

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 11 December 2018

Present

Chairman – Cllr Jim Donahue

Vice Chair – Cllr Rachel Hatcher

Councillors – Cllr Keith Brooks

Cllr Warren Beard

Cllr Katherine Higley

Clerk – Ina Chantry

Members of the Public – Tim Suiter, Laura Lucas, Will Barclay, Hilary Jensen, Diana Smith, Roger Pratap

At the start of the meeting Cllr Donahue addressed everyone. Cllr Donahue stated that everyone involved with the council is passionate about the village and everyone is volunteering their time to be here despite difficulties that are inevitable from time to time. We have a strong team in place now who all contribute different strengths and are representative of the village. It is important to be respectful and constructive in all communications. If someone has an issue to raise to a particular colleague, they should communicate directly with that individual and not copy others in a group email. Alternatively, they can raise an issue to the chairman requesting his support to address the issue.

He reiterated the opportunity that the public has to raise items for up to 5 minutes in the Public Forum Agenda item; however, items that are raised for the first time in a meeting are not subject to a decision at that meeting This is because agenda items need to be raised to the clerk a week before the meeting as the agenda has to be posted to the public three full days before the meeting.

One of the key roles of the Chairman is to ensure that all agenda items are discussed effectively within the meeting time constraints, and that councillors raising motions can talk without interruption and everyone gets a chance to contribute their views. The Chairman also works to ensure clear decisions are made where appropriate, to ensure decisions are clearly documented in the minutes, and are followed up on after the meeting.

1. Apologies for absence

Apologies were received from Cllr Sarah Hanfrey and Cllr David Bowen

2. Declarations of interest

None

3. Public forum

Tim Suiter asked how members of the public could get items onto the agenda. Cllr Donahue clarified that items can come through to the Parish Clerk or through Parish Councillors. If an item is raised within the Public Forum it can go onto the agenda for the following month. Cllr Bulmer confirmed his understanding of this rule that issues raised during a meeting that were not on the agenda could only be considered at future meetings.

4. Minutes

Minutes from 9th of October and 30th October (Extraordinary Meeting) were signed as a true record.

Draft minutes from 13th November required amending, therefore unsigned, held over until January meeting. The follow wording change was approved: Following a heated debate about the processes required when planning was returned with 'No Action Required' *Cllr Bowen threw a pen in the direction of Cllr Hanfrey, shouted a verbal threat at her and abruptly left the meeting.*

5. Review Planning Applications

- i. P18/S2965/O 'Eastfield House', Eastfield Lane. Cllr Donahue summarised the finding of the independent Economic Viability Assessment that SODC commissions for the amendment to the planning application. The SODC study questions the study commissioned by Ross HealthCare which said 48 residents and a demolition of Eastfield House were required to make Eastfield House economically viable. The SODC said that 45 residents and no demolition should also be viable. The Parish Council agreed unanimously with SODC's statement.
There was a proposal from Laura Lucas that an Urgent Works Notice, Section 54 was applied for if the planning application was rejected to protect the building from further deterioration. The process would be the Parish Council requires SODC to request a Section 76, as the building is not designated, then move to a Section 54. A Section 54 requires the owners to maintain the building. Cllrs Higley and Beard proposed there is an application for a Section 54 immediately.
Resolution: Council agreed unanimously to apply for a Section 54 Urgent Works notice.
- ii. P18/S3809/FUL Bozedown Farm, Hardwick Road. Cllr Brooks had checked the plans, they are for a small extension, currently there are no objections from neighbours. It was agreed by the Parish Council this development would be good for the village. Currently OCC has put a stop to the planning while awaiting further information regarding traffic.
Resolution: Council agreed to support the application.
- iii. P18/S3707/LDP 'Lane End', Eastfield Lane. A question was asked about the exact nature of the planning application. Is it an extension on top of a permitted development?
Action: Parish Clerk to clarify with SODC what is the exact nature of the planning application is it an extension on top of permitted development.
Action: Parish Clerk to clarify what does No Action Required mean on a planning application
- iv. P17/SO45/LB 1 Duchess Close, Whitchurch on Thames. Approval was given for this earlier in the year. This new information is outlining further amendments. Cllr Beard explained that listed buildings require specific details of any amendments.
Action: Parish Clerk to confirm with SODC that no action is required from the Parish Council.
- v. The Parish Council agreed to hire the Goring Community bus for the Planning Meeting in Didcot. As yet no date has been confirmed.
Action: Parish Clerk to make provisional booking with Goring Community bus for 20th January 2019.

6. Finance

- i. Approve payments and note receipts for preceding month.
Clerk monthly salary paid including handover training from Felipe House to Ina Chantry.

Debits	Amount	Credit	Amount
Harrison Arboriculture- tree survey	£504.00		
Mode Transport Planning	£300.00		

- ii. Current bank account reconciliation noted and signed by Cllr Donahue.

7. Village Green

Cllr Donahue suggested there should be more cuts to reduce the amount of long grass cuttings left on the field. It was suggested the cricket club could help with costs by volunteering to help with maintenance of the cricket pitch. Cllr Beard pointed out that the grass cutting was one of the Parish Council's significant spends and that it was an area used widely by residents.

Resolution: The Parish Council asked if Cllr Brooks would ask the contractor if the grass clippings can be removed and if there can be more frequent cuts during periods of rapid growth (normally April though July).
Action: Cllr Brooks to ask for a new quotation for this work.

Action: Cllr Brooks to request the quotation includes a couple of cuts a year for Manor Road verge from the current contractor.

Action: Cllrs Brooks and Donahue to approach the cricket club re financial support or voluntary help maintaining the cricket pitch.

8. Resident's issues / Volunteer List

- i. Cllr Donahue has sent out the list to the Parish Council and they are happy with this, it has been approved by the Parish Council
Action: Cllr Donahue to send the list to Hilary Jensen with a quarterly update.
- ii. Governance structure and portfolio, there was a discussion seeking clarity about certain roles and specific areas. Clarity was sought as to whether this was a document for discussion or a final version. Cllr Brooks agreed to take responsibility for the Polish Church Memorial Gardens and Manor Road Playground, Cllr Hatcher agreed to take responsibility for drains, Cllr Higley agreed to take responsibility for the Allotments and GDPR.
Action: Cllr Donahue to send the Allotments Agreement to Cllr Higley
Action: Parish Clerk to email everybody on the Portfolio/Governance Structure list, including Parish Councillors seeking their agreement to have their names published on the website.
Action: Cllr Donahue to ask John Bradon to update members of the Village Plan Working Group.
Action: Cllr Hatcher agreed to write terms of reference for TAPAG.
- iii. Contacting resident volunteers, Cllr Higley requested GDPR compliance when contacting resident volunteers.

Action: Cllr Donahue, Cllr Higley and Ina Chantry to work together to develop a methodology, GDPR compliant, for contacting resident volunteers.

9. Parish Council owned/managed land and buildings

- i. Deferred as Cllr Hanfrey was not present.

10. Updates from working groups

- i. Village Hall-
 - a) Cllr Brooks had sent through the Terms of Reference to Parish Councillors, it was agreed they should be checked and reviewed, with comments being sent to Cllr Brooks. Cllr Higley suggested they should be displayed in the Village Hall.
 - b) **Action:** Cllr Donahue to resend his comments on the ToR and all Cllrs to provide any comments ahead of the next meeting.
 - b) Cllr Brooks showed two pictures that he would like to have purchased for the village hall, they are by a local artist and show local scenes. The cost would be £150.
Resolution: The Parish Council approved the purchase of the two pictures
- ii. TAPAG
 - Cllr Higley stated that initiatives should be discussed to reduce the amount of traffic in the village, this would require people to engage with any proposals. Cllr Hatcher explained that TAPAGs focus had been traffic flow and parking. It was agreed the high-viz jackets would be useful. Cllr Higley said it was important to engage with the school for a walking bus to be effective. Cllr Beard stated car exhaust fumes were a problem needing addressing. Cllr Higley suggested having an open day for ideas, in support of this Cllr Donahue explained the Arts Café was willing to be used for a quarterly surgery, starting 1st Saturday in March 2019, but this opportunity could be used for wider issues. Laura Lucas explained she had a box of high-viz jackets available for the Parish Council to take. The Parish Council agreed to take the jackets and thanked Laura Lucas for her time and effort in obtaining them.
 - Action: Cllr Higley will consider a range of opportunities related to reducing traffic and pollution and present specific proposal for the Council to consider at a future meeting.

11. New Parish Councillors

- i. Declaration of Acceptance forms handed in by Cllr Beard and Cllr Higley. Register of Member's interests handed in by Cllr Higley.
- ii. A Parish Councillor Gmail account has been set up by Cllr Beard.
- iii. Training, it was agreed the Parish Clerk should find out details of training courses for both new and longer serving Parish Councillors.
Action: Parish Clerk to find out details of relevant training courses for Parish Councillors.

12. Standing Orders

- i. After a brief discussion it was agreed to hold the Standing Orders meeting 15th January 2019. This meeting will review and update the current Standing Orders with a particular focus on a social

media policy, code of conduct, how as a council we work together and to produce a mission statement.

Action: Cllr Donahue and Cllr Hatcher to produce a summary of the current Standing Orders before the meeting.

Action: Ina Chantry to send out an email to all Parish Councillors with the date 15th January for Standing Orders meeting.

Not on the Agenda

OCC Cllr Kevin Bulmer was in attendance and gave a brief report.

- The council's budget has been delayed while it waits for agreement from central government.
- There has been a call for an enquiry on the construction of the Thames Marcham Reservoir. The reservoir will be 60ft high, roofed and provide water for the SE of England.
- Between January and October 37,000 potholes and defects had been repaired with the roads in a better condition than earlier in the year, however, a bad winter could cause a lot of damage.
- Salting and gritting has started and reports are put up on SODC website to show when these are taking place. Cllr Donahue stated that Whitchurch on Thames had been taken off the gritting list. Cllr Donahue thanked Cllr Bulmer for the grant of £2,000 towards pavement improvements.

The meeting closed to members of the public for the budget discussion.

It was agreed to look at moving the Parish Council meetings to the village hall, as this is a Parish Council owned building and therefore incurs no hire costs. However, this would require a change of evening to Mondays. It was agreed the fourth Monday of the month would work for those present.

Action: Ina Chantry to email all councillors to find out if fourth Monday of the month was suitable for all.

13. Budget

Cllr Donahue presented a document showing how the monies could be allocated to various aspects of the village that needed repair, reconstruction or maintenance over the next 3 years based on a document that John Bradon was preparing as part of the Village Plan recommendations, including actual spend that was already planned for this year. This is intended to be a living document to cover the overall budget for long term improvements.

Ina Chantry presented a document showing the allocation of the precept for 2018-19, how much has been spent and a suggested allocation for the precept 2019-20. There was some discussion about the funding allocations.

Action: Cllr Beard to investigate increasing the level of advertising in the village bulletin. Cllr Donahue to liaise with Richard Williams.

Action: Cllr Brooks to clarify the amount of money the village hall required this year and next year for capital improvements, with a breakdown of costs. The current assumption is that £1,000 donation is required for on-going maintenance, and an additional £1,000 is required for capital improvements, including grant applications.

Meeting closed 10.15

Signed_____

Date_____

Proposed date for next meeting 8th January 2019.

Location Old Stables, Whitchurch on Thames