



Minutes of the Meeting of Full Council Held in the Community Office at 8.00pm on Tuesday 10th March 2015

Present:

Councillors:

Ian Hill – Chairman
David Tindale – Vice-Chairman
Tim Horton
Nick Greaves
Tony Williamson
Robert Barber
Neil Boddington
Roddy Orr

Officer:

Kristina Tynan

County Councillor:

Stephen Harrod

District Councillor:

Angie Paterson

Press:

David White – Henley Standard

Members of the Public:

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34/15 Apologies for absence

Rhian Woods, Nick Hancock, Elizabeth Winton, Robin Wilson and Bob West

35/15 Chairman's Remarks

Elections 7th May 2015 – IH said that nominations for the Parish Council Elections need to be with SODC by Thursday 9th April. The Clerk is happy to take nominations over to SODC, as they need to be delivered by hand. Please ensure that your nomination form is with the Clerk by the 2nd April if you wish to avail yourself of this service. A note on this has been put in the Watlington Times stating that the Clerk will collect and deliver any resident's nomination form for the Election.

Keith Lovelace – IH said that we have just received his resignation from Council today which is mainly driven by the pressure he is under at work and therefore felt that he could not contribute 100% to Council work.

Resolved: That IH sends a letter to KL thanking him for his contribution and work whilst he has been on the Council.

36/15 To receive Declarations of Interest

There were no 'Declarations of Interest' notified

37/15 Minutes of the Full Council Meeting held on the 10th February 2015 to be signed as a correct record

The following changes were agreed:

Minute 24/15 should read Resignation of OCC '*Chief Executive*' not '*Chairman*'.

Minute 28/15 to remove '*that both the Financial Regulations*' wording from the minute.

Minute 29/15 – to read Howe ‘*Road*’ not ‘*Hill*’

Resolved: That these minutes, with the amendments above, are a correct record of this meeting and that they be signed by the Chairman.

38/15 Matters arising from the Minutes

Resignation of the OCC Chief Executive (Minute 24/15 refers) - It was noted that the Chief Executive has now withdrawn the resignation therefore Council will not send a letter.

Footpath 4 – The Clerk will send a reminder email to Richard Drew for an update on this issue.

TI Bus Service Monday –Saturday – Thames Travel – TH gave an update on this service.

The proposed new service was based on using only 2 buses instead of the 3 currently being used. There would be no bus between 1.20pm and 5.50pm which is a 4 ½ hour period with no buses. Because of the working of the 5 Parishes Bus Group and with the strong support of Cllr Steve Harrod and OCC Bus Services something better than this is being looked at which will need to be further discussed by the Strategy Committee.

LTP4 – It was noted that we need to comment on this by the 2nd April 2015, IH, TH and NB will be having a meeting to come up with a draft response which can then be discussed at the Strategy meeting in March.

Ecotec and Road Works –IH reported that the contractors have said they will have finished by the end of the week in terms of laying the cable. IH and TH have had a meeting with Garry of Harlaxton and he was very confident that all the repairs on our list will be done which include associated works such as Pyrton Lane, Christmas Common etc (copy held in office). Costs will be split between them and OCC. There will be another meeting with him next week. It was noted that the cable needs to be working in two weeks. It was noted that NBS is the Company who will be clearing up and repairing road works and we have asked that they keep in touch with us.

39/15 Public Questions

There were no public questions notified.

40/15 District Councillors Report – Angie Paterson

Elections 7th May 2015 – AP said that the District Council are heading for wind down and David Buckle will be opening the nominations on the 25/3/2015 and this then takes us into the Purdah period.

Budget 2015/2016 – The budget has been set with a 3% reduction through making savings.

Fire at SODC – This has been a big issue for the last few months and some officers have to do shifts and share desks. SODC are looking at a possible move to a building on the Milton Park Industrial Estate in Didcot probably for at least 3 years. They are hoping to move into it at the end of May or early June. There has been no decision about what will happen in the longer term and there will be no decision until after the Elections. AP said that she personally put a motion to Council congratulating all the staff and the Emergency Team on how they dealt with all the issues of the fire to the SODC Building. Howberry Park Conference Centre is being used for Public Meetings at the moment. As regards urgent issues such as housing and benefit needs, Officers are visiting people as there is no office for people to visit.

Election Costs – TH stated that the issue of costs has been taken up by OALC as many Parish Councils have expressed concern that the costs for the Parish Council election have been split by 1/3 for the General Election, District Election and Parish Council Election. The total cost for the 3 Elections would relate to £18 per electoral member, which would mean a cost of £6 per elector that Watlington Parish Council would need to pay. Mention has been made of not charging Parish Councils until the financial year 2016/2017 as the costs of the election came out too late for Parish Councils to include the costs in their budget for 2015/2016, AP said that this may have been set down by the Electoral Commission and she will follow this issue up at SODC and will report back.

Planning Issues – RB said that a local resident wanted to establish if they needed planning consent and that SODC charge £46 to give advice but it is not binding. AP said that the Planning Portal on the Government Website is good for simple questions about planning. AP also said that SODC charge for this service as it is essentially a consultancy service from which only the applicant benefits and as Officer time is spent dealing with the question there has to be a charge made. AP stated that Officers cannot say it is binding as the application may be changed or a correct situation may not be stated.

CIL Consultation – IH said that he noted this closes on the 26th March 2015.

41/15 County Councillors Report – Stephen Harrod

SH had sent through his Monthly report which was circulated to all Councillors.

Dropped Kerb in Britwell Road – TW said that what has been done is a farce. The kerb is now visible but it is on a dangerous corner and is not aligned with the dropped kerb on the other side. SH said that he will go and have a look and ask Keith Stenning about it. RB said that there is a dropped kerb the other side of The Goggs and there could be another one put in opposite the existing one. SH said that he will check that OCC did not get the wrong location. IH said that if KS is coming to look at this issue he is happy to meet with him.

Speed Hump on Chapel Street (by School) – The highways team are looking into this as the Clerk had said that a number of residents hit the bottom of their car on this when travelling over it.

Footpath 13 – The work on this is commencing this week. IH thanked SH for his support with getting this footpath sorted out.

42/15 Thames Valley Police Report

No report had been received.

43/15 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. TH reported the invoice from Playdale was for repairs to the play equipment following the inspection report. The Wallgate invoice is for the annual payment of maintenance of the hand wash/dryers in the public conveniences.

Resolved: That the Balances of Accounts and the list of payments be settled and that they be signed by the Chairman

44/15 To agree the Financial Regulations 2014/2015

Resolved: That the Financial Regulations 2014/2015 be agreed and signed.

45/15 To agree Standing Orders 2014/2015 – attached.

TW and NH had met and gone through each item and given their comments to IH who incorporated their suggestions into the document where necessary.

IH went through the changes made item by item and further changes which were agreed were:

3t should say “who has a disclosable interest as set out in the Council’s code of conduct”

4d ix, x & xi deleted

4e added “Committees may manage the attendance and participation of the public as necessary; and

i) Shall determine if the public may participate at a meeting of a committee;

ii) Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

iii) Shall determine if the public may participate at a meeting of a sub-committee that they are

permitted to attend;”

5j Agreed no change

11 Agreed no change

17c Agreed to remove 30 June from list of dates for financial reports

Following discussion it was

Resolved: That the Standing Orders with the agreed changes for 2014/2015 be agreed and signed.

It was agreed that Standing Order 17b be further discussed by the Finance Committee at a relevant time.

46/15 Community Infrastructure Levy (CIL) – Public Consultation – Deadline 6th March 2015 – Consultation attached. Visit the Website www.southoxon.gov.uk/cil for supporting information.

Resolved: That RW, NB and NG prepare a draft response which can be discussed at the next Strategy Meeting and that the Strategy Committee be delegated to send the agreed response.

47/15 Town Hall Trust Body – Change to Charity Commission Scheme

Resolved:

‘In relation to the Watlington Town Hall Charity Commission Scheme of 6th February 1917 (204765), the Watlington Parish Council, under powers provided by Section 280 of the Charities Act 2011, RESOLVES that, from May 2015, membership of the Trust Body be open to any Parish Council member who may wish to choose to join the Trust body, but that in addition the Council shall appoint up to two people who are not Parish Councillors, but will normally be on the electoral roll of the parish of Watlington.

Further

1) The chair of the Trust Body shall always be a Parish Councillor

2) The quorum for meetings of the Trust Body shall be three, two of whom to be Parish Councillors, regardless of the number in its membership’

48/15 Committees:

A: FINANCE - There has been no meeting. - Tim Horton

Review of the Effectiveness of the Internal Audit.

Resolved: That the following statement is agreed.

‘The main role of the Internal Auditor is to check all the financial and accountable records that the Clerk must keep. This is done soon after the end of the financial year and involves all the financial transactions and both the legal authority and procedural authority for such transactions - eg the signed minutes of all meetings. Once the Internal Auditor is satisfied with the accounts and records, the Clerk prepares the relatively brief submission to the External Auditor. During the year the Clerk occasionally seeks his advice - eg in transferring the Receipt and Payment accounts, operated through the year, into Accrual accounts needed for audit. Were the Clerk to leave or become temporarily unavailable, the Internal Auditor would assist a new or acting clerk’.

B: PLANNING –3/3/2015 and 10/3/2015- Robert Barber

Resolved: That these minutes be accepted by Council.

P14/S4089/HH The Well House, Greenfield, OX49 5HJ – The Committee objected to this application on the following grounds: Excessive bulk. The proposed south east side extension is out of keeping with and not sufficiently subservient to the original house. The design and fenestration is out of character and inappropriate within The Chilterns AONB. The proposal does not comply with SODC or Chiltern Conservation Board design guides. Excessive areas of glazing will cause high levels of light pollution detrimental to the AONB.

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

D. OPERATIONS – 18/2/2015- Robert Barber

Resolved: That these minutes be accepted by Council.

Water Treatment Outfall Monitoring Group

The Operations Committee had noted the Thames Water Document ‘Watlington Drainage Strategy’ (November 2014). While welcoming an approach towards cleaning the local brooks and ensuring public health, the Committee is concerned about the rate of progress on this scheme.

RECOMMENDATION TO COUNCIL: That we establish a ‘Water Treatment Outfall Monitoring Group’

Discussion took place on this issue and it was thought that there were some contradictions in the motion and that the terms of reference should be looked at in detail.

Resolved: That this issue be referred back to the Operations Committee to further discuss and bring back a Recommendation to Council.

Hedge and Scrub Works – These works have been approved and will commence shortly.

Hill Road Car Park – Works to Watcombe Road (from Hill Road to Co-op rear entrance) these works have been completed today and it is hoped that the local residents are happy with this. TH said that it is hoped that a metal bollard will be installed on the corner for a modest cost to the Parish Council. We have a quote for a slit drain which will be discussed at the next Operations Committee meeting. However the drainage has been improved by the works done by the Co-op today. RB said that we are very grateful to the Co-op for arranging and paying for the works on Watcombe Road.

Car Park at Recreation Ground – NB has done a scaled drawing of proposed marked out spaces and this will be an agenda item at the next meeting.

E. ALLOTMENTS – There has been no meeting.

F. PAVILION AND SPORTS FIELD – There has been no meeting

Graffiti on the Pavilion Wall – TH said that he has sadly had to report a large piece of graffiti on the Pavilion Wall which is about 10ft wide. The Clerk has reported this to the Police and has also been in touch with our Insurers to whom we may need to refer this matter. There is a local firm, Blast-off who have been contacted regarding a price for its removal. After discussion it was:

Resolved: That this graffiti be removed with urgency.

G. AFFORDABLE HOUSING - There has been no meeting.

H. NEIGHBOURHOOD PLAN CORE COMMITTEE– 23/2/2015 (attached) and 2/3/2015

Resolved: That these minutes be accepted by Council

It was noted that the NPCC have appointed Rebecca Hart as the 6th member of the NPCC. NH reported that there is a meeting scheduled with the Marlbrook residents of the 16th March. The Committee are working hard to analyse the responses received from Consultation 2. The Consultation response rate is 30%.

It is hoped that the draft Neighbourhood Plan will be sent to SODC for their evaluation in May/June and the Referendum would take place in September/October 2015.

I. NEIGHBOURHOOD PLAN STEERING GROUP – There has been no meeting.

49/15 Correspondence for Information - List Attached to Agenda
No correspondence was discussed.

50/15 Reports from Organisations and Representation on other bodies – To note reports that have been received

1. **FOWL** – Newsletter – After discussion is was:

Resolved: That the Chairman send a personal letter of thanks expressing our good wishes and luck, to all the staff members of the Library who will be leaving at the end of March.

51/15 Pavilion and Stewardship Agreement Issues – to be discussed in Confidential Session at the end of the Meeting – A paper will be circulated to Councillors.

52/15 Other Matters for Discussion at the discretion of Chair

To note any other matters raised by Members of the Council

**THERE BEING NO OTHER MATTERS THE MEETING CLOSED AT 10PM
AND THEN WENT INTO CONFIDENTIAL SESSION TO DISCUSS
PAVILION AND STEWARDSHIP AGREEMENT ISSUES.**

According to:

Confidential Items EXCLUSION OF THE PUBLIC

RESOLVED: THAT under Section 100(A) (4) of the Local Government Act 1972, the public

be excluded from the meeting for items of business of the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 7,8 and 9 of Part I of Schedule 12A to the Act

53/15 **Public Minute on the Pavilion and Stewardship Agreement Issues**

Resolved: That a small group of non PSFC members meet and come up with a list of issues that need to be addressed and resolved in the next two weeks or to recommend some sort of action which may include getting an external auditor and/or the Football Foundation involved. The group to consist of Ian Hill, Tim Horton and Robin Wilson.

It was also agreed that the Finance Committee need to look at the Accounts of the Sports Sections.

End of Meeting