

AGM Meeting of Watchfield Parish Council
Watchfield Village Hall
Tuesday 21st May 2024 at 7.30pm
Minutes

Present: WPC Cllrs S Coombs (Chairman), E Markham (Vice), A Biggs, C Reilly, N Howes
 C Arnold Clerk
 T Brock RFO
 2 members of the public

ITEM

- 1 **To Agree to Co-Opt Councillor Mike Coombs**
Full Council Agree to co-option of Mike Coombs.
- 2 **To Agree and Sign Declaration of Acceptance of Office for all Officers.**
- 3 Full Council Sign. CA
- 3 **To Agree and Sign the Civility and Respect pledge**
Clerk to add to next agenda
- 4 **To elect a Chair of the Council for the coming year**
Full Council Agree to Cllr EM as Chairman and Cllr SC as Vice Chairman EMSC
- 5 **To appoint sub-committees**
No Sub- Committees agreed
- 6 **To appoint officers to the Council**
Playground: Cllr CR Agreed CR
Estates: Cllr AB Agreed AB
Pavilion: Cllr SC Agreed SC
Finance: Cllr SC Agreed SC
Burial: Cllr EM Agreed EM
Website and Social Media Officer – Cllr CR, Social Media Officer, Cllr MC – Website Officer, Agreed CRMC
Allotments – Cllr NH, Cllr SC Agreed NHSC
- 7 **To agree Delegation of Powers to the Clerk** CA
Full Council Agree
- 8 **To receive apologies for absence**
VWHDC Cllr VP
- 9 **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting.**
None
- 10 **To take questions and comments from members of the public**
No Comments.
- 11 **To take questions and comments from members of the Council**
 Cllr NH comments on residents complaining of overflowing dog waste bins. Clerk to contact District Cllr and Cllr SC to talk to litter picker to request dog waste bins are fully emptied. CA
 Cllr CR discusses no cold-calling signage – Council to erect signs. SC
 Cllr NH states Parish council members should have DBS checks – Clerk to check guidelines on this. Clerk to add to the next agenda. ALL
 Cllr EM requires reimbursement for water butts – invoices to be sent to RFO. CA
 RFO to contact play area maintenance provider, Mick. EMTB
TB
- 12 **To approve the minutes of ordinary meeting held on 16.04.24.**
Cllr CR notes missing details on the minutes and inaccuracy.
Full Council Agreed.
- 13 **To address Previous Agenda Items-**
 - **Internet installation in the pavilion** - Cllr MC has researched Star link internet £75.00pm, £300 installation- 12 month contract minimum. Council was waiting on district council installation – waiting 1 year since last applied for internet installation. Internet requirement for CCTV on the pavilion. Clerk to add to next agenda. Cllr MC to circulate costings to council for next agenda. Mobile wi-fi discussed – will not provide enough power for CCTV to function. CA
 - **Unity Banking Cash Card** - To add to next agenda. MCCAEM
- 14 **To address burial matters** – Burial officer Cllr EM agreed to grass over plot that can no longer be cared for by family.
- 15 **To address planning matters**
None
- 16 **To agree insurance provider quotes**
Full council discuss. Details of cover circulated. Full Council Agree – Hiscox £4,520.66. Clerk to organise payment. CATB
- 17 **To Agree current Waste provider quote – additional bin/ collection; 1100ltr bin for 2 weekly collections all year plus weekly for 6 months = £ 728.91**

1100ltr plus 660ltr bins 2 weekly collections all year = £ 855.50.

Council discussed requirement of bin waste collection. Cllr AB proposes large bin collection bi-weekly, however between May-September weekly pick-ups. Tuesday collection. Full Council agree on £728.91 quote. Clerk to arrange.

CA

Council now locks the bins – fly tipping has been occurring.

18 To Discuss/Agree development of new WPC Website

Cllr MC have researched, and council discuss requirement in a website – front facing public platform, backend storage diary, files, email server to be connected, training provided. Clerk to send required documents to Cllr MC. Clerk to add to next agenda.

CA
MC
CR

Social media to be updated and created – FB- comments to be approved BY WPC, Instagram, Next Door, X, Clerk to add Social Media policy to next agenda for agreement.

19 To Agree New Model Financial Regulations - To be added to next agenda

CA
CA

20 Finance to Agree

none

21 Finance to Note

Income received.

Statutory Power	Income received	Description	Total
RV656 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00
RV657 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 110.00
RV658 LG (Misc) Act 1976 s19	Dare 2 Dream	Hire of pavilion	£ 54.00
PV659 LGA 1982 s150	VWHDC	1st half of precept	£ 24,336.50

Statutory Power	Payment due	Description	Total	Agreed (Date & item no.)
PV1888 LGA 1972 s143	Community First	Membership	£70.00	Agreed 20/02/2024 item 199
PV1889 Litter Act 1983	Click Waste	Litter picking	£ 73.94	Contract
PV1890 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 87.84	Contract
PV1891 Open Spaces Act 1906	Richard Moulton	Repairs to cemetery path	£ 2,575.00	19/03/2024 item 213
PV1892 LG (Misc) Act 1976 s19	Amy & Jo Cleaning	March clean of pavilion	£ 68.00	Contract
PV1893 Open Spaces Act 1906	Oxfordshire County Council	Works to footpath	£ 1,156.13	Agreed
PV1894 Litter Act 1983	Click Waste	Litter picking	£ 69.67	Contract
PV1895 LGA 1972 s111	Microsoft 365	Software	£ 59.99	Agreed
PV1896 Open Spaces Act 1906	CDPS 360	Carpark works	£ 5,122.32	Agreed 16/04/2024 item 235
PV1897 Parish Councils Act 1957	Leon Pearch	Bus cleaning	£ 112.00	Contract
PV1898 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 81.50	Contract
PV1899 Litter Act 1983	Click Waste	Litter picking	£ 73.94	Contract
PV1900 LGA 1972 s143	OALC	Membership	£ 401.70	Agreed 19/3/2024 item 220
PV1901 Litter Act 1983	Paul Spencer-Matthews	Litter picking	£ 275.00	Contract
PV1902 Open Spaces Act 1906	CDPS 360	Carpark works	£ 11,952.06	Agreed 16/04/2024 item 235
PV1903 Public Health Act 1875	Nanogreen Cleaning Ltd	Pest control	£ 42.00	Contract
PV1904 Open Spaces Act 1906	CDPS 360	Carpark works	£ 360.00	Agreed 16/04/2024 item 235

22 Agenda Diary

- a) **Election of Officers - Complete**
- b) **Registration of Members' Interests**
Cllr NH to send to clerk
- c) **Section 137 Payments**
None received.
- d) **Employer PAYE – Done by NETRESULTS**
- e) **Agree to Code of Conduct – circulated- Full Council Agree**
- f) **Agree to Standing orders- circulated – Full Council Agree**

NH

23 Data back-up completed – Completed by Clerk

CA
CA
CA

24 To note correspondence

- Cllr EM discusses meeting with Adam from the burial site and ownership of the land in 2 years-time. Cllr CR asks – are there restrictions in place on what can be used in the area, e.g recyclable plastic benches? Is there a Trust in place for the upkeep of the land. How many burials per year? Current insurance costs and provider? Tree and ground maintenance provider?

Cllr EM and Cllr CR to develop a list of questions and queries on behalf of the council to discuss with Adam. Council to then discuss update at next meeting.

EMCR

- Village Hall fete – organised, open communication with Cllr SC and Village Hall Chair.
- 9-3 Pavilion Hire – clerk to send invoice to hirer.
- Half plot available for Afghan use – Cllr EM to organise.

SC

CA

EM

25 Any other item to be added to next agenda 18.06.24

- New plot Tree discussion to be added.
- Land discussion to be added to next agenda
Comments made by resident regarding lack of professional advice on purchase of the land and expenditure on the land to date. Clerk to liaise with resident regarding details and auditor to be informed of the complaint.
- Allotment Check to be completed next week by Cllr NH and Cllr SC, 23rd May.
- Disabled parking sign requested

CA

CA

CA

NHSC

CA

Meeting Closed: 9:30pm