

# Minutes of the Meeting of Full Council in the Community Office Held at 8pm on Tuesday 14<sup>th</sup> January 2014

**Present:**

**Councillors:**

Ian Hill – Chairman (IH)  
David Tindale – Vice-Chairman (DT)  
Robert Barber  
Barry Adby  
Neil Boddington  
Bob West  
Harvey Batten  
Tony Williamson  
Nick Greaves  
Rhian Woods  
Tim Horton  
Roddy Orr

**Officer:**

Kristina Tynan

**District Councillor:**

Anna Badcock

**Thames Valley Police:**

PCSO Michelle Jacques

**Press:**

Janine Rasiah

**Members of the Public:**

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01/14 Apologies for absence

Robin Wilson..

02/14 Chairman's Remarks

IH congratulated 2 local residents that were given honours in the New Year Honours List. These were Dominic Mahony who got a MBE and Geoff Whitaker who got a BEM. He also congratulated Janine Rasiah who had got a new job in London and who will therefore be leaving the Henley Standard. He said it had been good working with her and wished her all the best.

03/14 To receive Declarations of Interest

**33 High Street and the Charlotte Cox Charity** – Bob West and Rhian Woods both declared a prejudicial interest in this item.

BW declared an interest as he is the owner of the flat above the library and RW is the agent for 33 High Street. They both signed the 'Declaration of Interest' book and left the room for this item

04/14 Minutes of the Full Council Meeting held on the 10<sup>th</sup> December 2013 to be signed as a correct record

**Resolved:** That these minutes were a correct record of these meeting and that they be signed by the Chairman.

05/14 Matters arising from the Minutes

None other than agenda items.

06/14 Public Questions

There were no public questions notified.

07/14 District Councillors Report – Anna Badcock (AB)

AB stated that like most Januarys it has been very quiet. The Chairman of SODC every year nominates a charity and there is a concert on Saturday in the Cornerstone to raise funds for it.

**Council Tax** – SODC are reducing this by 2.5% and they will be focussing on delivering good services for less cost. They are not looking to reduce services.

**BINFO** – This is a new app for smartphones or tablets and is hoped to help provide a better service.

**Christmas Tree Collections** – These will be collected in Watlington on the 20<sup>th</sup> January.

**Broadband** – AB reported that SODC have allocated £2 Million this year and next year to increase broadband coverage. This will be added to the OCC pot to see how much more coverage this will give South Oxfordshire. They are still waiting for OCC's response on this.

**Budget** – The budget for next year should be signed off soon.

**Air Quality Action Plan** – TW asked for an update on this issue. AB stated that it is not a report it is the beginning of some research by junior officers which was labelled and still is confidential. DT said to AB that the document WPC had received for comment was clearly labelled 'Draft Air Quality Action Plan' but again she said it was not a draft plan, only research by junior officers which should not have been issued. This issue is in AB's brief. There is research now happening on low emissions with money given by DEFRA. IH asked if there is a brief for this research and also when this research will be completed. AB said the key thing is to get it right and it will be a district wide plan and needs the right research, the right ideas and other agencies will need to be consulted. Any action will be up to OCC to deliver.

TW stated that it would be important that the action plan does not have negative impact anywhere else or adversely affect others. He also said that he was concerned that SODC were only concerned with the 3 areas, Thame, Henley and Watlington or whether they would take into account the rest of South Oxfordshire to see if anywhere would be affected by the plans. When will Watlington be able to discuss the issues as regards Watlington? AB said it would be inappropriate to suggest measures that would then be a problem for other areas. AB said the Plan would be for the 3 areas and the whole of South Oxfordshire. She also said that SODC as the 'Health Authority' will need to address health concerns also. SODC has the responsibility for delivering the Air Quality Plan but many actions will be done by OCC.

**Street Cleansing** – TH stated that he had received an email stating that Biffa sends people to Watlington 6 times a year to clear up streets and asked that if they are coming regularly could there be some indication to us dates they will be coming so that we can co-ordinate this with other things if necessary eg it could help facilitate our caretakers job and also WIB initiatives. It was agreed that the Clerk contact BIFFA directly on this issue.

**Planning Application notices** – RB said that there is now an SODC policy for not putting up notices on applications. It was agreed that we need to speak to Angie Paterson regarding this.

**Community Governance Review** – AB was asked about why the deadlines were so short as we received the letter on this on the 1<sup>st</sup> November which asked for comments back by 26<sup>th</sup> November which meant we did not time to research and consult on this. The comments we put forward on the Sports Field have caused uproar in Pyrton. We have seen the proposals regarding parish boundary

changes and note that the consultation closes on the 31 January 2014. AB stated that there would be procedures that David Buckle would have had to follow which are set by Central Government. She stated that if people are unhappy with the deadlines then they should contact their MP John Howell.

08/14 County Councillors Report

There was no report. The Clerk was asked to find out whether Caroline Newton has resigned as yet as it was noted that there is a County Councillor fund and it would be useful to find out what is left in this pot which runs to 31<sup>st</sup> March 2014.

09/14 Thames Valley Police Report - PCSO Michelle Jacques (MJ)

**Burglary-** There was a burglary in Watlington last week but it was a one-off there was no pattern to it.

**Parking Issues** – In February there will be a month long operation on parking in Watlington, especially on the High Street. This will be resourced using PCSO's from other areas. However there also needs to be a long term approach. MJ stated that she will be writing to the Parish Council on the issue of someone who could be delegated with the power of a traffic warden.

RW stated that there are lots of people who park on the pavement which means that people with pushchairs have to go onto the road to pass the vehicle.

DT asked if the Police could work with a photo of an illegal parked car? MJ said that the Police could write to the owner asking for them to be more considerate.

MJ said that she issued 3 parking tickets in November but cannot be consistent as she is not always in the town.

**Couching Street** – there are some people who are parking all night on the yellows lines and MJ has moved 1 resident off.

**Police Signs** –TW asked if it was not counterproductive to leave police incident signs for a very long time as the one by the roundabout. MJ said that there is a reason and there is police activity even though residents may not be aware of it. MJ said that she is happy for people to call her or phone 101 if they wish to check on any signs.

10/14 To receive the Balance of Accounts and approve the list of Payments

Tim Horton read out the Balances of Accounts and proposed that the list of payments be settled. He noted that the Co-op have paid their quarterly invoice for the car park. TH asked that the cheque for the Watlington Environment Group for £300 not be paid as their Insurance amount is slightly less than this.

**Resolved:** That the Balance of Accounts be agreed and the list of payments be settled and signed by the Chairman with the exception of Cheque no 103643 to the Watlington Environment Group. A cheque to be issued by the Clerk when the actual amount of the Insurance is given to the Council.

11/14 Committees:

**A: FINANCE** - 7/1/2014 – Tim Horton

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

**Budget and Precept 2014/2015**

TH stated that a lot of discussion had taken place in committee on this issue and he thanked RO and KT for the preparatory work on the budget. He stated that we are getting our predictions right but this year we cannot presume any efficiency figures. Regarding the budget it was unanimously agreed that as the Neighbourhood Plan already has £10,000 reserve, that the budget figure for 2014/2015 be £500 and not £3,000 as previously agreed so that the budget does not eat into general

reserves. A greater sum than last year has been put into green maintenance. After discussion the following was:

**Resolved:**

i) To increase the Council Tax Band D from £73.28 to £75.47 (+3%) and other bands proportionately

ii) To establish a precept (being the Band D figure multiplied by the Tax base of 1115.6) of £84192, noting that with an additional grant from SODC of £4571 an **income of £88763** will be received from SODC as collection authority (representing an increase of 2.8% over the amount of the precept in 2012/13)

iii) To approve the Committee Budgets figures (titled Draft January Budget for 2014/2015) which are shown at the end of these minutes and which include the reduction in the budget for the Neighbourhood Plan which was agreed to be £500 and not £3,000.

**B: PLANNING** –10/12/2013 and 7/1/2014 – Rhian Woods

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

Rhian Woods reported that there were only 4 applications considered in the meetings above so things have been fairly quiet.

**Lys Mill** – SODC have been expecting information on this application and there was a deadline of the end of December 2013 for the applicant to give more information as to what he thinks each building has permission for. Regarding the Traffic Impact Assessment carried out by OCC they are carrying out additional works as the day on which the assessment was done coincided with a broken down lorry which could skew the traffic figures. Cuxham were given assurance that they would be included in this but they saw no evidence that this was the case.

RW said it is hoped that we will have more information for the Planning Meeting on 4<sup>th</sup> February. SODC has also commenced enforcement action on Lys Mill. A Screening Opinion has also been carried out which has stated that an Environmental Impact Statement is not required.

**C: STRATEGY** – There has been no meeting

**D. OPERATIONS** –There has been no meeting

**E. ALLOTMENTS** – The Clerk reported that there are a few plots available and if anyone wishes

**F. PAVILION AND SPORTS FIELD** – 12/12/2013 – Tony Williamson

**Resolved:** That these minutes are accepted by Council

TW congratulated KT on getting the minutes out so quickly as the meeting was held last night and that they were emailed to Councillors this morning. TW stated that the meeting did not run as expected. He stated that it was agreed that no football will be played on the cricket ground before the beginning of February. TW also said that the Football Club were invited to send a representative to the meeting to give their opinion on 3 specific issues: the business plan, sports field usage and Neil Boddington's paper. The next meeting will be held on the 10/2/2014 with hopefully an agreement between the Football and Cricket Club which will need to be received by the 5/2/2014 so that a position can clearly be seen. The Sports Club in the last 9 months have not been able to agree a way in which the sports field is used by both football and cricket and if this cannot be agreed it will be up to the Parish Council to decide this as WPC holds the lease of the field. A 3 way agreement will be needed with WPC, Football and Cricket. TW stated that he did not think the next meeting would be an easy one and quotes for repair of the cricket field will also have to be discussed as well as how these will be met. The business plan for the next 5 years also needs to be agreed and the Pavilion Committee will need to know what plans the Sports Club have for the next five years. He asked that these are circulated in advance of the meeting. The relationship between the Football Foundation and the Parish Council is very important and they have made it clear that they have been waiting for the

last 3 years for the Sports Club to come up with a business plan. The meeting is the day before the February Full Council meeting and there may be recommendations that need to be discussed by Full Council.

NB said that the agreement between the Sports Club and the Parish Council has expired and this led him to write his paper. Ultimately it is up to the Pavilion Committee to wrestle decisions from the Sports Club as it is the Parish Council who have the agreement with the Football Foundation, who hold the lease of the Sports Field. As the agreement has not been renewed it is the Parish Council's responsibility not the Sports Club to deal with the issue of the field.

It was noted that there is no Football representation on the Pavilion Committee but the committee have been fair in allowing the Football Club representatives to speak at meetings. BA stated that no-one is trying to stop football or cricket being played on the field but everyone must work together and said that if the junior teams moved to the top pitch then this would solve all the problems.

**G. AFFORDABLE HOUSING** – There has been no meeting.

**H. NEIGHBOURHOOD PLAN CORE COMMITTEE** – 13/1/2014- Ian Hill

IH reported that there has been a meeting and 3 non councillors have now been appointed. He said he was very pleased with the way the meeting went and the 3 people appointed were Gill Bindoff, Andy Hocking and Neil Mitchenhall. KT had sent emails to them and they have all accepted.

12/14 33 High Street and Charlotte Cox Charity

There was a meeting held in late November 2013 with the 3 OCC officers that take responsibility for this trust. IH said that it was a positive and very constructive meeting. They wrote to the Parish Council in December 2013 and a letter has now been sent back to them setting out our views and asking for a meeting early next week. IH stated that hopefully we can get to a point that the community will be represented on the charity. We have proposed that 2 Parish Councillors and our County Councillor be representatives on the Charity.

13/14 Hill Road Car Park Order – Formal Agreement needed whether to proceed with this Order now that the consultation period has ended.

IH reported that we have now gone through the consultation process. There were a couple of objections that KT has responded to. We now need to make the Order which needs to be published in the London Gazette and prepare a report which is available to all which details the objections and our responses to them and we are then free to make the Order. We also need to notify all who objected that we are going ahead with the Order.

**Resolved:** That we go ahead with the Car Park Order. It was agreed that we find out the costs of publishing it in the London Gazette.

15/14 Correspondence for Information - List Attached to Agenda

Letter No's 393,394 and 395 Community Governance Review – 3 proposals on parish boundary changes.

**Resolved:** That the Strategy Committee be delegated to respond to these 3 letters on Council's behalf at the meeting on the 28/1/2014 as the deadline is the 31/1/2014.

The Clerk to email the letters out to all Councillors after this meeting. It was noted that Pyrton Parish Council is holding a public meeting on this issue and it was agreed that WPC should send a representative to the meeting. IH said he was prepared to attend as the WPC representative and this was agreed.

16/14 Reports from Organisations and Representation on other bodies – To note reports that have been received

**1. Appoint a Governor for Watlington Primary School**

It was noted that no Parish Councillor had put themselves forward to become a governor and no-one

had identified anyone to put forward as a governor so therefore it was:

**Resolved:** That we write to the Watlington Primary School stating that we are unable to put anyone forward for this position.

2. **WATNEXT** – A report was received just before the meeting. It was asked that this be sent in future in time to be circulated with the agenda.

The meeting was then agreed to be adjourned whilst a verbal report was given. The report is held on file in the office.

It was noted that WATNEXT could be a good support for the Neighbourhood Plan Core Committee.

17/14 Other Matters for Discussion at the discretion of Chair

*To note any other matters raised by Members of the Council*

**Brook Street Flooding** – It was noted that this is affecting quite a few residents. BA is in contact with OCC regarding this situation. HB stated that it is not helpful that some cars are not slowing down to go through the water.

**Lights not working by Town Hall** – BA reported that hopefully these will be fixed tomorrow.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10.04PM**

WATLINGTON PARISH COUNCIL	Budget	Draft
	2013/2014	20154/2015
<b>BUDGET</b>		
<b>CENTRAL SERVICES</b>		
Clerks Salary Gross	22006	22500
Admin Assistant Gross	4531	4000
Admin Assistant 2	561	500
Employer's NI	3236	3400
Staff Pensions		400
Water Supply Office and Paddock	150	150
Electricity Office and Paddock	700	750
Fire Prevention	100	100
Gas - Community Office	950	1000
Office - Telephone	850	850
Business Rates - Comm/Office	5600	6122
Window Cleaning	0	0
Postage and Petty Cash	700	650
Copier Service	900	700
Stationery/Printing	1000	1000
Publications	75	50
Computer Support	500	500
Office Equipment (New Computers etc)		0
Advertising	20	20
Audit Fee	1700	1500
Insurances WPC	3300	3300
Subscriptions	500	500
Travel & Training	400	400
Entertaining	300	300
Community Office General	600	700
Office Decoration (carpet clean)	200	200
Outside office Painting		0
CAB	1000	1000
Youth Club	3000	3000
Miscellaneous	100	100
Xmas Trees 2012/2013		100
Web Site & Broadband	600	600
War Memorial Works (DF Grant		0
Contingency	1000	2000
<b>Sub-Total</b>	<b>54579</b>	<b>56392</b>
<b>Income</b>		
Interest	20	25
Rents Cuxham Field	800	800
Wayleave	5	8
Income Community Office	60	120
Sale of Photocopies	200	200
Misc Income incl DF Grant 500	10	10
<b>sub-total</b>	<b>1095</b>	<b>1163</b>
<b>Total for Central Services</b>	<b>53484.4</b>	<b>55229</b>

<b>PLANNING</b>	100	100
<b>ALLOTMENTS</b>		
Rents	-500	-1000
Payments		150
<b>Total</b>	<b>-500</b>	<b>-850</b>
<b>PAVILION &amp; SPORTS FIELD</b>		
Sports Field Rent	5000	5000
Outside Repairs WPC	500	300
Legal fees/Insurance	1000	1000
<b>Total</b>	<b>6500</b>	<b>6300</b>
<b>WEST ROOM</b>		
West Room Service Charge	500	500
West Room Kitchen Repayment	631	631
West room costs	50	20
Income West Room	-2500	-2000
<b>Total</b>	<b>-1319</b>	<b>-849</b>
<b>CAR PARK</b>		
Car Park Business Rates	5400	5100
Car Park Resurfacing Sink Fund	1500	1500
Caretaker services	2058	2100
Car Park Lighting	1000	1000
Car Park Grundon bin	500	550
Green maintenance	500	1300
Car Park Maintenance	500	500
<b>Total expenditure</b>	<b>11458</b>	<b>12050</b>
Car Park Trader Income	-10000	-10000
Car Park Other Income		-130
Car Park general sinking fund		
<b>Car Park income</b>	<b>-10000</b>	<b>-10130</b>
<b>Car Park total</b>	<b>1458</b>	<b>1920</b>
<b>PUBLIC CONVENIENCES</b>		
Caretaker services	1230	1300
Public Toilets Contracts	2500	2500
Pub Convenience Maintenance	3000	2000
Public Conveniences Improvements		
<b>Total expenditure</b>	<b>6730</b>	<b>5800</b>
<b>SODC Pub Convenience grant</b>	<b>-6900</b>	<b>-6952</b>
<b>Amount to be put in Earmarked Res</b>		<b>-1152</b>
<b>Public Convenience total</b>	<b>-170</b>	<b>0</b>

<b>GREEN SPACE MAINTENANCE</b>		
Grass cutting & ground maintenance	7000	8500
Grass Cutting inc HG		
Mansle Gardens Main		
Marlbrook Maint		
Play Area Grass Cutting in Rec		
War Memorial and tubs and H		
Baskets		
Paddock Main		
Tree and Hedge Maintenance	200	1000
WEG Insurance		300
Paddock Extras	500	
Caretaker services (Recreation Ground)	2060	2100
Caretaker services (Paddock)	1025	1050
Use of Recreation Ground	0	
Income from Paddock	0	
Operations contingency	1000	1500
Public Charities Grant 2012/2013	0	-1500
<b>Total</b>	<b>11785</b>	<b>12950</b>
<b>SAFETY &amp; CLEANING</b>		
Caretaker services (Street cleaning)	6093	6150
Dog Bin Emptying	500	450
Black/Recycling Sacks	50	50
Street Cleansing Grant	-5350	-5500
Weekend Caretaker	600	600
<b>Total</b>	<b>1893</b>	<b>1750</b>
<b>Play and Equipment Maintenance</b>		
Play Equip Main (Rec & Paddock)	2000	1000
Iplay Contract until April 2015		
Porta Loo in Rec	50	0
Minor Works	800	800
Bollard Repair/Replace	300	250
Bollard Income	0	100
Chalk Pit	0	0
<b>Total</b>	<b>3150</b>	<b>2150</b>

<b>SPECIAL PLANNING/LEGAL /ELECTION</b>	0	0
Legal and Election Fees	500	500
<b>NEIGHBOURHOOD PLAN</b>	5000	500
<b>OFFICE EQUIPMENT</b>		500
<b>CAR PARK ENTRANCE</b>		2000
<b>Total</b>	<b>5500</b>	<b>3500</b>
<b>TOWN HALL grant</b>	<b>6800</b>	<b>6500</b>
<b>SUMMARY</b>		
<i>Central services</i>	53484	55229
<i>Planning</i>	100	100
<i>Allotments</i>	-500	-850
<i>Pavilion &amp; Sports Field</i>	6500	6300
<i>West Room</i>	-1319	-849
<i>Car Park</i>	1458	1920
<i>Public Conveniences</i>	-170	0
<i>Green Space Maintenance</i>	11785	12950
<i>Safety and Cleaning</i>	1893	1750
<i>Assets</i>	3150	2150
<i>Neighbourhood Plan/Election/Legal</i>	5500	3500
<i>Town Hall</i>	6800	6500
<i>Contingency</i>		
<b>TOTAL NET EXPENDITURE</b>	<b>88681</b>	<b>88700</b>
<b>Precept and SODC Top Up Grant</b>	86901	88763