

Minutes of the Annual Meeting of Full Council Held in the Community Office at 8pm on Tuesday 10th May 2011

Present:

Councillors:

Ian Hill
Di Tolan
Robert Barber
Ted Backhouse
Charles Rowton-Lee
Nick Hancock
Roger Beattie
Harvey Batten
Tim Horton
Rhian Woods
David Tindale
Nick Greaves
Tony Williamson

Officer:

Kristina Tynan

District Councillors:

Angie Paterson, Anna Badcock

Press:

Jennifer Maxfield – Henley Standard

Members of the Public:

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Ian Hill presided over the meeting until the Election of Chairman

62/11 Apologies for absence
Barry Adby, PC Ian Kent

63/11 Election of Chairman and Acceptance of Office
Tony Williamson proposed Ian Hill and this was seconded by Robert Barber. There were no other nominations.

Resolved: That Ian Hill be unanimously elected as Chairman.

64/11 To receive the Chairman's Acceptance of Office
Ian Hill signed the Acceptance of Office form.

65/11 Election of Vice-Chairman
Roger Beattie proposed Ted Backhouse and this was seconded by Harvey Batten. Robert Barber proposed David Tindale and this was seconded by Di Tolan. After the vote:

Resolved: That David Tindale be elected as Vice-Chairman.

66/11 To receive Declarations of Interest

To receive any declarations on interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Councils Local Code of Conduct.

Tony Williamson declared an interest in Correspondence Item 806 as he is a Director of the Watlington District Age Concern. He signed the 'Declaration of Interest' book and left the room for this item.

67/11 Public Questions

Sarah Smith (The Bread Bin) had asked the following questions and Council agreed the following responses to them:

- ***At which WPC meeting was it decided to open the Pavilion for refreshments over the school holidays.***

The subject was first mooted in the Watlington Speaks exercise. Since then it has been discussed at many meetings primarily regarding toilets and a youth cafe, initiated by Roger Beattie who was then the Operations Committee Chairman. The decision to open for this Easter as a 2 week experiment was agreed at the Operations Meeting in March for which the minutes went to Full Council in April. The Parish Council's main objective was to meet the requests from the community to have toilets in this location, and it is not possible for the Pavilion to be left open without somebody present at all times.

- ***Was this opportunity put out for tender? If not why not?***
The original intention was for it to be manned by a number of volunteers but this was proved problematic to arrange over the holidays. As Easter opening was an experiment to see whether it would be worth someone taking it on for the summer there was no time to tender and not necessary as we were running it as a not-for-profit exercise. When looking for volunteers the Clerk met Ella Smart and mentioned it. She volunteered to do this for 2 weeks so we could see if it was feasible, viable and wanted.
- ***Did WPC take into account the affect this would have on the High Street, as it is direct competition with at least 3 small businesses.***
The exercise was carried out as a non-profit exercise in response to a number of requests from users of recreation ground. The WPC is responsible to residents in town and needs to serve their needs both through providing the facilities they request (where we are able to) and ensuring that the assets of the town (including the High Street remain viable).
- ***It is understood from local people and their children that staff at the Pavilion are canvassing for the summer holidays, to sell more variety of snacks and drinks, including most of what is on sale in the High Street.***
The Clerk asked for this to be done to see what people would like to see sold for the Summer period if WPC did decide to go ahead with the idea. The aim was to collect information to gain a clearer idea of what could be included if we were to seek tenders from interested parties for the summer.
- ***Where is the profit from sales to go (to the WPC, Pavilion or to the traders?)***
It is unlikely that there will be significant profit from the Easter exercise, and no decision has been taken yet on what will happen to any profits that are realized. At this stage the WPC has not had the opportunity to assess the outcome of the exercise. The whole experiment will be discussed by the incoming council at a meeting of the Operations Committee (probably in May).

- ***If to WPC or Pavilion: can they provide purchase, sales and wages receipts?***

We have these on file for the two week trial.

- ***If to traders: what rent is being paid? Does this include business rates?***

Business Rates are paid on the Pavilion every year and the licence allows us to run a tuck shop as checked with OPFA, OALC and SODC. No rent was charged for the Easter experiment as this

was essentially a WPC initiative.

- ***Is WPC aware that businesses are liable to pay business rates for however long they are open (from 1 day to 52 weeks)?***

We pay these on all of our buildings. We are not exempt from Business Rates.

- ***Has planning of any kind been sought? It is understood from SODC that written permission was needed.***

SODC has confirmed to us that all is in order.

- ***Have the food standards agency been involved, as food is being served to the public?***

Prepared food was not being served only choc bars, ice creams drinks etc. There was no food preparation being done. Some confusion might have occurred as the Sports Club do sell chips at the weekend while they are operating the bar and kitchen.

- ***Did WPC or the traders notify SODC 28 days prior to opening, as required by law?***

The licence we have had in place for 6 years allows us to do this.

- ***If traders are working on behalf of WPC are any police references required, as are most people working for the council?***

Ella Smart has a CRB check and Food Hygiene certificate in place and was requested by WPC to trial this experiment.

As you know the Parish Council have to have the whole community's interest when deciding to do anything in the Town. By the number of parents who have asked for toilets and refreshments up at the Rec this is obviously an issue that WPC must consider seriously. For information, we have had a petition to date with about 60 signatures on it asking that this venue is open in the summer and also some of the parents from the Primary School have offered to run the tuckshop/toilets on a rota basis over the summer months if there was no other way to open the venue. This issue will be discussed once the new Council has been elected. It should be noted that if the pavilion did open it would be for 10 weeks at most out of a 52 week year. The Parish Council would consider the arrangements for opening and if appropriate invite tenders for the summer period following detailed agreement on what is feasible and would best meet the needs of the user community.

It is, as we have made clear in the past, a priority of the WPC to retain and develop the High Street retail community. There are at present three issues that need to be resolved between the Business Association and the Parish Council, which we would prefer to do in a joint meeting of representatives of the two organizations. We would like to arrange a date for this meeting early in June, by which time the Operations Committee assessment of the experiment should have been completed. The Clerk will arrange a date and venue for this meeting.

It was noted that the Parish Council have 3 significant issues to discuss with the Watlington Business Association; car park, website and the possibility of a summer pavilion opening.

68/11 **To appoint Statutory or Standing Committees:**

Prior to the appointment of these committees Tim Horton asked if a short time could be given to what the options could be ie the committees could stand as they do at present or have a limit to number of members that could be on each committee and he suggested changes to the present committee structure. Council agreed to have a a short discussion on this item.

Tim Horton put forward a motion:

That committees will meet at 8pm according to a timetable agreed on an annual basis by the Council. Extraordinary meetings shall be held in accordance with Standing Orders. Standing Committees may appoint sub-committees or working parties as they shall determine providing these are agreed with the Proper Officer.

The Operations Committee would deal with and receive notice of operational matters in the parish that are carried out by the Council itself and all other agencies. To offer advice and support to the Proper Officer in his/her dispatch of operational matters.

The Strategy Committee would deal with new policy issues across the Council's work and to prepare and advise on major schemes for the future. To be responsible for the appointment and review of work of the staff of the Council including the Proper Officer.

The Normal Membership of the main committees should be as follows: Operations – not more than 8; Finance- not more than 6,; Planning – not more than 8; Strategy Committee – not more than 8.

Council discussed the above and a vote was taken: Vote: 1 in favour, 12 against

NOT CARRIED

Tony Williamson then proposed the following motion:

That the present committee structure remains in place until January 2012 when a formal review will take place on committee structures and membership which any changes would start from May 2012.

A vote on this took place. Vote: 12 in favour, 1 against

CARRIED

AFFORDABLE HOUSING COMMITTEE

Resolved: That the Parish Council set up an Affordable Housing Committee to examine the options for developing a new affordable housing development if the need is still there. Government regulation changes will have to be considered. The committee will look at the whole issue and will come to Full Council with any recommendations.

Committee Structures as at May 2011

<u>Finance</u>	Canon Williamson, Mr Beattie, Mr Rowton-Lee, Ms Woods, Horton, Harvey Batten	Mr Hill, Mr Adby, Mr Backhouse, Mr
<u>Planning</u>	Mr Tindale, Mr Rowton-Lee, Ms Woods, Mr Greaves, Harvey Batten, Nick Hancock, Robert Barber, Mrs Tolan	
<u>Strategy</u>	All Councillors are members of this committee.	
<u>Operations</u>	Barry Adby, Roger Beattie, Canon Williamson, Mr Backhouse, Tim Horton	
<u>Pavilion and Sport Field Committee</u>	WPC: Canon Williamson, Ted Backhouse, Barry Adby, Roger Beattie This committee has been made up of 4 WPC members and 4 Sports Club Members	
<u>Allotment Representative</u>	Mr Batten	
<u>Affordable Housing</u>	Mr Tindale, Ms Woods, Canon Williamson, Mr Batten, Mr Backhouse, Mr Barber, Mrs Tolan, Mr Rowton-Lee	

69/11. Representatives to other Bodies:

“Poors Allotment” and The Watlington Public Charity Trustees – To note that:

Mr Edis was elected to serve until May 2012 and Mr Barber to serve until May 2014.

70/11 Minutes of the Council Meeting held 12th April 2011.

Resolved: That these minutes are a correct record and that they be signed by the Chairman.

71/11 Matters arising from the Minutes

Last Council Members

Resolved: That Ian Hill send a letter to Angie Paterson, Neil Boddington, and David Shannon thanking them for all their help and work when they were on Council

Polling Station at Christmas Common (minute 54/11 refers) – Robert Barber stated that 180 people could use this polling station and he disputed SODC’s statement that only 30 people used it at the last election.

Bus Service Meeting(Minute 61/11 refers) – Ian Hill reported that he attended a meeting with

Chalgrove Parish Council who are talking to Thames Travel and who suggest that all concerned Parish Councils eg Cuxham, Stadhampton, Chalgrove and Watlington have a meeting with OCC and Thames Travel in connection with the late night bus service and to discuss the impact of the 101 and 106 services. It was noted that these services are now being commercially run and have no subsidy from OCC (previously £8000 for the late bus services). It was also suggested that the 106 service was introduced mainly for the benefit of the bus company's needs as it does not meet the needs of anyone wanting to commute. It does not provide a service to the Science Park for anyone working 9 to 5, whereas the previous Cowley Centre destination met the needs of a lot of workers and also shoppers and elderly peoples needs eg to get to the Oxford Hospitals.

Ian Hill said he had agreed that WPC would send a representative to this meeting on 25/5/2011. He stated that he will be away on this date and Tim Horton volunteered to attend this meeting as the Parish Council representative.

72/11 To receive the Balance of Accounts and approve the list of Payments

Tony Williamson read out the Balances of Accounts and proposed that the List of Payments be settled.

Resolved: That the Balances of Account be agreed and signed by the Chairman and that the List of Payments be settled and signed by the Chairman

73/11 Committees:

A **Finance-** Tony Williamson
There has been no Meeting

B **Planning** – 3/5/2011- David Tindale

Resolved: That these minutes are accepted by Council.

P11/E0006/RET Ploughmans, Howe Hill, Watlington. Amendment No 2 . There was unanimous objection to this application and we have asked our District Councillor to take this to SODC Planning Committee if the Officer recommendation is to approve.

Marigold Cottage, Howe Hill, Watlington - we have asked SODC Enforcement to look into the issue of the wall which has been built without planning permission

54 Love Lane, Watlington – we have not received notification of the SODC decision as yet.

C **Strategy** – 26/4/2011- David Tindale

Resolved: That these minutes are accepted by Council.

Meeting with Watlington Business Association – It was resolved to set up a meeting with WBA to discuss 3 issues; that of the car park, website and pavilion summer opening.

Insurance Review and Decision – Ian Hill distributed a paper on the three insurance quotes received.

It was noted that we had 3 quotes for this, which combined the Parish Council and Pavilion (previously separate insurance policies) insurance.

Discussion took place on these and it was:

Resolved: To accept the quote from Zurich Municipal Insurance of £4197 which also includes insurance for the pavilion. The Clerk to inform the insurance companies of our decision.

Anonymous Letters – the following approach was:

Resolved: From time to time the Parish Council receives anonymous letters from residents expressing concern over various issues. We are unable to deal with such letters as we cannot follow up on the issues. In almost all cases we need to be able to get further information and clarify details to enable us to pursue matters. If a resident has a concern and good reason to seek

anonymity they should address the letter as confidential and we will treat it accordingly.

- D **Operations-** 20/4/2011 – Ted Backhouse
Resolved: That these minutes are accepted by Council.

Car Park Survey – This is being organised

Tree Report for Sports Field Trees – This has been done by our Tree Warden, Robert Barber. It was noted that there is nothing that needs urgent attention at present. It was noted that if we could find another tree warden this would be a great help.

I-Play in the Recreation Ground – It was noted that the motherboard for this has been replaced and the Clerk will request Playdale to extend the guarantee on this.

Sign at Christmas Common – This will be discussed at the next Operations meeting.

- E **Allotments-** AGM – 22/4/2011
Resolved: That these minutes are accepted by Council.

- F **Pavilion and Sports Field** – Tony Williamson
There has been no meeting

- 74/11 District Councillors Report - Angie Paterson/Anna Badcock
Angie Paterson stated that they have come to the meeting to introduce themselves so that Councillors know who they are. They are having discussions as to how they will work together and how they will spread the workload. It will be a fresh and new start, and things may be done differently than has previously been done. District Councillors do not yet have their portfolios.

Elections held on 5th May – There is to be a complete independent review of this issue which will include all parts of the process including postal votes, the process at polling stations, the count etc. This review will then be published. If any Councillors wish to make any comments please send them to SODC Democratic Services who are collecting all the information for the review. Angie Paterson congratulated Rhian Woods and David Dibbens on their letters to the Henley Standard.

This item to be put on the Strategy Agenda so Councillors can compile comments to send to SODC

Tim Horton asked that the invoice from SODC for Election costs is not paid until it has Full Council agreement. It was noted that the List of Payments has to be authorised by Full Council and his comment was agreed.

Robert Barber commented that the residents of Christmas Common were furious to have lost their polling station for this election.

Refuse Collection by Small Vehicles at the Goggs. (Minute refers)- Tim Horton asked if there is an update on this issue that Rodney Mann was looking into. Angie Paterson said that she will get an update on this.

- 75/11 County Councillors Report
There was no report. Roger Belson will be attending the June Full Council meeting
Roger Beattie stated that apart from the Annual Parish Meeting, the County Councillor has not attended a Full Council meeting in 6 months

- 76/11 Thames Valley Police Report
PC Ian Kent had submitted the following report:
Firstly may I pass on a warm welcome to all the new Parish Councillors recently elected to Watlington PC from TVP and the local Neighbourhood Police team. Both Diane and myself look

forward to continuing to work closely with all members of Watlington Parish Council.

Parking issues junction 6 M40- Still awaiting the results from the survey conducted by Lewknor PC re their residents views on these parking issues .

Rural crime / suspicious activity The car parks serving Watlington including those at the local beauty spots continue to attract criminal activity although we have noticed a marked drop in reported incidents recently following the allocation of resources from the NH and response teams to tasked patrols and operations. As Watlington Police sector is very rural the area is subject to theft of Farm machinery , particularly tractors and Landrovers , together with oil and diesel fuel.

Speeding issues - TVP have now taken over speed enforcement via the previous Safer Roads Partnership enforcement vans. They are now deploying locally on the B4009 and at other sites..

77/11 Town Hall Charity – To agree Trustees for this year

The following Councillors are Trustees for the Town Hall Charity 2011/2012

Ian Hill, Tony Williamson, Rhian Woods, Tim Horton, Charles Rowton-Lee, Ted Backhouse, Di Tolan, Harvey Batten, Barry Adby.

78/11 Annual Parish Meeting 14th April 2011

The draft minutes for this meeting will be available at the next Full Council meeting.

79/11 Correspondence for Information - List was attached to the Agenda

Letter 806 Age Concern re Grant. – **Referred to the Strategy Committee for discussion..**

80/11 Representation on other bodies

No reports had been received.

81/11 Other Matters for Discussion at the discretion of Chair

MOD Site at Pyrton – A developer will be giving a presentation on this at the next Planning Committee meeting on the 7th June.

Twinning Weekend 2nd-5th June – All Councillors have been given a timetable of the events planned for this weekend . The Parish Council will have the official welcome to the visitors from Mansle at the Town Hall on Thursday 2nd June at 7.30pm. There will also be a re-dedication to the Twinning Charter on Friday 3rd June at Mansle Gardens. The Timetable has all the events in detail. A leaflet on the events has been circulated to all the households of Watlington. It was noted that there has been a European grant given for this event.

Watlington in Bloom – Open Gardens – This will take place on Saturday 11th June where a number of residents gardens will be open to the public. Refreshments will be served in the Paddock.

Election Process – Charles Rowton-Lee thanked the Clerk for all her help and enthusiasm for this especially at the Count on Friday 6th May.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.55PM