

# *Whitchurch-on-Thames Parish Council*

**MINUTES** of the Parish Council meeting held in ‘The Old Stables’, Tuesday 7<sup>th</sup> June 2016, commencing at 8.00pm.

## **PRESENT**

Chairman	Keith Brooks
Councillors	Caroline Hart Rachel Hatcher James Polansky Jonathan Steward
Clerk	Felipa House

Public:  
Hilary Jensen.

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

Cllr. Donahue, Cllr. Bowen, District Cllr. Simister & County Cllr. Bulmer.

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

Cllr. Steward (gardening contracts in the village).

**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 thanked Cllr. Steward for his gardening work around the village but was concerned about the ongoing maintenance. She wondered whether it would be possible to have several large receptacles (barrels, for example) at specific locations around the village which could be replanted every few months with seasonal flowers. These receptacles could perhaps even be sponsored by local businesses/organisations. The Council unanimously agreed that this was a good idea. Cllr. Steward will investigate the costs involved & report back to the Council.

### **4. Agree minutes of Annual Parish Council meeting 3<sup>rd</sup> May 2016, Annual Parish Assembly 11<sup>th</sup> May 2016 & Extraordinary Parish Council meeting 16<sup>th</sup> May 2016**

These were approved as a true record.

### **5. District councillor’s report**

Cllr. Simister was not present.

### **6. County councillor’s report**

Cllr. Bulmer had circulated his report before the meeting. This included dates for local workshops concerning the proposals for a unitary council (Cllr. Donahue attending tonight in Henley), updates on subsidised bus services, additional funding for children’s services in Oxfordshire & a new dual carriageway from Witney to Eynsham to solve transport problems on the A40.

## **7. Planning**

P16/S1478/LB, 'Hill House', Hardwick Road. Restoration of inglenook fireplace & installation of a woodburning stove. The Council unanimously voted to submit 'No strong views'.

P16/S1248/HH, 4 Whitchurch House, High Street. This was an amendment to the plans submitted last month, reducing the size of the extension. The Council unanimously voted to submit 'No strong views'.

P16/S1416/HH, 1 Duchess Close, High Street. Internal alterations & replacing existing extension. The Council unanimously voted to submit 'No strong views'.

## **8. Finance** Approve payments/note receipts

Monthly salary for the Clerk

Expenses for the Clerk for stamps, book tokens, Queen's birthday celebration (£178.48)

Invoice from TS Renovations Ltd. for wood to repair the bench in Manor Road (£188.40)

Brekks Magic & The Roy Bailey Big Band for balloon modeller & jazz band for the Queen's birthday celebration (£190; will be reclaimed from SODC grant)

Expenses to K Brooks for weedkiller (£105.00)

Invoice from Collins for gardening items (£200.00)

St. Mary's Whitchurch PCCS for hire of The Old Stables (£70.00)

Invoice from Steward Grounds Maintenance for March gardening services (£250.00)

Invoice from Came & Company for annual insurance (£464.50)

Invoice from Hazell & Jefferies for resurfacing 'The Cut' (£5,736.00).

Ornamental Trees for replacing the dead tree on the village green (£77.93)

£100 had been received from the Whitchurch Bridge Company as a donation towards the Queen's birthday celebration on 11<sup>th</sup> June. £400.31 had been received from HMRC as a VAT refund for November 2015 - March 2016.

The Clerk had circulated various financial documents to the councillors before the meeting, including this year's budget, the internal auditor's report & last year's accounts. She explained what had been accounted for & what funds were held in the Council's account, including earmarked funds for specific projects.

- (a) The Annual governance statement for the 2015/16 annual return auditors was discussed & agreed by the Council. The Chairman & Clerk signed this.
- (b) The Accounting statements for 2015/16 were agreed by the Council & again signed by the Chairman & Clerk.

The Clerk will ensure that these documents are made public on both the website & the noticeboard in accordance with the period for the exercise of public rights, which will start on 10<sup>th</sup> June 2016

## **9. Village green**

Cllr. Steward had been asked by the school whether a 200m running track for their sports day could be marked out. The Council agreed this.

Cllr. Steward will ensure that additional grass cutting is provided if necessary due to the weather conditions.

The Clerk has ordered the new gates for the allotment.

## **10. TAPAG**

'The Cut' was repaved last week & judged a huge success.

The Clerk received information from OCC regarding yellow line painting in the Hardwick Road/High Street junction area. This would cost many thousands of pounds so is currently not an option. Parking in this area will be included within the village plan in the hope of finding a solution. Cllr. Steward will join the sub-group looking at these issues.

Cllr. Hart had met the engineer from D W Lusted to discuss the road surface around the school. There is insufficient soakaway capacity. Major work is needed, for which a quote has been requested. As a temporary measure the potholes could be filled. The Clerk will request 2 further quotes for this work.

### **11. Village hall replacement project**

The Parish Council purchased the village hall from SODC in 2006 for £7,500, with the proviso that SODC have the first right of refusal if the Council decides to sell the hall before 2029. Cllr. Hart will liaise with SODC to investigate whether they would exercise this option.

### **12. Village environment/maintenance**

Cllr. Steward would like to repaint the wall of The Old Stables/Rectory Cottage. He will investigate the possibilities.

The Clerk has received the contract from SODC for the lease of the Polish church site. There are unexpected legal fees attached to this. Cllr. Hatcher may know someone who could check the contract for the Council; she will investigate & let the Clerk know. The site initially needs to be cleared of rubbish. A local voluntary group may be willing to do this. The Clerk will liaise with them. If not, a working party will be needed.

Arrangements for the Queen's birthday celebration are in hand, thanks to the hard work of Lissie Steward.

### **13. Village Plan**

Cllr. Hatcher circulated feedback from the initial meeting to the Council. About 50 people attended & all were positive & constructive in their comments. Cllr. Hatcher will write an article for the website & next edition of 'The Bulletin' to summarise & invite further feedback & volunteers.

**14. 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

The Clerk has received information about a PAT testing workshop taking place in July. Cllrs. Brooks & Polansky expressed an interest in attending. The Clerk will arrange this for them.

### **15. Date of next meeting**

Tuesday 5<sup>th</sup> July 2016 at 8pm.

*Meeting closed at 9.30pm.*

Signed.....  
Chairman

Date.....