



Agenda – Meeting of Whitchurch-On-Thames Parish Council

All Councillors are summoned to a Council Meeting, to be held at
Whitchurch-On-Thames Village Hall on Thursday 12th September 2019 at 8:00pm

- 1 Apologies for absence & read Mission Statement 20:00
- 2 Declaration of Interests by Councillors on any items on the Agenda.
- 3 Appointment of a new Clerk 20:05
- 3.1 To approve updated Clerk & RFO Contract **Provided to Cllrs**
- 3.2 To approve appointment of a new Clerk & RFO
- 4 Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda. With the Chairman's permission, a member of the public may express their point of view on specific items of business. Five minutes are reserved per item.
- 5 Chairman's Announcements. 20:10
- 6 To approve minutes of the meetings of 15th July 2019 20:15
- 6.1 16th May 2019
- 6.2 20th June 2019
- 6.3 Extraordinary Meeting 26th July 2019
- 6.4 Approve motion to keep minutes of Extraordinary Meeting of 26th July 2019 confidential to members of WoT Parish Council until GDPR request from Cllr Bowen is resolved.
- 7 Planning Applications – to discuss and agree Council's response to the following:
- 7.1 P19/S0366/FUL Coombe Park Coombe Park Road Whitchurch On Thames RG8 7QT. 20:25
Replace existing fence west side of drive. (As per amended plans and description submitted 29 July 2019)
- 7.2 To Note planning decision on P19/S2176/FUL, Foxglove Manor Whitchurch Hill RG8 7NT, has been **GRANTED**
- 8 To receive reports from the representatives of Oxfordshire County Council and South Oxfordshire District Council. 20:40
- 8.1 SODC District Councillor Report **Appendix A**
- 9 Finance 20:50
- 9.1 To approve resolution to unpaid HMRC tax bill resulting from incorrect submissions.
- 9.2 To note receipts for July & August 2019 **Appendix B**
- 9.3 To approve the payment schedule for September (To be appended to Minutes)
- 9.4 To note the reconciled bank account balance as at 31st August 2019. **Appendix C**
- 9.5 To review expenditure against budget as at 31st August 2019 **Appendix D**
- 9.6 To approve Virement to the 2019/2020 budget to support updated Clerk Contract.
- 9.7 To approve bank mandate variation to remove I Chantry, replace with L White with online access.

- 9.8 To approve application to Lloyds Bank to be able to make online payments.
- 9.9 To approve instruction of Arrow Consulting for the Internal Audit 2019/2020
- 10 To approve updating the Standing Orders, items to be considered including Quorum of 3, circulation requirement of draft minutes, minimum 6 monthly attendance. **Appendix E** 21:00
- 11 TAPAG, to receive update and agree actions arising. 21:10
- 11.1 Hight Street traffic flow – next steps.
- 11.2 To approve Terms of Reference for TAPAG working group. **Appendix F**
- 12 Manor Road 21:20
- 12.1 Pillar, to receive update
- 12.2 Weeds, to approve weedkilling the area, and add ongoing weedkilling to yearly maintenance.
- 13 Polish Church: to approve proposal for clearer identification of role and uses of land surrounding Polish Church 21:25
- 14 To receive the report from the Returning officer regarding: Polling District Review, Approve registration of a secondary nominated polling Location **Appendix G** 21:30
- 15 To approve level of request and associated budget to be made to OCC for Winter Salt, and 1 new salt bin for Manor Road. 21:35
- 16 To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list. **ActionLog** 21:40
- 17 Matters for future discussion.
- 18 Confidential Business - To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.
- 19 To receive ICO response on Case Reference Number RFA0821799, regarding further actions required by the council. 21:50
- 20 To confirm the date and time of the next Meeting. 10th October 2019, 7:30 21:55

**SODC District Councillors' Report
6 September 2019**

Cllr Peter Dragonetti

Emerging Local Plan 2034

The leader of the council and cabinet members have had meetings with members of OCC, Highways and MHCLG regarding the impact on the Housing Infrastructure Fund (HIF) of withdrawing the Emerging Local Plan 2034 from the inspectors.

Clear answers have not yet been forthcoming and there is no clarity on the impact of reducing housing numbers in certain sites (eg in Culham or Berinsfield) on the HIF.

Loss of the HIF money would mean that some key sites already allocated under the Core Strategy cannot come forward and so South Oxfordshire and the Vale could both lose their five-year housing land supply and be open to speculative development.

The HIF relates mainly to new roads around Didcot.

It is important to note that under the Emerging Local Plan 2034, which plans for some 28,000 new homes in the district, South Oxfordshire will lose its five-year housing land supply in 2021/22 and 2023/24.

As a result of this uncertainty, the cabinet and full council meetings scheduled for this month (September) have been cancelled and deferred to October. This is to enable cabinet, council and scrutiny to make their decision based on full facts.

Council will meet on 10 October to decide on a course of action on the Local Plan.

Audit of accounts and Budget 2020/21

Our unaudited financial accounts for 2018/19 are now available online on our website.

<http://www.southoxon.gov.uk/about-us/how-we-work/our-finances/statement-accounts-0>

This year, our audited accounts were not available by the 31 July deadline due to a delay by our external auditors. They have written to both South and Vale councils in a joint letter to explain the reasons for the delay and have let us know that the audits will now take place later this month or in September.

<https://www.dropbox.com/s/jgs3a1ttrggbe63/South%20%20Vale%20Reschedule%20letter%20130619.pdf?dl=0>

Once the accounts are audited, we will publish them on our websites.

Budget

The budgeting process begins this month and the council will begin drafting its new medium-term financial plan. The District, in common with councils across the country, is in difficult financial straits.

Over the past five years the council has been taking an average of £2m per annum from usable reserves in order to balance its budget. At this rate, the usable reserves will last seven years.

David Turner, cabinet member with responsibility for finance, and William Jacobs, the council's head of finance, have asked for all cabinet members to work alongside heads of service to identify savings and potential ways of increasing revenue through fees and charges. New projects should seek external sources of funding.

It should be noted that the average council tax charge in Shire District councils for a Band D property is £186 compared with SODC which charges £122 for a Band D property.

Grants

The Councillor Grant Scheme has opened again. Under the scheme, each Councillor has a budget of £5,000 to award to projects or services that will benefit our communities.

Councillors can award between £250 and £5000 to a project - examples might include new play equipment, installation of solar panels or accessibility improvements for a community facility. Applicants CAN approach more than one councillor if their project supports residents across a larger area.

Projects must be complete within 12 months of the award decision. The scheme closes on **10 January 2020**.

Apply through the website: www.southoxon.gov.uk/grants

Electric Blanket Testing

As autumn approaches and temperatures fall, residents might be thinking about getting out their electric blankets. Oxfordshire County Council Trading Standards and Fire & Rescue Service are offering free electric blanket tests. Safety test sessions take place in Henley on Wednesday 23 October, Henley Town Hall.

To book a safety check, please phone 01865 895 999 or email

communityengagement@oxfordshire.gov.uk

Fly-Tipping

A Bix resident raised concerns about the imposition of charges for disposing of waste at Council recycling centres. Similar concerns have been raised by Keep Britain Tidy and the Telegraph and Sun newspapers.

While the figures show an increase in fly tipping nationally, there is no definitive evidence to show the increase is as a direct result of the introduction of charges.

SODC's Environmental Services department said: "We work proactively on enforcement wherever we obtain evidence and have had significant successes over the last few years. During the investigations and interviewing process, the introduction of charges hasn't been shown to be a factor as to why someone has fly tipped."

Fly tipping does not result in a specific clearance cost to the District Council as the contract with Biffa is an all-inclusive and covers the removal of fly-tipping.

Fly Tipping – Bix

Reports of a fly tip on Whites Lane were received by Biffa in April. The matter was listed as closed when the Parish Council raised it at the last meeting. SODC's Environmental Services team visited the site and confirmed that the fly tip was not on "relevant land."

If the Parish is able to provide contact details for the land owner, SODC is very happy to make contact with them and to encourage them to make arrangements for the waste to be cleared.

Ian Matten is the contact at Environmental Services: ian.matten@southandvale.gov.uk

July & August Receipts

None

August 31st Bank Reconciliation

Date:06/09/2019

Whitchurch on Thames PC 2019/2020

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Time:21:18

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 1 - Current Account

User: LEW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Whitchurch on Thames PC	31/08/2019		61,257.59
			<u>61,257.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
17/06/2019 000482 St Mary's PCC		45.00	
			<u>45.00</u>
			61,212.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,212.59
		Balance per Cash Book is :-	61,212.59
		Difference is :-	0.00

Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	<u>Income</u>											
1076	Precept	25,975	25,975	0	0	26,583	0	26,583	26,583	0	0	0
1095	Pavilion fund	0	95	0	0	0	0	0	0	0	0	0
1105	CIL money	0	2,171	0	0	0	0	0	0	0	0	0
1900	Miscellaneous income	0	238	0	0	0	0	0	70	0	0	0
	Total Income	25,975	28,480	0	0	26,583	0	26,583	26,653	0	0	0
	Movement to/(from) Gen Reserve	25,975	28,480			26,583		26,583	26,653	0		
101	<u>Staff costs</u>											
4000	Salary & expenses	3,900	4,415	0	0	4,000	0	4,000	2,046	0	0	0
4010	Chairman's allowance	50	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	3,950	4,415	0	0	4,000	0	4,000	2,046	0	0	0
	Movement to/(from) Gen Reserve	(3,950)	(4,415)			(4,000)		(4,000)	(2,046)	0		
201	<u>Administration</u>											
4201	Audit fees	575	562	0	0	600	0	600	397	0	0	0
4210	Insurance	550	554	0	0	580	0	580	574	0	0	0
4220	Parish magazine	1,400	1,558	0	0	1,300	0	1,300	805	0	0	0
4230	Postage	50	22	0	0	50	0	50	4	0	0	0
4240	Printing	200	491	0	0	500	0	500	56	0	0	0
4250	Stationery & office equipment	100	498	0	0	200	0	200	114	0	0	0
4255	Miscellaneous costs	2,750	2,704	0	0	1,800	0	1,800	1,039	0	0	0
4256	Section 137	0	0	0	0	2,603	0	2,603	0	0	0	0

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4260	Subscriptions	350	244	0	0	100	0	100	40	0	0	0
4270	Website hosting	75	50	0	0	80	0	80	50	0	0	0
	Overhead Expenditure	6,050	6,683	0	0	7,813	0	7,813	3,078	0	0	0
	Movement to/(from) Gen Reserve	(6,050)	(6,683)			(7,813)		(7,813)	(3,078)	0		
301	<u>Allotments</u>											
4301	Allotment rental	200	419	0	0	200	0	200	0	0	0	0
4310	Allotment other costs	500	55	0	0	100	0	100	0	0	0	0
	Overhead Expenditure	700	474	0	0	300	0	300	0	0	0	0
	Movement to/(from) Gen Reserve	(700)	(474)			(300)		(300)	0	0		
401	<u>Environmental</u>											
4401	New equipment	500	37	0	0	1,000	0	1,000	0	0	0	0
4410	Village maintenance	4,425	2,515	0	0	2,750	0	2,750	560	0	0	0
	Overhead Expenditure	4,925	2,551	0	0	3,750	0	3,750	560	0	0	0
	Movement to/(from) Gen Reserve	(4,925)	(2,551)			(3,750)		(3,750)	(560)	0		
501	<u>Donations and grants</u>											
4501	Grants/donations	1,000	1,050	0	0	750	0	750	750	0	0	0
	Overhead Expenditure	1,000	1,050	0	0	750	0	750	750	0	0	0
	Movement to/(from) Gen Reserve	(1,000)	(1,050)			(750)		(750)	(750)	0		
601	<u>Open spaces</u>											

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Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4601	Grass-cutting	4,250	4,155	0	0	4,000	0	4,000	0	0	0	0
4610	Play equipment inspections	100	77	0	0	100	0	100	79	0	0	0
4620	Play equipment maint. & repair	500	0	0	0	500	0	500	96	0	0	0
4630	Village green/sports field	2,500	1,881	0	0	3,370	0	3,370	566	0	0	0
	Overhead Expenditure	7,350	6,113	0	0	7,970	0	7,970	742	0	0	0
	Movement to/(from) Gen Reserve	(7,350)	(6,113)			(7,970)		(7,970)	(742)	0		
701	<u>Village hall</u>											
4701	Village hall donation	1,000	1,000	0	0	1,000	0	1,000	0	0	0	0
4710	Village hall other costs	1,000	7,195	0	0	1,000	0	1,000	504	0	0	0
	Overhead Expenditure	2,000	8,195	0	0	2,000	0	2,000	504	0	0	0
	Movement to/(from) Gen Reserve	(2,000)	(8,195)			(2,000)		(2,000)	(504)	0		
801	<u>Capital Expenditure</u>											
4810	Pavillion	0	0	0	0	0	0	0	3,610	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	3,610	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(3,610)	0		
999	<u>VAT data</u>											
115	VAT on receipts	0	2,184	0	0	0	0	0	0	0	0	0
	Total Income	0	2,184	0	0	0	0	0	0	0	0	0
515	VAT on payments	0	2,401	0	0	0	0	0	441	0	0	0

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	0	2,401	0	0	0	0	0	441	0	0	0
Movement to/(from) Gen Reserve	0	(217)			0		0	(441)	0		
Total Budget Income	25,975	30,663	0	0	26,583	0	26,583	26,653	0	0	0
Expenditure	25,975	31,882	0	0	26,583	0	26,583	11,731	0	0	0
Movement to/(from) Gen Reserve	0	(1,218)			0		0	14,922	0		

**Motion to update Standing Orders/Meeting dates
September 2019 Parish Council Meeting**

1. Change in Quorate Definition

3. MEETINGS GENERALLY

From:

- v. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than four.

To:

- v. Three members, or one third of the total membership, whichever is the greater, will constitute a quorum at a Council Meeting.

Rationale:

- The definition for one third of the total members to be quorate is standard and defined in the Good Councillors Guide.
- The requirement for 4 in our standing orders is non-standard. Neighbouring villages Goring, Pangbourne, South Stoke, and Goring Heath use the 3 councillors, one -third rule, for a quorum. I am not aware of the historical reason for us raising this to 4.
- Given that most councillors in our village have busy lives and occasionally miss a meeting or need to arrive late, we should revert to the one-third requirement to avoid unnecessary delays in achieving council business.
- The preference is clearly still that all 7 councillors attend all meetings, but periodic absences or tardiness is unfortunately unavoidable.

2. Review of draft minutes

11 DRAFT MINUTES

From:

e. If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place

To:

e. The Council shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place. Draft minutes shall be distributed to Councillors by the Clerk within one week of a meeting being held. The Clerk shall give Councillors up to one week to make comments on the draft minutes before publishing them on a public website with any appropriate comments in the draft incorporated.

Rationale:

- The requirement that this standing order applies to Councils with income less than £25,000 is no longer valid for our standing orders, although the requirement to issue draft minutes is still relevant.

- We should balance the need to provide information on Council decisions to the public in a timely manner, while giving councillors the opportunity to ensure draft minutes are accurate first. I propose that any councillors just send comments to the clerk directly to consolidate within one week but we do not attempt to have email debates about any comments.
- The initial one-week review period for councillors to review the draft would not affect a councillors' right to make comments on the accuracy of draft minutes at the next meeting, where we could have a discussion about any comments if needed prior to final approval.

3. Continued Absence from Meetings

11 MEETINGS GENERALLY

New

- y. A councillor is disqualified if s/he does not attend a meeting in 6 months and his/her long-term absence has not been agreed upon by a full parish council meeting.

Rationale:

- This clause is in accordance with the Local Governance Act of 1972, Section 85 (1): *if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.*
- While this is already a legal requirement, this should be included in our standing orders to ensure that all Councillors are aware of this requirement.



Whitchurch on Thames

Traffic and Parking Action Group (TAPAG)

Terms of Reference

12 September 2019

1. NAME

The group's name is Whitchurch on Thames, Traffic and Parking Action Group; referred to as 'TAPAG'.

2. OBJECTIVE

TAPAG has the following objectives:

- Take the lead in analysing and finding solutions to key traffic and parking related issues facing the village on behalf of the Parish Council. This includes finding ways to address congestion, speeding, public safety, and parking issues.
- Prepare a recommended strategy for addressing medium to long-term traffic and parking issues to be included in the 2019 Village Plan.
- Take the lead in implementing selected solutions to traffic and parking issues on behalf of the Parish Council. This includes working with Oxfordshire County Council (OCC) and other key stakeholders to implement traffic and parking strategy agreed by the Parish Council as part of the 2019 Village Plan.

3. RELATIONSHIP TO THE PARISH COUNCIL

- TAPAG will advise the Parish Council of recommended solutions to traffic and parking issues facing Whitchurch on Thames. TAPAG will not proceed with implementing any traffic and parking solution or strategy unless the Parish Council approves it.
- Budget for TAPAG led activities will normally come from the Parish Council and must be approved on a case-by-case basis.
- TAPAG will report back to the PC on a periodic basis and keep the PC advised of progress in developing or implementing solutions to new or on-going traffic and parking issues.
- PC standing orders for Working Groups apply to TAPAG.

4. MEMBERSHIP

- TAPAG will consist 1 or 2 members of the Parish Council and a number of residents volunteering their time from the village.
- A representative of the PC will normally chair the group, but this could also be someone from outside of the PC. Cllr Rachel Hatcher is now acting as Chairman.

5. STAKEHOLDERS

- TAPAG will liaise with the following stakeholders: Parish Council, OCC, SODC, Thames Valley Police, external consultants, the Village Plan Steering Committee, and residents of the village. Other stakeholders may be added as required.

6. MEETINGS

- TAPAG will meet regularly, typically every month.
- Minutes for each meeting will be shared with TAPAG members and members of the PC. Minutes will not generally be shared on the Village website as traffic and parking related decisions will also be included in the PC meeting minutes.
- If members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

7. GENERAL

- Changes to the Terms of Reference are to be approved by the PC.
- Winding up: the PC has the authority to disband TAPAG at any time, acting reasonably.
- This Terms of Reference was adopted on _____ by approval of the Parish Council and members of TAPAG.

SOUTH OXFORDSHIRE DISTRICT COUNCIL REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019

COMMENTS FROM THE ACTING RETURNING OFFICER

This sets out the Acting Returning Officer's (ARO) submission to the above review.

The ARO is responsible for the conduct of the elections for one Parliamentary Constituency which covers part of South Oxfordshire District Council – namely Henley. The boundary of this constituency extends to also cover part of Cherwell District Council. Part of South Oxfordshire District Council is within the Wantage constituency which is the responsibility of the ARO for Vale of White Horse District Council.

The following comments concentrate solely on the polling districts and polling places which are located within South Oxfordshire District Council.

The council undertook an interim review in 2018 in preparation for the district and parish council elections in May 2019. There have been very few adverse comments from voters, political parties or polling station staff about the polling places used. Consequently, I am content with the current designations, which on the whole have been in place for the District, County, Police and Crime Commissioner, Parliamentary and European elections in the past four years. In general terms, all the buildings used as polling stations are considered to be fit for purpose, accessible to the majority of the electorate which the venue serves, and accessible for those with a disability.

Because of recent community governance reviews the council has adjusted some parish boundaries and proposed, and received consent, to make related alterations to district ward and county division boundaries. These changes have resulted in changes to some polling districts to reflect the changes at parish level.

The table available on the [council's website](#) sets out the name of each polling district and the polling place used. It also shows where a polling place is outside a polling district. As stated, I am content with the current arrangements but do have a few observations set out below:

- Where possible I suggest that the council should identify an alternative polling place for that designated in case it is not available for a particular election.
- Attempts are made not to use schools for polling places as, understandably, head teachers and parents do not welcome either the disruption of closing the whole school for a day or the security issues if a room is used as a polling place and the remainder of the school remains open. As part of the 2018 interim review the council designated the Thame Snooker Club to replace Barley Hill School. The council currently designates the Youth Centre at Lord Williams Schools as a polling place for polling district LNA4 and Culham Parochial Primary School for polling district LLA. I would urge the council to seek an alternative venue if possible.

- The council should revisit the designation of polling places in Henley-on-Thames in light of comments received from Henley Town Council during the 2018 review and concerns that the Henley Leisure Centre is not suitable as a polling place in terms of a convenient location and accessibility issues within the venue.
- The Fox and Hounds Public House is a split polling place serving voters in Pyrton, Shirburn and Watlington parishes. I ask the council to investigate the continued designation of this venue as a polling place having regard to the availability of alternative polling places within the respective parishes.
- I suggest no polling place is shared by two district wards, unless special circumstances apply, such as the lack of a suitable building for polling stations in the adjoining areas, to avoid potential confusion for voters. Where this is not avoidable, or is considered to offer geographical convenience to voters, the use of separate rooms or a physical boundary should be considered.

I will continue to monitor developments in respect of the major residential developments in South Oxfordshire and make recommendations to change polling districts and polling places as required.

I reserve the right to make further comments after the close of the public consultation period.

Margaret Reed

Acting Returning Officer for the Henley Parliamentary Constituency

6 August 2019