



Minutes of the Meeting of the Operations Committee Held on Thursday 23rd March 2023 at 7.30pm in the Parish Office

Present:

Councillors: Ian Hill (IH)
 Roger Beattie (RB)
 Tim Horton (TH)

Co-opted Member: Jenny Wilkinson (JW)

Officer: Kristina Tynan (KT)

13/23 Apologies
 Alex Basden, Rob Smith

14/23 Note of the meeting held on 23rd February 2023 which were received by Council on 14/03/23 to be agreed as a correct record
Resolved: That the note of this meeting was a correct record of this meeting and that it be signed by the Chairman.

15/23 Declarations of Interest
 There were none notified.

16/23 Matters arising

17/23 Operation Budget
 IH reported on spend against 2022/23 budget until the end of February 2023.

Summary of operations spend for 2022/23

Operations Committee	Budget 2022/23	Budget special	Spend to mid-March	Balance available	
Position at mid-February					
OPERATIONS					
Expenses general					
Grass cutting & ground maintenance	12000		13,235	-1235	OVERSPENT
Tree/Footpath and Hedge Maintenance	1600		2,972	-1372	OVERSPENT
Annual Tree Management Cost CwT	1360		965	395	
Tree Management Programme	3100	5755	8,855	0	Budget included £3100 carried over from 2021
Caretaker services (Recreation Ground)	2499		2,414	85	NEAR OVERSPEND
Caretaker services (Paddock)	1235		1,253	-18	OVERSPENT
Operations general maintenance	3500		445	3055	
Road Signing/Traffic Monitoring	400		0	400	
SID Maintenance	1000		1,712	-712	OVERSPENT
Other Green Spaces	0		901	-901	
Caretaker services (Street cleaning)	7350		7,169	181	NEAR OVERSPEND
Dog Bin Emptying	720		1,294	-574	OVERSPENT
Minor Works/sundries	500		684	-184	OVERSPENT
Bollard Repair/Replace	600		354	246	
Weekend Caretaker	683		318	365	
Recycling Bins/Litter/Dog Sack Dispenser	250		419	-169	OVERSPENT
Play Equip Maintenance/New Play Equipment	1500	12312	13,170	642	
Play Area Other	0		0	0	
Expenses car park					
Car Park Business Rates	3000		2,037	963	
Caretaker services (Car Park)	2468		2,399	69	NEAR OVERSPEND
Car Park Lighting (Annual Payment)	1050		0	1050	
Car Park Grondon bin	1200		796	404	
Car Park maintenance - green+hedges+lining	1000		779	221	
Transfer to Car Park Sinking Fund	1500		0	1500	
Expenses public toilet					
Caretaker services (Pub Conv)	1680		0		Public toilet budget is covered by funds from SODC and will balance at the end of the year
Public Toilets Contracts	2000		0		
Pub Convenience Maintenance/Supplies	1000		0		
Surplus transferred to Restricted Grant	3420		0		
Total to date (excluding public toilet)	48514	18067	62,170	4,410	

The figures were noted.

18/23 Main agenda items

- a) Task 17 Rec play equipment – we have had a quote for repairs from Playdale. We need to decide how much needs to be done in 2023/24. **RB reported that some of the matting needs lifting and re-laying under equipment. He is working through the list of repairs needed.**
- b) Task 18 Christmas Common Residents have asked for a permanent SID. In addition, Greenfield and Howe Hill have also asked to be included in the Watlington SID sites. **It was agreed that one SID be permanently located in Christmas Common, it could potentially be used also in Greenfield if a pole is put up there. This would need to be discussed with the Christmas Common residents. IH will put together a business case for another SID to Finance. We also now have a half share of a SID (previously one third). Location of poles in both the above locations will be discussed with Jon Beale. IH said that we should have an outreach meeting soon, possibly in the summer.**
- c) Task 58 Plan for refurbishment of telephone box needs to be agreed. **TH had asked for quotations but even though contractors came out they did not send quotes. He will be speaking with Bruce Garside about doing the metal work. Scaffolding will be needed when the works start. The planned use of the box is still to be a venue for local art and the box would need to be locked. TH will continue to work on this project.**
- d) Task 74 With summer approaching and work on the MUGA complete we need to go ahead with installation of a water fountain for the Rec. - **RB has sourced a water fountain and will get a quote for the works needed to install it.**
- e) Task 94 There is an unprotected end to the footpath along the south side of Cuxham road. Need to check whether OCC is going to erect a barrier–**IH said that we have a meeting with Jon Beale in April to look at this.**
- f) Task 92 – Purchase of a Street Sweeper – **TH raised this issue, and it was agreed that this be on the May agenda for discussion.**
- g) Rec Master Plan - Car Park in Rec – Proposal for upgrade by Keith Woolfson which had been sent to Members.
This was noted but it was felt that this was not for this committee as it is a major project, but for the Rec Master Plan group. It was also noted that the current surface is not suitable for permanent marking. Also, there were concerns about the parking proposals by the ditch which is in Beechwood ownership.
- h) Task 93 – Parking opposite the Chequers – concern over parking on verges – OCC have proposed putting in bollards and have asked for the view of the committee on this. **It was agreed to contact local residents.**
- i) Paddock – quotation from NC Campbell for getting all the low-level light all working – **This quote was accepted.**

19/23 Progress with other tasks

- j) Task 29 Grass cutting contract – need to monitor work done when cutting restarts. **KT to contact TLGO about the changes in the rec due to the MUGA installation.**
- k) Task 37 A decision on charging for business use of the Rec was deferred until completion of the MUGA. How do we take this forward – **IH to update**
- l) Task 66 Survey of hedges obstructing footpaths has been carried out by RS/IH and residents are being written to. – **RS to update**
- m) Task 49 The new owners of Little Orchard appear to be re-opening the footpath, but their construction traffic has damaged the church footpath – **It was noted that a small bridge is needed on the route and. It is hoped that when they have finished the works that they will tidy up the footpath The continuation of the footpath over the Maria Cook land is needed. IH/TH will draft a letter.**
- n) No task There are a number of items on the task list where it is proposed that volunteers could take these on. Can we organise an operations task force to deal with these? – **IH said he will look into putting together a volunteer group in May.**
- o) Task 25 Sign for Town Hall fingerpost – **This has been installed.**

- p) Recreation Ground 'hedge' – IH said that this is very poorly maintained and that he and the caretaker had to cut branches etc down as they were hitting a resident's van. It was agreed to ask Nigel Adams to have a look at it and give us comments on how to improve it.
- q) Recreation Ground items for discussion from RB:
1. Trim Trail – Do we keep or remove? TH was in favour of repairing it, but it needs a lot closer cutting near to the equipment. KT/RB to speak to TLGO.
 2. Waste Bins – **A new waste bin has been installed by the MUGA. We need to check the condition of the other ones in the rec. RB will do this.**
 3. Tools for Caretaker – **KT to speak to Dan regarding this.**
 4. Outside toilet/s – **RB has a quote for a porta loo, but it was agreed that he look into a larger portable unit and get prices for the next meeting.**
 5. Tractor Tyre – **It was agreed to ask Smurfit to remove this from the Rec.**
 6. Benches – **to ask our caretaker to inspect all benches to see what repairs are necessary.**

20/23 Progress reports as needed

All other tasks are listed in the task sheet distributed with this agenda. The lead for each task should report any developments on that task where they consider it necessary. If there are decisions that need to be made, especially with regard to funding, please let the Clerk and the Chairman know in advance.

21/23 Watlington Parish Council CCTV Policy – RS/IH to provide amendments to this.- IH will do this for the next meeting.

22/23 Correspondence

13/23 Any Other Business

Sewerage Tank for the Pavilion – RB asked when this last was emptied. KT to check

Parking on Pavements in the Town – To write to OCC to see if a traffic warden could visit Watlington. Sample photographs to be taken and sent to OCC so that they can see the extent of the problem.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.05PM

Agenda Attachments were:

1. Minutes of the February Meeting
2. Ops Task List March 2023
3. Chapel Street Issue
4. Rec Parking Proposal

Items for Future Meetings

Street Sweeper – April (TH)
Volunteer Group – May (IH)