

# *Whitchurch-on-Thames Parish Council*

**MINUTES** of the Parish Council meeting held in ‘The Old Stables’, Tuesday 12<sup>th</sup> June 2018, commencing at 8.00pm.

## **PRESENT**

Chairman	Jim Donahue
Councillors	Dave Bowen Keith Brooks Sarah Hanfrey Denise Huxtable
Clerk	Felipa House

Public:

Diana Smith, Mel Taylor, Anneliese Kemp, Hilary Jensen, Andrew Clarence, Rachel Grocott.

### **1. Apologies for absence**

Cllr. Hatcher, Cllrs. Bulmer & Simister.

### **2. Declarations of interest**

None were given.

**3. Public forum** Opportunity for members of the public to address the Council. With the permission of the Chairman, the public may also speak about specific items of business as they arise.

Hilary requested a new photo of the Parish Council for the website.

Rachel Grocott, Mel Taylor & Anneliese Kemp explained that the pre-school committee would like to move the village fete from its usual August/September slot to the first Bank Holiday Saturday in May. As the committee starts & ends in May now a late summer fete is very difficult to organise; the new date would, however, give a year’s planning time. The proposed date would not clash with any other local village fetes. The committee are hoping to rebrand & enhance the fete, with perhaps live music & events into the evening. Cllrs. Bowen & Brooks would perhaps be able to help with this. The Council would also consider a contribution towards the cost of the music. The Council unanimously agreed to approve Cllr. Hanfrey’s motion to move the fete permanently to May from 2019.

Mel mentioned that a replacement event for the fete could be an open air cinema evening, hopefully from September this year. Leslie Prater will be asked to help with providing electricity. The Council were in favour of this suggestion. The pre-school committee will investigate & let the Clerk know should they need to book the village green. An additional event proposed by a resident will be deferred to 2019, due to lack of planning time. Cllr. Hanfrey’s motion to organise alternative events in September was therefore approved.

### **4. Agree minutes of Parish Council meeting 8<sup>th</sup> May 2018**

Cllr. Hanfrey wanted to amend slightly something in section 10 ‘Finance’ referring to the Clerk’s request for extra hours. This was agreed & the Clerk will amend the minutes accordingly & circulate them.

## **5. Receive district councillor's report**

Cllr. Simister was not present.

## **6. Receive county councillor's report**

Cllr. Bulmer was not present.

## **7. Review planning applications**

- (i) P18/S1417/HH, 'Herringbones Cottage', High Street (single-storey extension). The owner, Andrew Clarence, completed a pre-planning application with the conservation officer, who stated no objections bar that the materials must match the existing. Objections have come from the neighbours, who feel that the apex of the roof would be seen from the road & are also concerned that the extension will become a separate dwelling. Andrew said that the extension size has been reduced from the original plans & the extension will only be a kitchen. Used tiles & old bricks will be used, as well as lime mortar on the exposed brickwork. Cllr. Huxtable had been to see the applicant & dwelling. Cllr. Hanfrey proposed that the Council submit 'Has no objections' with the comment that the extension should match the existing materials on site. The Council unanimously approved this.
- (ii) P18/S1043/HH, 'The Baulk', Path Hill (amendment no. 1. Replacement of pool room). This had been sent for information only & has already been approved.
- (iii) P18/S1756/HH, 14 Swanston Field (front & rear extensions). Although the Council thought that the extension was quite big at the back it was felt to be satisfactory. It was resolved unanimously that 'Has no objections' be submitted.

## **8. Finance**

- (i) Approve payments & note receipts for the preceding month.

Monthly salary for the Clerk plus extra hours payment  
Expenses for the Clerk for Royal wedding party items (£69.09)  
Invoice from The Letterworks for village plan printing (£270.00)  
Expenses for J. Donahue for parish assembly refreshments (£62.50)  
Invoice from The Roy Bailey Dance Band for Royal wedding party entertainment (£258.30)  
Payment to Leslie Maynerd for MOWS expenses (£71.98)  
Payment to A. Aitchison for football pitch repairs (£215.29)  
Invoice from Arrow Fencing for Polish church site fence (£1,440.00)  
Payment to St. Mary's PCC for outside tap on 'The Old Stables' (£178.10)  
Invoice from Came & Company for annual insurance (£553.99)  
Annual grant for the village hall (£1,000.00)  
Invoice from Arrow Accounting for internal audit fee (£322.28)  
Payment to OALC for training course for Chair (£96.00)  
Grant to APT Community Trust for toilets (£750.00)

MOWS had included a small cost for weeding in the High Street in their invoice. This had not been authorised in advance by the Council. The Clerk will request that no further work is carried out by any other contractor except Azalea Landscapes.

It appears that a Chubb invoice for a fire extinguisher in the village hall has not been paid. The Clerk will investigate as it appears that this may be the invoice due to be paid by the person who held the party.

- (ii) The current bank account reconciliation was noted & authorised.
- (iii) Following the Clerk's resignation the Chair would like a job evaluation of the role to be carried out before the position is advertised. The Council approved this spend, which will be about £75. This can be carried out via OALC.
- (iv) (a) The Council approved & signed the annual governance statement (page 4) of the Annual Governance and Accountability Return 2017/18  
(b) The Council approved & signed the accounting statements (page 5) of the Annual Governance and Accountability Return 2017/18. The Return will now be sent to the external auditor & the exercise of public rights displayed.
- (v) The annual grant for the village hall was approved, as was that to Action for Pangbourne Toilets, although the latter is not guaranteed for further years. The outside tap for The Old Stables has to be installed by the diocesan plumber so there is no possibility of obtaining further quotes. This spend was also approved.
- (vi) The Council approved the purchase of a Council laptop & external USB. The Clerk will investigate the options & send some details to the councillors.

### **9. Village green**

- (i) (a) & (b) Both Cllr. Hanfrey's motions were approved as per section 3, 'Public forum'.
- (ii) Cllr. Donahue has received a few complaints about grass cuttings being left on the village green. Collecting the clippings is not part of the maintenance contract so there will be extra cost involved. Cllr. Brooks will investigate.

### **10. Village green pavilion project**

- (i) Cllr. Donahue had circulated a motion (attached) before the meeting regarding an agreement with a resident, Neil Huntington, to help advance the building of the new pavilion. Neil had made some comments on the proposals, which had been accepted. The Council voted unanimously to support this motion.
- (ii) Cllr. Brooks agreed to be the Council representative for the building elements of this project. He will be in charge of planning & will work with Neil Huntington. Cllrs. Brooks & Bowen feel that higher levels of funding are now available from SODC. Cllr. Hanfrey will be the Council representative for the grant application & other financial areas of the project & work with Neil on these topics. The cricket club has requested accurate estimates of costs to assist them with their fundraising.

### **11. Village environment/maintenance**

- (i) Cllr. Brooks proposed a motion for the purchase of a bench for the Polish church site. He had obtained 3 quotes. The Council approved the purchase of the sturdiest bench. The Clerk will liaise with Sally Woolhouse as to when she needs to purchase it. This will cost about £150.

Cllrs. Donahue & Hanfrey would like to see an overall vision for the area, so that future work can be carried out appropriately. The Clerk will ask Sally Woolhouse to present to the Council. This was approved unanimously.

### **12. Village Plan**

- (i) Cllr. Donahue went through the process that had been followed in setting up the village plan & the rationale behind the establishment of the village plan working group, its actions & draft terms of reference. Cllr. Hanfrey felt that the documents provided, however, had not specified whether the group was independent, how it reported in to the Council & how its set-up had been clarified. The Parish Council should be the group

implementing any actions &, where it has responsibilities, agree a group's terms of reference, scope & limitations. The village plan group should be asked to come up with terms of reference & present them to the Council when complete. Cllr. Hanfrey also felt that Cllr. Donahue shouldn't be chair of the group as well as Parish Council Chair/a councillor & that a chairperson from the community should be found instead to lead the group. Cllr. Donahue will ask the current secretary if he would like to take over the role.

Diana Smith mentioned that multiple surveys could be submitted by each household using the paper forms or different IP addresses.

### **13. Parish Council processes**

- (i) Cllr. Bowen had raised the topic of length of committee meetings. According to the standing orders they should finish by 10pm, unless there are exceptional circumstances. This was agreed by all Councillors. It was agreed that the Clerk should arrange an offsite meeting for the Council to discuss standing order processes, the new updated draft of the standing orders & motions.
- (ii) Cllr. Donahue has sent the new residents' issues list to the Council & it can be accessed via GoogleShare. Residents' initials could be added to the list to make it as anonymous as possible. Each councillor could log their own issues. The list will be discussed at the offsite meeting.
- (iii) 1 official application has been received for the parish councillor vacancy. The applicant from the last round of interviews will also be considered. The Clerk will ask Richard Wingfield to make the vacancy more visible on the website.
- (iv) The job description for the Clerk's position has been updated & all councillors approved it. Once the external assessment of it has been completed the Clerk will arrange for it to be advertised in the Henley Standard, on OALC's website & in their newsletter.

### **14. GDPR**

- (i) None of the councillors was keen to become the Parish Council GDPR representative for any breaches that may occur. It was suggested that perhaps the new councillor should have some expertise in this area or be willing to learn about it. It would also be helpful if the new Clerk had some understanding of this area.
- (ii) The Clerk will email the councillors to check whether they are happy to retain their personal information, particularly home addresses, on the website
- (iii) GDPR will be added to the agenda for the offsite meeting.

### **15. Updates from working groups**

- (i) TAPAG provided a summary before the meeting of their recent activities. These were: stopping the 30mph sign being relocated to the Whitchurch side of the bridge, obtaining details of traffic consultants for Parish Council approval, organising another 3 traffic surveys to have the detail needed to progress the 20mph speed limit, getting regular street cleans with advance warning, contacting Castrol to ask how traffic issues are affecting their employees & moving their meeting dates to 2 weeks ahead of the Council meeting so that any updates & actions can be communicated quickly.

Cllrs. Hatcher & Donahue met Geoff Weir of the Bridge Company, who informed them that the widening of the bridge access road from Pangbourne will now take place, although this is likely to take about 2 years. If anyone is hurt by a vehicle whilst on the bridge then the bridge company must be notified.

- (ii) Cllr. Brooks mentioned that the replacement of the windows in the village hall may require the hall to be closed for a week during the duration of the work. This is likely to take place in August.

**16. Other matters for Chairman & PC to consider** Items that arise that are not on this agenda but need discussion & to be proposed for a future agenda

None were mentioned.

**17. Date of next meeting**

This will be on Tuesday 10<sup>th</sup> July at 8pm.

*Meeting closed at 10.05pm.*

**Signed.....**  
**Chairman**

**Date.....**

### **Village Pavilion motion 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 Council 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 Council 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 Council will retain overall responsibility for development of the new pavilion. Neil will work with a designated lead Councillor, who will act as the Council's point of contact for the pavilion.

Together they will:

- Develop an overall plan to be shared with the Council and the village
- Report into the council and provide regular progress updates
- Seek approval from the Council 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 Council.
- Set up a working group of key stakeholders, if deemed appropriate.