

# *Whitchurch on Thames Parish Council*

**MINUTES** of the Parish Council meeting held in the Village Hall, Monday 2<sup>nd</sup> March 2015 commencing 7.30pm.

## **PRESENT**

Chairman	Mr. H. Butterworth Mr. K. Brooks Mr. V. Aldridge Mrs. L. Lucas Mr. J. Donahue Mrs. P. Slatter
Clerk	Ms. J. Welham

### **1. To receive apologies for absence**

Mr. J. Donahue.

### **2. To receive declarations of interest**

None.

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. The owners of Mallards Cottage on The High Street to talk about the proposed white line plan.

### **4. Agree Minutes Parish Council Meeting 5<sup>th</sup> January 2015**

Addition to Item 11 add a last paragraph restating the Parish Council's view as per the minutes of 5<sup>th</sup> January 2015.

Then Approved as true record.

### **5. Reports from other Groups/Committees**

#### **Tapag**

Richard Wingfield reported that there were not new issues.

#### **Village Hall**

##### **Stephen Trinder reported,**

The Committee met on 11 February. The essential purpose was to effect the replacement of the retiring Chair (Stephen Trinder) by Laura Lucas and the Treasurer (Nigel Grove) by Jill Bradon. The opportunity was taken to add one new member (Keith Brooks).

These changes will be reported to the Charity Commissioners and amendments made to the banking mandate/arrangements.

A number of other minor operational matters were discussed, the details of which have been separately reported and circulated in the Minutes of the meeting.

### **6. High Street – White Line proposal**

Richard Wingfield – Tapag, circulated the latest revision of the diagram showing what OCC Highways had agreed to carry out at the various points in the Lower Narrows and along the High Street. Mr & Mrs. Garrett felt that it was not really a solution and that waiting restrictions would be a potential better solution.

The Clerk advised that OCC prefer to carry out the work starting in April as this reduces the cost as the contractors do not have to surface dry the road before painting the white lines. Cost quoted by OCC is £1782.

The PC agreed to advise OCC to carry out this work as per the diagram discussed and shown. Cllr. Slater abstained from voting.

### **7. Village Green – review and report**

Cllr. Slatter reported that Cllr. Brooks will continue to assist with the Village Green and carry out tasks as he has in the past such as bench repairs, and various maintenance jobs.

Pavilion project is ongoing and a visit to a reference site is to be arranged for Cllr Slatter to visit and inspect the type of building construction offered by one of the Contractors who have sent in details. The Clerk is still following up with two other Contractors contacted for more detail.

### **8. Planning**

Cllr. Aldridge reported that he had examined the plans for the listed applications and visited the sites. He had checked on the SODC website for any comments from neighbours.

P15/S0337/FUL : Demolition of an existing 3-bedroom dwelling with 2-bedroom annexe and double carport and construction of a new replacement 4-bedroom dwelling house with 2-bedroom annexe and double garage. Address: Bozedown Farm Hardwick Road Whitchurch on Thames RG8 7QY  
Recommendation from the PC No Strong Views.

REF: P15/S0402/LDP CERTIFICATE OF LAWFUL DEVELOPMENT FOR:

Single storey rear extension. : 17 Hillside Hardwick Road Whitchurch On Thames RG8 7HL

A letter had been received from SODC stating that they were going to issue the Lawful Development Certificate.

P15/S0113/LB (Listed Building Consent) : Replacement of the three front ground floor windows.  
Address: 4 Whitchurch House High Street Whitchurch on Thames RG8 7EP.  
PC recommend Approval.

P15/S0337/FUL (Full Application) : Demolition of an existing 3-bedroom dwelling with 2-bedroom annexe and double carport and construction of a new replacement 4-bedroom dwelling house with 2-bedroom annexe and double garage. Address: Bozedown Farm Hardwick Road Whitchurch on Thames RG8 7QY.

A email from a neighbour had been sent to the Clerk and the Chairman listing objections. The Chairman had advised the resident to send the objections to SODC.

The PC recommendation is No Strong Views, however they would ask SODC Planning Officers to list a condition regarding site traffic access times during the demolition and construction.

P15/S0274/CC This application has been put forward by Oxfordshire County Council and is for a modular classroom at the primary School, Eastfield Lane.  
The PC recommend Approval.

## 9. Village Maintenance/Environment

Cllr. Brooks reported no new issues.

## 10. Finance – Approve Payments/note receipts

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/03/2015	J. WELHAM	SO	435.04	Feb salary
01/03/2015	HMRC	SO	97.76	Feb tax
02/03/2015	Butler & Proctor Ltd.	181	10,770.00	Hardwick Rd Passing Places
02/03/2015	Community Heartbeat Trust	183	2,130.00	Defib & Cabinet
		<b>Total Payments</b>	13,432.80	

## APPROVED

**Noted no receipts.**

### 10.1 Budget

The Clerk circulated the latest budget report for this Financial Year ending 31<sup>st</sup> March 2015. Some areas are over budget such as the Village Maintenance, this is due to expense on tree works. New Equipment for the village was also slightly over, this however is because the defibrillator cost is coded against new equipment, but this overspend is cancelled out by the kind donation from Stephen Trinder for this unit.

It was agreed that the new financial year will have budget challenges as Parish Councils more and more are having to pay for costs that the District and County Councils no longer cover such as weed spraying, and general maintenance of pavements, footpaths etc due to the cost cuts from Central Government.

However the end of year figures will be in the black and the PC agreed any surplus in the operating account should be invested into an account to gain some interest in the new financial year.

### 10.2 Quotations/Grants received

**None.**

## 11. Other Matters for Chairman, PC to Consider.

Cllr. Slatter reported that during a visit from her daughter who had parked her car outside her house someone had placed a note under the windscreen about the parking. This note stated it was from the Parish Council Chairman. The PC had not issued any such note and neither had Tapag on behalf of the PC. Cllr. Slater will monitor.

The Chairman advised that the Smart Water project was now at 80% uptake so the signs could be erected in the village. He had an example sign, and advised the locations he had agreed with PCSO Mark Bell. The PC agreed, Clerk to advise Mark Bell by formal email.

Cllr. Slatter raised the point again about charges for the use of the Village Green, the Clerk advised the amount charged in several other Parishes. The PC agreed that users should be charged a fee towards maintenance such as the grass cutting. Clerk to advise the Cricket Club and the Football Club that charges would be made from the new Financial Year April 1<sup>st</sup> 2015. Cllr Slatter to visit the School to discuss.

Cllr. Aldridge reported that he had attended the Planning Strategy meeting at SODC for the Local Plan to 2013 which was to look at where the extra new housing for the District will be allocated.

All villages are now being considered, not just the large villages so the PC need to look at the Parish Plan and consider the implications, and be aware of the housing allocations, as there are a few sites in the village that could be developed.

The Chairman and the Clerk reported that the Hardwick Road passing places were now completed.

The contractors quoted cost that included the drainage which had subsequently been removed by OCC will not be reduced as OCC had raised the technical specification of the sub surface and top surface above that which the contractor had quoted.

The project costs and quotation details were discussed and are recorded in the minutes of December 1<sup>st</sup> 2014 PC meeting. The PC all agreed that they remembered agreeing the figures and that the Clerk had verbally advised at that meeting that the drainage was not included.

**12. Note date of next meeting Monday 6th April 2015.**

Meeting closed at 10.20pm

Signed..... Date.....

# *Whitchurch on Thames Parish Council*

**MINUTES** of the Extra ordinary Parish Council meeting held in the Village Hall, Monday 17th March 2015 commencing 7.30pm.

## **PRESENT**

Chairman	Mr. H. Butterworth Mr. K. Brooks Mr. V. Aldridge Mrs. L. Lucas Mr. J. Donahue Mrs. P. Slatter Mr. J. Donahue
Clerk	Ms. J. Welham

### **1. To receive apologies for absence**

Mrs L. Lucas.

### **2. To receive declarations of interest**

None.

### **3. Hardwick Road.**

The Chairman asked the Clerk to update the Parish Council in respect of the Hardwick Road Passing Places Site visit from OCC Highways Keith Stenning and Jeremy Fry.

The site had been subject to some changes from the Wothabs working group who had created a footway and also planted grass seed along the verges. Some wooden plank bridges and signage had been erected. OCC Highways advised that the group had worked on the highway illegally and that all items needed to be removed. They also stated that no further work should be carried out without prior consultation and the correct licenses and permissions being obtained. They had emailed the Clerk with the following instructions,

*The authority has the following concerns regarding the additional works:*

- 1. The creation of an informal footway which crosses ditches using wooden planks. This creates unacceptable risks of potential liability claims to the authority*
- 2. The insertion of poles and sticks with marker tape tied to the top to act as a verge protection. This does not comply with the guarding requirements in the Traffic Signs Manual (TSM) and creates a visual distraction to drivers. It also implies that this area of verge is not to be used by the public.*
- 3. The display of directional instruction plates for pedestrians. Again, does not comply with TSM and implies that a part of the highway is not available for use by the public. Additionally any claim arising from a member of the public following the instructions on the signs would be indefensible.*

*The above works should have been done under a licence and should certainly comply with the signing and guarding directions as per Chapter 8 of the Traffic Signs Manual*

*The authority requires that these works are rectified as soon as possible and in any event within 28 days of this email. Your contractor should contact the licencing team to extend their licence to enable them to undertake the corrective works.*

*If the Parish Council or associated groups would like works undertaken to the highway verge they should apply to the authority with their proposals.*

The Chairman made it clear that the Parish Council could have been held liable if any accidents had happened and that no insurance cover was in place as the PC had not been informed about this working party by the group in advance.

The Chairman advised that any such activities in the future need to be brought to the PC first for consideration and approval prior to any activities taking place.

**4. Parish Councillor Vacancy – review candidates following interviews.**

The two candidates were discussed and their merits put forward by Cllr. Brooks and the Chairman who conducted the interviews. The Clerk to advise and send the necessary Nomination Pack for submission for the PC Elections. Both candidates can submit nomination papers should they wish as they can be downloaded from the SODC website.

Meeting closed at 8.30pm

Signed .....Date.....