

Approved 21st February 2019

WHITCHURCH-ON -THAMES PARISH COUNCIL

Minutes of the Whitchurch-on-Thames Parish Council Meeting held at 'The Old Stables'

Tuesday 8.00pm 8th January 2019

Present

Chairman – Cllr Jim Donahue

Vice Chair – Cllr Rachel Hatcher

Councillors – Cllr David Bowen

Cllr Keith Brooks

Cllr Sarah Hanfrey

Cllr Katherine Higley – left at 8.55

Clerk – Ina Chantry

Members of the public – Hilary Jensen, Dianne Brooks, Diana Smith, Neil Huntington, Leslie Maynard, Gill

1. Apologies for absence

Cllr Beard presented his apologies and Cllr Higley apologized for having to leave early.

2. Declarations of Interest

None

3. Public Forum

No representations by members of the public.

4. Agree minutes of Parish Council and review actions

Minutes for 13th November approved.

Minutes for 11th December unapproved, it was requested that if a councillor did not attend a meeting it should be written apologies for absence.

A discussion took place in reference to Cllr Bowen's Section 47 GDPR request. Cllr Higley recommended the letter be forwarded to all councillors.

A brief discussion took place about moving the meeting to the second or third Thursday of the month, to enable the parish Council to hold their meetings in the Village Hall.

Resolution: Agreed to put any councilor who did not attend the meeting as having presented their apologies

Resolution: To maintain the minutes of the previous two meetings as they stand with the above change taken into account for December's meeting.

Resolution: It was agreed the third Thursday of the month was acceptable to all this would start in February.

Updating Action List

PC 11 - Secure locks for Village Green gate: Cllr Hanfrey explained she was preparing information for the Parish Council. Cllr Bowen stated that travelers were occupying a site in a nearby village.

PC 19 - '20 is Plenty' flyers are printed and awaiting distribution along Eastfield Lane and Hardwick Avenue.

PC 20 / 48 - Diana Smith stated that a meeting is scheduled with BP for Tuesday 15th January. Cllr Bowen stated that better signage could help the situation and that an application to Highways could be made.

PC 24 - Fire risk assessments for the Village Hall needs to be discussed with the Management Committee. Currently there are clearly identified fire escape routes. It was agreed clear documentation was needed and that current guidelines are followed. Cllr Brooks expressed concerns about the possible size of the task.

Action: Parish Clerk to forward the fire risk assessment guidelines received from the previous Clerk. for the village hall.

Action: Check with the cricket club to see if they have done a fire risk assessment for the pavilion.

Action: Cllr Hanfrey to send a list of what might be expected for ongoing maintenance activities for the Village Hall and Cllr Brooks to identify what is reasonable.

PC 29 - Cllr Hanfrey explained a meeting had taken place with the local conservation officer. Any Conservation Area Application has to be funded by the parish council, however the conservation officer said that a new streamlined process was being started that allowed villages to complete an application themselves. Cllr Hanfrey suggested that Whitchurch on Thames could try this new process, there would be a cost as you have to pay consultancy fees.

Action: Cllr Hanfrey to type up the minutes of the meeting she and Laura Lucas had with the Conservation Officer and share with the parish council.

PC 30 - Viability Assessment FOIA has been completed - closed

PC 30 - Urgent Works Notice FOIA, Cllr Bowen stated there had only been three in the last five years – closed

PC 32 – Eastfield House risk assessment - Ross Healthcare had responded stating it was not their responsibility to complete fire risk assessments and that the site could be accessed in the event of a fire with bolt cutters.

Action: Parish Clerk to find Ross Healthcare response on Fire Risk assessment and check validity

PC 33 - The Freedom of Information request for SOEC records of Eastfield House Fire Risk assessment sent on 12 November has had no reply. Parish Clerk had emailed again on 17th December. Cllr Hanfrey explained fire risk assessment paperwork appears to be primarily related to private companies / individuals, a local authority might be involved if they had oversight of a care home. Can be closed.

PC34 - Cllr Hanfrey was unable to provide any further information on Pangbourne Fire Brigade and Eastfield House. Leave open.

PC 36 - Cllr Hanfrey and Cllr Donahue confirmed the name of the heritage champion and Cllr Hanfrey is meeting with them later this year.

PC 37 – Request for rationale on OCC transport comments on Eastfield House application - Cllr Donahue has had an initial reply from Cllr Bulmer, but has not had any feedback from repeated requests for further information from OCC Highways.

PC 40 - Thames Water has presented a document saying there is not a history of flooding on Eastfield Lane however residents know that the area regularly floods and is designated as a Flood Zone 3.

Action: Parish Clerk to contact Thames Water and request the report from the National Geological Society and Norwich Union – Home Check Flood Report. To be completed for Standing Orders meeting 15th January.

Action: Parish Clerk to contact OALC to check appropriateness of small sums of money being spent without parish council approval.

5. Review Planning Applications

- i. P18/S3994/HH 'Hope Cottage', High Street Cllr Hatcher explained there had been one objection from a neighbor, after a brief discussion it was felt that light pollution was not grounds for rejecting a planning application.

Resolution: The Parish Council approved the application.

- ii. P18/S2965/0 Eastfield House, Eastfield Lane. Cllr Bowen explained Majesticare Viability study was flawed. There was a brief discussion of the points for objection prepared by Cllr Donahue based on information received. The points were re-ordered in order of priority. Residents were to let the parish Clerk know if they wanted a place reserved for them on the minibus.

Resolution: The Parish Council unanimously agreed to reject the application.

Action: Cllr Donahue to send his paper to the Parish Clerk for enclosure with the SODC form.

Action: Minibus to be provisionally rebooked for 6th February 2019 to transport residents to the Eastfield House SODC planning meeting.

Action: Once the date for the planning meeting has been confirmed Clerk to notify the web-site team Cllr Donahue to put the provisional date into the upcoming Bulletin.

6. Receive District Councillor's report

No report received

7. Receive County Councillor's report

No report received

8. Finance

- i. Approve payments and note receipts.
Clerks monthly salary paid.

Debits	Amount	Credits	Amount
Rialtas maintenance single user	£119.00		
Hire of 'Old Stables'	£15.00		

- ii. Current bank reconciliation signed by Cllr Donahue
- iii. Request from Thames Valley Police to increase precept to provide funding for the policing in the area for information.
- iv. It was agreed the calculation for the precept funding should be sent to SODC.

9. The Boat

Currently 'The Boat' is being used for community art projects such as the Remembrance Sunday display commemorating the 100th anniversary of the end of WWI and the recent Christmas decorations. These have clearly been popular, but there are differing opinions in the village as to whether the boat should stay or be removed. MOWS had voted to remove it in its present form. Cllr Donahue stated that the boat is currently in a state of disrepair and should be improved if it is to stay. Leslie Maynerd agreed that Spring would be when physical improvements could be made due to dry weather. This would likely include providing a raised floor and improved border on the top of the boat to make a smaller planting area, as well as painting and other improvements to make it tidier and "less shabby" going forward. This would also make it easier to maintain the flowers in a smaller area in the summer. In the meantime, the top portion of the boat will be covered with canvas material to make it more presentable. It was proposed to use 'The Boat' for a combination of flowers and art installations depending on the time of year. Cllr Hanfrey asked about public liability insurance and who owned the land the boat was positioned on.

Action: Cllr Donahue and Leslie Maynerd to speak to Sally Howard about land ownership and insurance responsibility.

Action: Parish Clerk to check if 'The Boat' can be added to parish council insurance.

Resolution: Gill Williamson and the local Knit and Stitch group agreed to take responsibility for looking after 'The Boat' through the Easter holiday. They will keep it covered and install other holiday decorations. There may be also opportunities to decorate it in the summer depending on the new boat layout.

Resolution: Leslie Maynerd and MOWS to take responsibility for physical improvements to the boat in the spring using volunteers. More volunteers are needed so this should be advertised. They will also continue to plant and maintain the flowers in it during the growing season.

10. Other items for Chairman and PC to consider

- i. Request to send minutes up to 2016 to Oxfordshire Records Office agreed.
Action: Parish Clerk to organize packaging and transportation of minutes to Oxfordshire Records Office
- ii. The Parish Council were shown the recently published Local Plan. A copy is now available for inspection. Posters advertising public viewings have been put up in the Parish Council Notice board and another will go up in the Village Hall.

Meeting closed at 9.45

Next Meeting Thursday 21st February 2019 in Whitchurch on Thames Village Hall