

**Meeting of Watchfield Parish Council
Watchfield Pavilion
Tuesday 18th June 2024 at 7.30pm**

AGENDA

Notice is hereby given of the meeting of Watchfield Parish Council on Tuesday 18 June 2024, commencing at 7.30pm in Watchfield Pavilion, Watchfield.

The Press and Public are welcome to attend this meeting and can participate during the public participation session. Please note that the public and media have a right to record meetings of the Council. Please notify the Clerk prior to the start of meeting if you wish to record or take photographs during the meeting.

To: Members of the Parish Council: You are summoned to attend a meeting on Tuesday 18 June 2024 at 7.30pm for the purpose of transacting the following business:

ITEM

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- 26 To receive apologies for absence
 - 27 To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting
 - 28 To take questions and comments from members of the public
 - 29 To take questions and comments from members of the council
 - 30 To approve the minutes of the meeting held on 21.05.24.
 - 31 To address Previous Agenda Items-
 - Tree Plot location
 - Internet installation in the pavilion
 - Unity Bank Card
 - Cold-calling signs to be erected
 - Damage to Grass verges by HGV Lorries – Chapel Hill, Oak Road.
 - DBS for Councillors
 - 32 To Adress burial matters
 - 33 To address planning matters
 - P24/V1232/HH; 92 High Street Watchfield Swindon SN6 8SW. Two storey rear extension with loft conversion
 - P24/V1161/HH; Lomond Lodge 2 Oxford Square Watchfield Swindon SN6 8TB. Single storey side/rear extension.
 - P24/V0948/HH; 27B High Street Watchfield Swindon SN6 8SZ. Single storey rear extension
 - 34 To Discuss/Agree RoSPA report- repairs required- PlayDale quote £1769.12. To be reduced by £454 if scheduled work can be done at the same visit as urgent repairs (item36)
 - 35 To Discuss/Agree maintenance contract for fitness equipment, Quote £480.00 annual.
 - 36 To Agree Emergency expenditure – RoSPA report, urgent repair, PlayDale Quote £625
 - 37 To Discuss/Agree Quote for new website, £1663.58 and monthly support £393.12 (to check monthly or annual charge)
 - 38 To Agree Social Media policy
 - 39 To Discuss/Agree RedBook valuation of WPC Land- Oak Road.
 - 40 To Agree purchase of Disabled parking sign for Pavilion Car park.
 - 41 To Agree New Model Financial Regulations
 - 42 To Agree Internal Audit for the year ended 31 March 2024.
 1. To receive, note and consider recommendations made in the internal audit 2023/2024 report carried out by Rachel Brown.
 2. Annual Governance and Accountability Return 2023/2024 Form 3 for the year ended 2023/2024.
 - a. To note Rachel Brown, Internal Auditor has completed and signed the Annual Internal Audit Report 2024/2024.
 - b. To complete, approve and sign Section 1 Annual Governance Statement 2023/2024. To be signed by the Chair and Clerk.
 - c. To approve and sign Section 2 Accounting Statements 2023/2024. To be signed by the Chair and RFO.
 - d. To approve the bank reconciliation for the year ended 31 March 2024.
 - e. To approve the explanation of variances. Paper 8.
 - f. To approve the dates for the Notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return for the year ended 31 March 2024. To commence on Thursday 20 June 2024 and end Wednesday 2 August 2023.
 - 43 To Agree co-option Policy and Procedure
 - 44 To Agree replacement of broken bench on recreation ground, quote £414
 - 45 To Discuss VoWH Climate Acton fund
 - 46 To Discuss Natural Burial Ground on Highworth road
 - 47 To Discuss/agree the repair of the bus stops
 - 48 Finances to Agree

Statutory Power	Payment due	Description	Total
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Litter Act 1983	Stacey Coombs	Refuse sacks	£ 90.00
Open Spaces Act 1906	Mikes Handyman Services	Cut back hedge & clear rubbish	£ 140.00

Finances to Note and Approve

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Income

Statutory Power	Income received	Description	Total
RV667 LG (Misc) Act 1976 s19	Karen Runciman	Party booking	£ 27.00
RV668 LG (Misc) Act 1976 s19	Clair	Party booking	£ 37.00
RV669 Small holdings & Allotments Act 1908	S Nodder	Cemetery grazing rent	£ 30.00
RV670 Small holdings & Allotments Act 1908	Woodland Ponies	Backlands grazing rent	£ 110.00

Expenditure

Statutory Power	Payment	Description	Total	Agreed (Date & item no.)
PV1905 LGA 1972 s112	Clerk	April salary	£ 723.80	Payroll
PV1906 LGA 1972 s112	RFO	April salary	£ 264.45	Payroll
PV1911 Telecom Act 1984 s97	C Arnold	Mobile phone reimbursement Nov 2023 to May 2024	£ 185.47	Contract agreed 18/7/2023 item 74 and 18/12/2023 item 150
PV1912 LG (Misc) Act 1976 s19	British Gas	Electricity - sports pavilion	£ 66.51	Contract
PV1913 LG (Misc) Act 1976 s19	NBB Recycled Furniture	Bench - pavilion	£ 1,162.80	16/4/2024 item 238
PV1914 LGA 1972 s140	Gallagher	Council insurance	£ 4,520.66	21/05/2024
PV1915 Open Spaces Act 1906	Wickes	Water butts	£ 1,008.00	Climate fund
PV1916 Open Spaces Act 1906	Storm Trading Group	Water butts	£ 1,005.00	Climate fund
PV1917 LG 1972 s111	Emma Markham	Stationery and milage	£ 12.60	Agreed
PV1918 LG (Misc) Act 1976 s19 Open Spaces Act 1906 Highways Act 1980	BGG Garden and Tree Care Ltd	Grass cutting various sites in the parish	£ 642.00	Contract agreed 19/3/2024 item 214
PV1919 Litter Act 1983	Click Waste	Waste management	£ 73.94	Contract
PV1920 Parish Councils Act 1957	Leon Pearce	Bus cleaning	£ 112.00	Contract
PV1921 Public Health Act 1875	Nanogreen Cleaning Ltd	Pest control	£ 42.00	Contract

Audit Diary-

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- **Employer PAYE**
- **Allotment inspection**
- **Certificates of Appreciation - Nomination**
- **Registration of Members' Interests**
- **Update Planning Register**
- **Section 137 Payments**
- **Send copies of all minutes to archive centre in Reading**
- **To Agree Negotiation of fixed price energy plan for pavilion, Quote; 1-year, 2-year and 3-year renewal options below.**

12 Month SC						
EAC	DD Discount	Annual Bill Value				
3814	£89.93	£1284.73				
MPAN	EAC	Annual Bill value	Discount	Charges	Standing Charge	Single Unit Charge
2000054045104	3814	£1284.73	£89.93		64.52(P/DAY)	27.51(P/KWH)

24 Month SC						
EAC	DD Discount	Annual Bill Value				
3814	£90.96	£1299.44				
MPAN	EAC	Annual Bill value	Discount	Charges	Standing Charge	Single Unit Charge
2000054045104	3814	£1299.44	£90.96		66.67(P/DAY)	27.69(P/KWH)

36 Month SC						
EAC	DD Discount	Annual Bill Value				
3814	£93.17	£1331.06				
MPAN	EAC	Annual Bill value	Discount	Charges	Standing Charge	Single Unit Charge
2000054045104	3814	£1331.06	£93.17		69.9(P/DAY)	28.21(P/KWH)

File back-up Storage

To note correspondence

Any other items to be added to next agenda, 16.07.24

Meeting Called by Claire Arnold, Clerk to Watchfield Parish Council 13/06/24

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clerk@watchfield.org

Please be aware of the following points regarding online meetings.

- a. The meeting will be recorded by the clerk, this will be for the purpose of taking minutes.
- b. Time for public comments (Item 28) is 3 minutes per individual. After item 28 the public will be muted and if you have a question or comment to make, please raise your hand to be unmuted.
- c. Threatening or foul language will not be tolerated, and you will be removed from the meeting by the clerk.

