



MINUTES OF THE MEETING OF WHITCHURCH-ON-THAMES PARISH COUNCIL

Village Hall 20:00 Thursday 09th January 2020

Members Present

Chairman Jim Donahue

Members Jean-Marc Grosfort
Katherine Higley
Jonathan Steward
Diana Smith

Officers Present:

Clerk Jane M. Yamamoto

Public and Press: Peter Dragonetti

The meeting started at: 20:00

1	Apologies for absence & read Mission Statement – Cllrs Hatcher sent her apologies.	20:00
2	Declaration of Interests by Councillors on any items on the Agenda.	20:05
3	<p>Chairman's Announcements:</p> <p>Cllr Donahue held a meeting drafting an Emergency Plan for the village as part of the Village Plan in December 2018. He has organised an Emergency Planning meeting open to the public on Wednesday, January 29th at 2000 at the Ferryboat Inn. Updates included:</p> <ul style="list-style-type: none">- He would be inviting those that originally participated in this meeting and place an article in the Bulletin and on the village website.- It will look at key risks and actions for scenarios such as flooding, road blocks, power outages, heart attacks, etc.- Key areas to review are volunteers for a Telephone Tree contact for areas of the village. We will need contacts to coordinate with local residents that may be affected by an emergency. In particular, those residents that are vulnerable.- Grant available for £2k to spend for emergency planning.- Parish Council has the ability to release funds in the event of an emergency. The Clerk will find out how much is available to the council.- The initial Team Meeting produced a draft document that passed on an OCC Toolkit.- Cllr Higley said that you can register people with SSE to get priority access to a generator, e.g. for a dialysis machine. Cllr Steward asked for more information about the electricity. <p>Coombe Hall proposal – The Parish Council has been approached by Coombe Park Estate with a potentially satisfactory solution to the fencing along Hartslock Bridleway and behind Manor Road:</p>	20:10

	<ul style="list-style-type: none"> - They are now proposing to submit a revised planning application to use a wooden fence instead of the metal fence as previously proposed. - The wooden fence would be the same height, 2.4 m, as the proposed metal fence. - They would use the same location as the previous fence on Hartslock Bridleway instead of the revised location that was put in at the end of January. - They would like the Parish Council's initial feedback on this proposal. - Cllr Grosfort requested that the fence behind the Village Hall be erected further back from it in order to provide more access to the roof. - Resolution: The Council agreed to support the draft proposal for reviewed Coombe park fencing in principle, subject to review of the final application. Concerns about blocked light for the Village Hall windows and access to the roof were still concerns. <p>Whitchurch Society's annual New Year Day's walk – He congratulated the society for organising a positive community event with an excellent turnout on a beautiful day!</p>	
4	To approve minutes of the meeting of 09th December 2019 Resolution: Minutes with attachments approved.	20:20
5	Planning Applications – to discuss and agree Council's response to the following:	20:25
5.1	P19/S4542/HH – Primrose Hill, Hardwick Road, Whitchurch On Thames RG8 7HN Erection of a single timber garage on existing paver base. Dimension 400 cm x 600 cm. Resolution: The Council voted to submit 'No objections'.	
5.2	P19/S4248/FUL - BP buildings for renovation. Cllr Smith emailed a contact at BP to discuss the concerns about the traffic during the renovations and after they were completed. Cllr Smith said it was scheduled to be under construction for 13 months. Cllr Higley raised concerns about the potential consequences to the moths and wildlife in the area with the plans for lighting. Resolution: The Council voted to submit 'No objections to this application but with the following comments to be taken into account': 1) Guidance to obtrusive light should be taken into account in their final decisions; 2) Provide assurance that construction traffic will be guided away from WOT village. It is the height and width of lorries that restricts them from the railway bridge. Although there is a nominal weight restriction of 7.5 tonnes, it was re-built to European standards and will take lorries of much greater weight.	20:30
5.3	Eastfield House – next meeting.	
6	To receive reports from the representatives of Oxfordshire County Council and South Oxfordshire District Council. Cllr Bulmer sent his apologies.	20:35
6.1	SODC District Councillor Report - Peter Dragonetti reported that the Secretary of State said that the council must either agree to the local plan submitted, which the current	

	administration objected to, or they must hand the plan to the county council. A new plan had not been prepared yet. He said that this did not affect WOT.															
7	Finance	20:40														
7.1	To approve the payment schedule for January <table border="1" data-bbox="207 384 1366 804"> <thead> <tr> <th>Payment</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Alastair Aitchison (Football Club working party – topsoil)</td><td>£131.80 PAID by CHQ</td></tr> <tr> <td>Mole Valley Stores (Benches)</td><td>£512.99 PAID by BACS</td></tr> <tr> <td>TBC (Village Plan Printing) Warren Beard</td><td>£350 (£2/each; half of costs by donation)</td></tr> <tr> <td>OALC (training in February and March for Councillors and Clerk)</td><td>£444 BACS</td></tr> <tr> <td>NALG</td><td>£427.32 BACS</td></tr> <tr> <td>Jim Donahue (Land Registry request)</td><td>£118 BACS</td></tr> </tbody> </table>	Payment	Amount	Alastair Aitchison (Football Club working party – topsoil)	£131.80 PAID by CHQ	Mole Valley Stores (Benches)	£512.99 PAID by BACS	TBC (Village Plan Printing) Warren Beard	£350 (£2/each; half of costs by donation)	OALC (training in February and March for Councillors and Clerk)	£444 BACS	NALG	£427.32 BACS	Jim Donahue (Land Registry request)	£118 BACS	
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8	Conservation area assessment quotes update – Cllr Higley provided 3 quotes but proposed to circulate them and to vote at the next meeting. She would send them to the Whitchurch Society for their review prior to the PC approval. They must be acceptable to SODC and hopefully by the next meeting she will have a recommendation.	20:50														
9	Update on the repair of Manor Road Pillar Cllr Smith had received two quotations. She was awaiting a written estimate from Phil Wise. This was requested by January 23 rd . His texted estimate was £1,875. Kirk Construction was to provide a date and quoted £1,400 plus VAT using existing bricks and £1,945 + VAT with new bricks. AF Jones quoted £4,300 + VAT and HH Technical Services, who repaired the other pillar quoted £3,318.11 + VAT. Co-part may pay for it, but Cllr Donahue reminded all that Co-part paid Evolve before the work had been completed. Cllr Smith had prepared a letter to send to Mr. Arnold to re-pay the £840. Cllr Steward had visited his address, but Mr. Arnold did not respond, despite being home. The Parish Council had decided not to get him to do this work and to request that the money paid be returned. Resolution: The Council voted to accept one of the lower estimates, depending upon the time frame for the work to be done.	21:00														
10	Proposal for new Kitchen for Village Hall – Cllr Grosfort updated with attachments of the Village Hall Plan 2020: In 2019, the following was done: new windows, new fire-retardant roller blinds, re-painting, lighting, roof repaired and improved, a telephone line and WIFI system installed. He said that they had a budget for the new kitchen and floor of £6,400 against a donation total of £6,366 up-to-date and would attempt to raise another £8k for new appliances needed. They would re-build the website and have an online booking system. It was their intention to become financially self-sufficient. The Parish Council said that they had	21:10														

	<p>budgeted for £1k maintenance and another £1k to the Village Hall after April. Cllr Grosfort said that the work would commence the 2nd week in February.</p> <p>Resolution: The Parish Council agreed to the meeting room floor to be completed with same commercial vinyl than the new kitchen one if the cost was less than £1k -work to be done at the same time that the renovations to the kitchen. The PC approved the budget for the refurbishment and the flooring in the kitchen and the meeting room of the Village Hall. The PC will reimburse Cllr Grosfort for the costs he incurred for this and he will deposit the Village Hall contribution monies for this to the PC's account.</p>	
11.1	<p>Proposal from TAPAG to protect the northern verge on the entrance to Manor Road – The Parish Council owned the whole verge. TAPAG proposed that temporary logs were placed to protect the verge until such time as a permanent solution from OCC could be put in place.</p> <p>Resolution: The Parish Council voted to allow TAPAG to place logs on the verge.</p>	21:20
11.2	<p>Proposal to obtain a bench and to create an English meadow on the verge. Cllr Steward proposed a fence to keep dogs away, the planting of an English meadow, and a bench. He would ensure that the Green Team and Alexa would be involved.</p> <p>Resolution: The Parish Council voted to request Green Team support for improvements to the Manor Road verge and that Cllr Steward should coordinate with Alexa and James Norman, etc.</p>	21:25
12	<p>Green Team terms of reference – Alexa was obtaining a quote to flatten the wide part of the verge further up as well. Cllr Steward advised that James Norman was keen to advise the team about the planting of an English meadow.</p> <p>The Council discussed listing the Parish's green space and the following feedback on the Terms of Reference:</p> <ul style="list-style-type: none"> • The PC welcomes to work that the Green Team is doing as a volunteer organization. This work is important to maintain the PC owned green spaces and supplements the work done by the Village maintenance contractor that is funded by the PC. We recognize the work done by the Green Team may also support other areas of the village that may not be the responsibility of the PC. • The PC would like to have the opportunity to review and comment on the Open Spaces maintenance schedule for PC owned spaces once it is available. • To ensure that the Green Team activities are covered under the PC liability insurance, we feel that the ToR should state that the Green Team activities are done under the auspices of the Parish Council. This insurance cover can apply to all areas of the village, whether or not the PC owns the land. It does not currently include insurance for children under the age of 16 (or over 90 years old), the Clerk can investigate this. 	21:30
13	To review progress on any open actions from previous Parish Council meetings and agree any revision of actions on the action list - including the following:	21:40

	<ul style="list-style-type: none"> - PC 131 - Cllr Steward voted to go with Johnny for the coming year. Cllr Steward is the supervising offer for contract so will work with Johnny to amend the contract. - PC 134 The Clerk updated the Council that the Cricket Club had reported no leaks on the field. They had paid the electricity and water in the past, but believed that they were not the main users of the water. The Football Club, the owners of the horse field and the public used the water tap. The Cricket Club proposed to pay £100/year. The bill was currently over £500 in 6 months. - Action: Cllr Steward and the Clerk to look into options to lock or otherwise secure access to the tap to ensure only those with approved access can use it. 	
14	<p>To discuss the Council's position on whether further action is required to address the landscaping in front of the Bell Mouth at the Church.</p> <p>Cllr Donahue found the land title showed that the land outside the Bell Mouth at the Church was not part of Walliscote House property shown on the Land registry. A meeting to clarify this with the landowner has been requested.</p>	21:45
15	To confirm the date and time of the next Meeting. 13 February, 2020 at 20:00, Village Hall.	
16	Meeting Close at 21:50.	21:50