42.21						42.21					LGAS111
29/09/2023	HMRC	Tax and NI August	1043.74	0.00	1043.74						1043.74					LGAS112
29/09/2023	HMRC	Tax and NI September	1043.54	0.00	1043.54						1043.54					LGAS112
02/10/2023	Salaries	All Staff net wages	4338.52	0.00	4338.52							4338.52				LGAS112
02/10/2023	Greenplant	Vibrating plate for laying aggregate	53.94	8.99	44.95			44.95								SHA1908
10/10/2023	SKP Solutions	Internal Audit	800.00	0.00	800.00						800.00					LGAS111
10/10/2023	Grundon	Car Park Bin	9.00	1.50	7.50	7.50										SHA1908
10/10/2023	TLGO	Churchyard Works August	240.00	40.00	200.00									200.00		S137
10/10/2023	TULU	Porta Loo at Rec	170.05	28.34	141.71					141.71						LGAS19
10/10/2023	Bookteq	Maintenance and Processing Fees	6.86	0.41	6.45			6.45								LGAS111
10/10/2023	Viking	Supplies Town Hall/ Pub Conv	186.49	31.08	155.41				47.47				107.94			LGAS111
10/10/2023	Simply Hi Viz	Hi Vis jackets for volunteer group	121.20	13.25	107.95					107.95						LGAS111
10/10/2023	Shield Maintenance	Dog Bin Emptying	103.99	17.33	86.66					86.66						LGAS111
10/10/2023	Wiseserve	Remote Back Up x 2 May	48.00	8.00	40.00						40.00					LGAS111
10/10/2023	Slatters	MUGA Bi monthly visit	780.00	130.00	650.00			650.00								LGAS19
10/10/2023	Massimo Nicolosi	Works to new computer and networking	162.00	0.00	162.00						162.00					LGAS111
10/10/2023	LGP Pensions	Pension Contribution	1483.16	0.00	1483.16							1483.16				LGAS112
10/10/2023	Grundon	Car Park Bin	121.63	20.27	101.36	101.36										SHA1908
10/10/2023	M Gee	Plants for War Memorial (1/2 to refund)	432.00	0.00	432.00					432.00						LGAS111
10/10/2023	Bookteq	Monthly Subscription	60.00	10.00	50.00			50.00								LGAS111
10/10/2023	Moore	External Audit	1638.00	273.00	1365.00						1365.00					LGAS111
10/10/2023	Wat Env Group	Annual Insurance	322.55	0.00	322.55									322.55		S137
10/10/2023	TLGO	Churchyard Maintenance Sept	300.00	50.00	250.00									250.00		S137
10/10/2023	TLGO	Grass Cutting September	1564.92	260.82	1304.10					1304.10						LGAS111
<b>Totals</b>			<b>19009.12</b>	<b>1054.22</b>	<b>17954.90</b>	<b>397.86</b>		<b>706.45</b>	<b>664.48</b>	<b>112.47</b>	<b>2072.42</b>	<b>5750.33</b>	<b>7304.84</b>	<b>173.50</b>	<b>772.55</b>	
<b>Receipts 12th September to 10th October 2023</b>																
<b>Pavilion</b>																
Rental of Pavilion	£	88.00					Parish Council	£								
WTFC		£1,029.01					Loyalty Rewards		0.60							
<b>Total</b>	<b>£</b>	<b>1,117.01</b>					MUGA		253.14							
							Cuxham Field		200.00							
							Allotment		880.44							
							Chalg Bus Tickets		292.50							
							<b>Total</b>		<b>1,626.68</b>							

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S. J. [unclear]

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