



## Minutes of the Meeting of Full Council held in the Community Office at 8.00pm on Tuesday 8<sup>th</sup> November 2016

**Present:**

**Councillors:**

Ian Hill –Chairman (IH)  
Matt Reid – Vice-Chairman (MR)  
Terry Jackson (TJ)  
Jeremy Bell (JB)  
Nicky Smallbone (NS)  
Tom Bindoff (TB)  
Stephanie Van Pette (SvP) (after Children’s Centre Update)  
Rachel Huckvale (RH)  
Roger Beattie (RB)

**Officer:**

Kristina Tynan

**Members of the Public:**

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162/16 Apologies for absence

Bob West, Tony Williamson, Robin Wilson, Jon Lorimer.

163/16 Chairman’s Remarks

There were none.

164/16 Julie Quarrell- Headteacher- Chalgrove Primary School – Watlington and Chalgrove Children’s Centre update.

*Stephanie Van de Pette, Jenny and Richard Dorney-Savage gave a presentation with Julie Quarrell.*

JQ stated that a Community Initiative to salvage some services for Children’s Centre’s in Chalgrove and Watlington has been started. In Oxfordshire 8 Centres will remain out of the existing 44. Most will cease to be funded by OCC including the one at Chalgrove and Watlington. At present the OCC budget is £105,000 for the Watlington and Chalgrove Centre and there is no way that this amount of funding can be raised by the community initiative. Families have been asked what services they think would be most important to maintain. The Centre’s help the needs of parents as well as children with help with housing, benefits, nutrition, speech and language, eating and sleeping, job applications etc. There is universal provision which means that targeted support is not stigmatised. In our area 65 families (126 children) have benefited from targeted support. Some families do not have access to healthy food, books and language and there are some families who often need food bank vouchers which is helped at present by outreach workers. The service currently offers families a safe place to learn and play together. Present data shows that children who have attended are much more likely to achieve end of EYFS expectations. RH said that early education is very important. Government data shows children who achieve EYFS outcomes are more likely to attain 5 GCSE A-C.

JQ gave out the following information on how the Watlington and Chalgrove Centre could retain some of the services and keep the Children’s Centre viable to continue in a limited way:

**Projected income**

- Parent survey shows people will pay for universal services £3 to £4 is competitive
- If the centre ran 3 - 4 sessions per week over two sights = 7 per week in total

- Average attendance is 12 children
- Potential income from sessions = £175 a week x 46 = £8050
- Both school governing bodies have agreed to cover costs of heating, lighting and caretaking - £2500
- There is an option to let the room and outdoor area at a set fee of £10 for both spaces \*
- The consultation room can be hired for 1 to 1 use on an annual fee of £40
- Chalgrove Parish Council has agreed to a one off payment of £5,000, Watlington £3,000 = £8,000
- We are applying for a Community Initiative up to £30,000 which can be carried forward for 3 years

**Projected Income - £8,050**

**Secured from P Council - £8,000**

#### **Expenditure**

- Staff cost – 10 hours x 2 play workers NVQ Lv3 all year = £12,000
- 1 admin worker – 7 hours a week, all year = £4,200
- Cleaning cost – 4 hours x 1 cleaner = £1,600
- DBS checks - £55 per person
- Training - £200
- Carpet cleaning - £250 (once a year)
- Refreshments - £720
- IT Support and hardware
- Sanitary bins - £25
- Phone line - £840
- Photocopying - £1,100
- Staff sickness cover - £2,000

**Total Costs per annum - £23,045**

An application has been made to OCC's Transition Fund who deferred the application to January and asked for additional proof of service sustainability. There is also a Crowd Funding Campaign being started.

Helen Rints is presently doing an inventory of fittings, fixtures etc and it seems very likely that OCC will donate these but not sure whether they will let the computers remain.

RH asked who would oversee the running of it. JQ said that they would hope to appoint a Manager and there would also need to be a 'Friends of Chalgrove & Watlington Children's Centre' formed. There are other community groups in the local area who are interested in having a person overseeing their Children's Centre's and there may be some potential to share management support costs with them. There is a different schedule during school terms and holiday terms and parents have to remain with the child/children as the centre does not provide childcare.

JB asked about Insurance and Public Liability. JQ said at present OCC covers this. All Play Workers are on Short Term contracts and it may be possible to employ people on a Self Employed basis.

JQ said that aim would be to become a Registered Charity.

TW stated that the Watlington Parish Council will be looking at next year's budget in two weeks' time and will give consideration to this issue.

TB commended all the people involved in this for their hard work.

IH thanked JQ and all for attending the meeting.

#### 165/16 To receive Declarations of Interest

There were no declarations of interest notified.

#### 166/16 Minutes of the Full Council Meetings held on the 11<sup>th</sup> October 2016 to be signed as a correct record

The following amendment was agreed Minute 157/16 B Planning, page 52, the sentence 'All other applications were approved' to be deleted and 'There were no objections to the other applications' to be inserted.

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

167/16 Matters arising from the Minutes

There were none.

168/16 Public Questions

There were no public questions notified.

169/16 District Councillors Report

Anna Badcock had sent her apologies for this meeting.

170/16 County Councillors Report

Steve Harrod had sent his apologies for this meeting. His monthly report has been circulated to all Councillors.

171/16 Thames Valley Police Report

There was no report received from our PCSO Lewis Carpenter. He will be having a 'Have Your Say' drop in on 15/11/2016 between 12 and 1pm in the Parish Office.

172/16 To receive the Balance of Accounts and approve the list of Payments

TW read out the Balance of Accounts and proposed that the list of payments be settled as per the prescribed process.

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

173/16 Committees:

**A: FINANCE** –There has been no meeting.

**B: PLANNING** – 19/10/2016, 25/10/2015 and 1/11/2016 – Jeremy Bell

**Resolved:** That Council accept these Minutes

Jeremy Bell reported that there had been a site visit to Little Acres Farm prior to the meeting. The committee had no objection to this application with the addition of two conditions. Ingham House's amendment was considered but the Committee had objections to this on a number of issues. The committee also objected to 14-16 High Street.

The Lys Mill planning applications were considered at all three meeting above and a decision was made at the meeting on the 1/11/2016. The Committee had no objection to P13/S1992. P13/S0561 had a verdict of No Objection subject to 12 conditions. TB said that it is a success that Mr Copas agreed to an alternative route if a relief road is built in Watlington.

There was also a discussion on the Rectory, Hill Road on whether the Parish Council should ask for this to be listed and after discussion it was agreed that Parish Council do not ask for it to be listed.

**C: STRATEGY**- 25/10/2016 – Roger Beattie

**Resolved:** That Council accept these Minutes

**Smart Meters**

**Resolved:** That the Parish Council install Smart Meters in all our buildings and that we help to promote these.

**Air Quality**

**RECOMMENDATION TO COUNCIL:** That we spend £350 and ask Ricardo to have a meeting with us and supply the information for the Air Quality Modelling.

It was noted that William Perrin has put in a Freedom of Information request for this information, and that this had revealed a more detailed report from Ricardo that provided sufficient detail on their modelling to confirm that they had ignored the pinch points at the Hill Road/High Street junction and on Couching Street south of the Co-op. IH will write to SODC on this issue and will circulate the draft to all Councillors prior to it being sent. The letter will also be copied to DEFRA TB has also raised this with John Cotton (SODC). Ricardo used a standard model to analyse this

when they should have done a special model for Watlington. DEFRA money was used for this survey.

**Resolved:** That this Recommendation be WITHDRAWN.

IH summarised the cost information from the report provided under the FOI request. The cost of removing the on-street parking was estimated at £150,000 (£135,000 NPV) although this cost did not include any allowance for subsequent enforcement of the parking restrictions. The cost of introducing ANPR cameras to provide rigorous enforcement of the 7.5 t limit was estimated as £166,000 (NPV) for installation of the system, and operating costs for a 10 year period of £872,000 (NPV).

#### **Equality Act**

**Resolved:** That Watlington Parish Council agreed to abide by the NALC LTN 78 on equality and Discrimination issues.

**Communications Policy** – It was agreed that SvP send out a paper, which will be reviewed by RH and TJ and then produce a draft paper that can be considered at the December Full Council meeting.

#### **D. OPERATIONS** – 19/10/2016 – Tom Bindoff

**Resolved:** That Council accept these Minutes

#### **Public Conveniences**

**Resolved:** That we commission the works to be done to the Gents and Ladies Public Conveniences from Trident Construction Ltd which would include: Supply and fix new powder coated Aluminum windows to ladies and gents toilets, Replace 1 door to gents and two doors to ladies. Complete with external opening safety locks, Refit 2 x stainless steel urinals with plastic auto kit, Refit handrails to disabled toilet, Fit new door with locks, Steam clean both toilet blocks, Decorate inside, ie. Ceiling, doors, Decorate outside fascia's and door, colours to be agreed by the Operations Committee, Make good tiling to damaged areas. And to commission Advance Terrazzo to do the flooring works in both the Gents and Ladies by regrinding/polishing existing terrazzo paving and associated coved skirting to an 120 grit honed finish, repairing damaged terrazzo, replacing damaged terrazzo tiles with new (Gents only) and to seal all floors. That the total cost to be no more than £12,000.

The Operations Committee will consider all the details at their next meeting.

#### **Painting of Community Office**

**RECOMMENDATION TO FINANCE COMMITTEE:** That the committee consider this issue at the next meeting.

**E. ALLOTMENTS** –The Allotment Committee are keeping their hedge well-trimmed. There are only a few allotments left for rent.

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

MR said that there will be a Sports Club EGM on the 27/11/2016.

#### **G. NEIGHBOURHOOD PLAN STEERING COMMITTEE** – 31/10/2016 – Jeremy Bell

JB reported that the NP has a very full programme. One of the key issues is the meeting on the HCA update and the traffic issues raised. The HCA wanted suggestions of what we wanted and how they could help resolved these. Pyrton Parish was not represented at this meeting. The meeting was primarily an information collection exercise for them. HCA would be able to contribute money for an alternative traffic route. They have allocated £100M for infrastructure and some of this money could be spent on road issues. RB was there representing Shirburn Parish. There was a lack of knowledge about Benson and Chinnor etc. Their next meeting will be held on 13/12/2016.

JB said that he has access to the Computer Programmes CAD and also to the Ordnance Survey maps and can help if anything is needed to be done on these. IH said that the Parish Council has access to the Ordnance Survey Maps also. SvP said that we could approach Oxford Brookes to do some GIS graphics by asking if they have a student that could take this on as a project. Traffic

Modelling has move forward and SODC have allocated £10,000 for some modelling which seems to have a good brief which was approved at the meeting.

Peter Canavan (SODC) is coming to Watlington for a meeting this Friday and will give us what implications each site has in Watlington and also what a relief road would do to traffic. They will also be looking at the traffic problems in Watlington and what could be done to mitigate these. MR said he will look into some software tools he has access to.

**Appointment of a new Member following the resignation of Ian Hill**

**Resolved:** That Stephanie Van de Pette be appointed as a member of the NP Steering Committee.

TB stated that the Consultation for Preferred Options will be coming out in Jan/Feb 2017 and that Grenoble Road has a lot of problems as a site such as sewerage, pylons etc.

174/16 Correspondence for Information - List Attached to Agenda

**Letter No 292** – Post Office – It was agreed to write to the Royal Mail asking for more clarification on the collection and delivery of Mail from the Co-op. **IH/KT**

**Letter No 283** – Fire and Rescue Consultation (Deadline 9/1/2017) – MR to draft a response and circulate to Councillors for comments prior to it being sent. **MR**

175/16 Reports from Organisations and Representation on other bodies

No reports had been received.

176/16 Other Matters for Discussion at the discretion of Chair

**Building Communities Meeting** – IH, NS and TB attended this and NS stated that it was extremely thought provoking. There were 5 speakers in less than 2 hours.

**Watlington Parish Council Strategic Plan** – SvP has written a draft on this and it was agreed that a date for a workshop to be arranged. KT will send out a date for this. This will set out the vision, aims and objectives for the Parish Council and then an Action Plan can be written.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 10 PM**