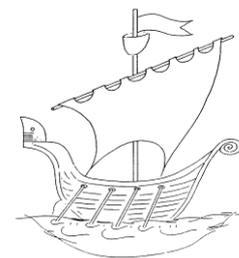


Whitchurch-on-Thames Parish Council



Parish Council meeting agenda

Tuesday 12th June 2018

8 pm, 'The Old Stables', High Street, Whitchurch-on-Thames

Press and the public are invited to attend

1. **Apologies for absence** (8.00)
2. **Declarations of interest**
Councillors are asked to declare any personal interest, and the nature of that interest, which they may have in any of the items under consideration at this meeting (8.05)
3. **Public forum**
Opportunity for members of the public to address the Parish Council.
With the permission of the Chairman, the public may also speak about specific items of business as they arise and are allocated 5 minutes each (8.10)
4. **Agree minutes** of Parish Council meeting 8th May 2018 (8.15)
5. **Receive District Councillor's report** (8.20)
6. **Receive County Councillor's report** (8.25)
7. **Review planning applications** (8.30)
 - i. P18/S1417/HH, 'Herringbones Cottage', High Street (single-storey extension)
 - ii. P18/S1043/HH, 'The Baulk', Path Hill (amendment no. 1 . Replacement of pool room)
 - iii. P18/S1756/HH 14 Swanston Field (front and rear extensions)
8. **Finance** (8.40)
 - i. Approve payments and note receipts for the preceding month
 - ii. Note current bank account reconciliation
 - iii. Approve fees for Clerk role evaluation
 - iv. Approve annual audit information
 - v. Approve grants to Action for Pangbourne Toilets and village hall and purchase of outside tap for 'The Old Stables'
 - vi. Discuss and approve purchase of laptop, external USB and potentially printer for Clerk
9. **Village green** (8.50)
 - i. Receive motions from Cllr. Hanfrey (see attached)
 - (a) permanent move of village fete to May from 2019 onwards and
 - (b) organisation of alternative village event/s for September 2018 (2 ideas already proposed by village residents)
 - ii. Discuss collection of grass cuttings

- 10. Village green pavilion project (9.00)**
 - i. Receive motion from Cllr. Donahue regarding role and responsibilities of pavilion representative from village (see attached)
 - ii. Agree Parish Council representative for pavilion

- 11. Village environment/maintenance (9.10)**
 - i. Receive motion from Cllr. Books regarding purchase of gate and benches for Polish memorial garden

- 12. Village Plan (9.20)**
 - i. Receive summary from Cllr. Donahue of community-led plan best practices and review draft terms of reference

- 13. Parish Council processes (9.30)**
 - i. Discuss scope and timings for internal Parish Council meeting to discuss standing order processes (e.g. length of meetings and correct use of Council email) as raised by Cllr. Bowen
 - ii. Discuss and agree upon process for new residents' issues list
 - iii. Receive update from Clerk regarding applications for councillor vacancy
 - iv. Discuss and approve clerk job description for clerk vacancy

- 14. GDPR (9.40)**
 - i. Agree Council representative for any breaches
 - ii. Remove extraneous information from website
 - iii. Arrange separate meeting to discuss fully (e.g. email storage, how long to retain information, training)

- 15. Updates from WGs (9.50)**
 - i. TAPAG - Update on latest information from Bridge Company regarding Pangbourne approach road
 - ii. Village Hall Management Committee
 - iii. Village Green Working Group

- 16. Other matters for Chairman and PC to consider (9.55)**

Items that arise that are not on this agenda but need discussion and to be proposed or not for a future agenda

Note date of next meeting, which will be Tuesday 10th July 2018.

Attachments:

Motions for Whitchurch community event in September and village fete from Cllr Hanfrey

1. The preschool wants to move their fete to May permanently. September does not work for them because they elect the new committee in May which, combined with summer holidays, makes it difficult to organise.

Discuss and agree moving the preschool fete to May from 2019 onwards.

2. Two groups have come forward with an alternative event for September:

(a) Lissie wants to have a 20:20 cricket match and get some bands and the Invictus choir together to raise money for Help for Heroes

(b) The pre-school wants to arrange an outdoor cinema on the green.

It might be best to have them on separate days to keep organisation simple and avoid sounds from one event annoying the other.

Discuss and agree initial steps for organising an alternative September event on the village green.

Motion regarding the village green pavilion from Cllr Donahue

This motion is to confirm that the Parish Council will work with a resident of the village, Neil Huntington, who has volunteered to help the PC lead the development of the new replacement pavilion.

Development of the new pavilion for Whitchurch is a significant job that will include the following activities:

- Coordinating with key stakeholders in the village such as the Cricket Club and other potential users
- Liaising with SODC and securing planning approval. This may include hiring a chartered surveyor on behalf of the PC to finalise plans
- Working with potential pavilion suppliers to get quotes
- Managing the selection process
- Researching and applying for grant applications
- Leading local fundraising activities
- Overseeing building of the pavilion, including managing the supplier and accepting the final delivery is complete, along with utilities, furniture, decorations, etc.
- Setting up a booking process for new pavilion
- Agreeing maintenance process and budget

The PC will remain responsible overall for development of the new pavilion. Neil will work with a designated lead Councillor, who will act as the PC's point of contact for the pavilion. Together they will:

- Develop an overall plan to be shared with the PC and the village
- Report to the Council and provide regular progress updates
- Seek approval from the PC at key milestones, such as approval of the final design and selection of the final pavilion vendor
- Seek approval for any budget required for the pavilion from the PC.
- Set up WG of key stakeholders, if deemed appropriate.