

MINUTES OF WHITCHURCH ON THAMES PARISH COUNCIL

Minutes of the Whitchurch on Thames Parish Council Meeting held at the Village Hall

Thursday 8.00pm 20th June 2019

Present

Chair – Cllr Jim Donahue

Vice- Chair – Cllr Rachel Hatcher

Cllr Keith Brooks

Cllr Katherine Higley

Cllr Jonathan Steward – arrived 8.25pm

Parish Clerk – Ina Chantry

Members of the public - Richard Wingfield, Peter Dragonetti, Diana Smith, Neil Huntington

1. Apologies for absence and read Mission Statement

Apologies received from Cllr Bowen and Cllr Beard, Cllr Hatcher read out the Mission Statement.

2. Declarations of Interest

None

3. Public Forum

None

4. Agree Minutes of Parish Council meeting and review open actions

- i. It was agreed the minutes of 16th May 2019 should reflect the nominations and votes cast for the positions of Chair and Vice Chair. They should also include the times Cllr Steward and Cllr Higley left the meeting.
- ii. Comments from Cllr Bowen. Cllr Bowen had raised concerns that draft minutes of Parish Council meetings were going to the website before councilors had seen them in draft form first. There was a discussion of having draft minutes sent to all Councillors for review as soon as possible after the meeting, with a view to have draft minutes up on the village web site within the week of the meeting. Cllr Donahue suggested this should be an item for the agenda in July.
- iii. **PC112** – Improving security on the Village Green – Peter Gammond has agreed to make a site visit and respond to the Parish Clerk with any recommendations. Cllr Steward pointed out there is damage caused by individuals on the cricket green itself and this is time consuming to repair. Cllr Hatcher suggested as the new pavillion is built improved security would be considered and included.

Approved and signed _____

iv. **PC113** – A Profit and Loss statement has been sent to Cllr Donahue, and forwarded to Cllr Brooks. This shows the financial position of the Village Hall. Currently the Village Hall breaks even with the Parish Council contribution. The goal is for the Village Hall to be self-sufficient and to run without any financial support from the Parish Council. The Village Hall is in the process of making grant applications and to be successful they need to show they have raised money under their own initiative. Cllr Brooks explained there were two quotes for cleaning and some maintenance of the roof. Cllr Brooks had received two quotations, one quotation was for £2,500 and the other was £1,000, inc VAT, which if the Parish Council paid, could be reclaimed. The company quoting at £750 was recommended. Closed

Resolution: The Parish Council approved paying for the cleaning of the Village Hall roof at a cost of £750.

v. **PC118** – Signage during road works. Richard Wingfield said the signs have gone up on the High Street about the road works. SGN had agreed to put signs up at Crays Pond asking drivers to use the Goring Streatley river crossing to reduce the level of traffic on Whitchurch on Thames High Street.

It was also pointed out that SGN information to residents on Hardwick Road had been very limited as the leaflet, meant to be enclosed with the letter was missing. The leaflet has been obtained from SGN and Richard Wingfield has put it up on the web site.

vi. **PC114** – Support from OCC with resurfacing. Tim Wilde from OCC is coming on 10th July at 10.30 to carry out a site visit and discuss the areas of concern. It was agreed the Ferry Boat and school drop off point were particular problems. Currently Cllr Donahue and Cllr Steward and the Parish Clerk have volunteered to attend.

vii. **PC114** – Cllr Higley has written to the primary school suggesting a meeting to discuss the possibility of a Walking Bus and is awaiting a response.

viii. **PC119** – Cllr Donahue has logged the condition of the road on Fix My Street. The Parish Council felt it was important the road was brought back to a good state of repair after the gas works were completed. Concerns were also expressed about the parking restrictions that would be in place during the works and the impact this would have on residents. A number of suggestions were put forward but it was agreed that some of them would take time to implement and the works started next week. It was agreed maintaining communication with SGN was vital.

Action: Parish Clerk to continue regular communications with SGN for up to date reports on progress and likely impacts on the village.

5. Receive Oxfordshire County Councillor's report

No report received

6. Receive South Oxfordshire County Councillor's report

Cllr Dragonetti presented his report (full report attached) There were three key points

i. The SODC website is being revamped and this should make it easier to navigate.

ii. The 20th June 2019 is National Clean Air Day with a focus on car engines left idling inappropriately.

iii. The Local Plan, the change in Council control has meant that a number of the newly elected councilors are opposed to the current plan. The Council is looking at a number of different options.

7. Planning

P18/S2965/O Eastfield House, Eastfield Lane, RG8 7EJ. Cllr Donahue had circulated to Councillors the paper he sent in previously. The concerns raised in the paper are still valid. Cllr Steward raised the fact red kites nest in the trees on the site and there are slow worms living in the grounds as well.

The site is now more secure but the building is still deteriorating. It was pointed out it is still appropriate for residents to send in their concerns either the documents they sent in previously or updated. The deadline for all submissions is the 8th July 2019.

Action: Cllr Steward to write up information about Red Kites and Slow Worms and pass to Cllr Donahue.

Action: Cllr Donahue to submit report to the Appeal Committee.

Cllr Donahue thanked Cllr Dragonetti for his support with the Coombe Park retrospective planning application. Revised plans are due to be submitted.

8. Finances

i. Approve payments and note receipts for preceding month – paperwork included the current spend against each budget heading and a list of all payments made since the beginning of the financial year.

Payment	Amount	Receipt	Amount
Clerk's salary			
Expenses Keith Brooks Playground maintenance	£32.32		
Leslie Maynerd- expenses border maintenance	£146.88		
Chris Martin – payment for painting	£55.00		
St Mary's PCC Hire of Old Stables	£45.00		
Clerk's expenses stamps	£7.32		
Expenses from Assembly catering – Cllr Donahue	£56.00		
TOTAL excl clerk's salary	£342.52		

9. The new pavilion

Neil Huntington explained he had circulated papers to the Parish Council before the meeting.

i. Terms of Reference – These set out how the Parish Council can control the Working Group, including the powers that the Parish Council is delegating to the WG to build the pavilion. Neil Huntington proposed updating the Parish Council once every other month to ensure there are no problems.

The New Pavilion Working group meets monthly. Fundraising is planned to start in the Autumn. Cllr Donahue explained the Working group will have spending powers delegated to them as there are plans to open a separate bank account and to set up as a charity. John Bradon is setting up charitable status and it was suggested the Parish Clerk oversees the spend as treasurer in the same way it currently works for the Village Hall.

Resolution: The Parish Council approved the Terms of Reference.

ii. Appointment of a Quantity Surveyor at an additional cost. Neil Huntington had shared two quotations from Quantity Surveyors with the Parish Council. A Quantity Surveyor would be employed to work out the likely costs for each area of the build with a likely 10% variance on the final figures. Currently £200,000 costs estimate are being used based on the architect's experience of past similar builds. A Quantity Surveyor would be able to give more detailed cost breakdowns to the Parish Council. These figures would be useful when applying for grants or donations and would also be a way of making sure there were no surprises in terms of bills and invoices.

Resolution: The Parish Council agreed to the appointment of a Quantity Surveyor at a cost of £1,000.

iii. Images. Neil Huntington explained the plan to produce a brochure with coloured photographs and explanations for the pavilion. This information would be used to tell people exactly what is being planned and for grant applications and donation appeals. The images including a 3D image would cost £700 plus VAT.

Resolution: The Parish Council agreed to the 3D images at a cost of £700 plus VAT.

10.TAPAG

i. Terms of Reference – Councillor Hatcher shared the updated Terms of Reference for TAPAG. Cllr Donahue suggested identifying specific areas eg. traffic, parking and safety within the Terms of Reference and following the same format as used by the Pavilion Working Group. Cllr Hatcher agreed to do this and bring to the next meeting.

Action: Cllr Hatcher to amend Terms of Reference to include specific areas and use the same format as the pavilion Working Group.

ii. Consultant Update – There was a meeting with MODE three weeks ago and TAPAG were presented with two proposals. MODE had carried out surveys and suggested the best approach was to focus on the Lower Narrows and then move to the Upper Narrows. It was proposed that traffic is forced to give way to oncoming traffic that is coming towards the river crossing. Traffic coming down towards the bridge would be given priority. Double yellow lines would be painted to ensure road turnings and driveways were left clear. Passing places were being built into the traffic management system to encourage the flow of traffic. If necessary white lines could be used to indicate parking spaces. The suggested plan has inbuilt traffic speed restrictions.

Diana Smith raised concerns about visibility and that traffic going towards the bridge would dominate.

Currently TAPAG are waiting for clearer feedback on the parking spaces and the likely costs. There will be a consultation period and information will be circulated.

11. Gas pipe replacement work

i. Currently SGN is waiting for the results of the surveys to find out exactly where they have to dig and what impact that will have. The Parish Clerk is in regular contact with SGN to make sure information is current.

ii. Residents parking – this was discussed earlier in the meeting.

iii. Emergency services and waste collections. SGN assured Richard Wingfield, Diana Smith and the parish Clerk that all Emergency Service vehicles would be able to get access throughout the works. The parish Clerks has contacted Biffa and they are going to send someone out to check the diversion route to make sure their vehicles can access all properties.

12. Children's Air Ambulance request for textile bank in village

There is already a Berkshire Air Ambulance textile bank in the village outside the village hall.

Action: The Parish Clerk to write to The Air Ambulance and explain there is already a textile bank supporting their work in the village.

13. Any Other Business

The Parish Clerk said that a letter of thanks had been received from Action for Pangbourne Toilets. This was in recognition of the donation of £750.

The meeting closed at 9.50pm

Next meeting 18th July 2019 at the Village Hall