

WHITCHURCH-ON-THAMES PARISH COUNCIL

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

Tuesday 8.00pm 13th November 2018

Present

Chairman – Jim Donahue

Vice Chair – Rachel Hatcher

Councillors – Cllr David Bowen (left 8.45)

Cllr Sarah Hanfrey

New Co-opted Councillors – Warren Beard

Katherine Higley

Clerk – Felipa House

Members of the public – Geoff Weir, Leslie Prater, Mary-Jo Smith, Claire Whitehead, Neil Huntington, Laura Lucas, Richard Wingfield, Roger Pratap, Diana Smith, plus two.

1. Apologies for absence

Cllr Keith Brooks

2. Co-opt new councillors

Warren Beard and Katherine Higley were appointed as co-opted councillors and welcomed to the Parish Council.

Action The Parish Clerk will send necessary forms and amend the banking mandate

3. Declarations of interest

Cllr Bowen stated that a planning application on the agenda was one he would not be voting on as he had personal involvement

4. Appoint new Parish Clerk

Ina Chantry appointed as Parish Clerk, Felipa House will help with the transition and transfer of documentation. Ina Chantry gave a brief introduction about herself and was welcomed by the Parish Council. The handover is planned for the month of November.

5. Public Forum

Approved _____

Jo-Mary Smith and Claire Whitehead of Bozedown Alpacas presented information about a proposed alpaca experience at the farm, which would be open to members of the public. The experience would involve walks and close up sessions with alpacas.

The proposal involved developing a reception and teaching area within one of the barns. To achieve this the two end sections of the barn need to be rebuilt, after consultation with a structural engineer showed it was not possible to build within the existing structure.

Cllr Donahue asked for clarification on location of the barn and was advised it is set away from the road.

The barn would be energy efficient and slightly taller than the current building. Current hard standing would be improved to create parking for 8-10 cars, visitors would be pre-booking, with 10-15 people at a time, their peak times would be outside the current busy times on the roads.

The plan is to engage children and provide an accessible experience for people with disabilities. Cllr Hatcher asked about visits by local school children and was advised this was part of the plan.

It is expected to require an increase of staff of between 1 – 1.5 people and possible apprenticeships. They are applying for a Leader Grant.

The application will be sent to planning shortly.

Laura Lucas asked the Parish Council to make a donation to fund tea and cakes for those members of the village being driven to the coffee morning by volunteer drivers. The cost was approximately £3.00 per person and it was to enable vulnerable people to attend the event. There was a brief discussion and the following was agreed.

Action Laura to raise a request at the next meeting for reimbursement of costs.

6. Agree Minutes

Meeting of 9th October 2018 and review open actions. This included minutes of the Extraordinary Parish Council Meeting of 30th October 2018. Some amendments need to be made so not signed off.

7. Receive District Councillors Report

A report has been sent through. The full report is attached to the minutes. The information below highlights aspects which have relevance to the parish.

The county council has increased the amount of small scale work it does to put right local roads that are suffering from potholes, cracks and worn out tarmac.

OCC usually salts the roads between 2nd November and 5th April.

Rogue traders and aggressive doorstep sellers were targeted during October by OCC Trading Standards as part of ongoing work to protect residents and business people. Working in collaboration with Thames Valley Police, Operation Rogue Trader aims to stop rogue business practices and raise awareness of the dangers linked to hiring cold callers. Those who suspect someone of being a rogue trader or find themselves accosted by uninvited doorstep settlers should contact the Citizens Advice Consumer Helpline on 03454 040506.

Flu season is coming and front line carers across Oxfordshire are being urged to make having a free jab a key priority.

8. Receive County Councillor's report

None provided

9. Village green pavilion report

Neil Huntington explained the Planning Officer had notified the architect that additional information would be required about the trees with preservation orders on them before consent would be issued. There was a need for clarification on disability toilets, showers and access, however, this could be done by the architect.

The tree survey will clarify the location of the pavilion. Two quotations had been obtained and a third was being sought, however, the architect Owen Galliver recommended a firm he had used before.

There was a request for the budget, to address changes required for planning approval in the short term, to be increased from £500 to £1,000. The £6,700 would take the project to the point of demolishing the old pavilion and ready to start on the next phase.

Resolution Parish Council would approve the budget of £6,700 with a 10% contingency instead of the proposed 5%, and in raising the short term planning approval change budget from £500 to £1,000.

The Parish Council will need to review and approve three quotations for any works carried out by a new supplier but further approval is not required for work to be done by the architect that is already defined in the approved budget.

10. Review Planning Applications

i. P18/S3451/LDE 'Heron's Reach South', Eastfield lane. Following a heated debate about processes required when planning was returned with 'No Action Required' Cllr Bowen threw a pen in the direction of Councillor Hanfrey, shouted a verbal threat at her and abruptly left the meeting. This item was for information only as a Certificate of Lawful Development had been issued with 'No Action Required'.

ii. P18/S29650, 'Eastfield House', Eastfield Lane. Amendments nos 2,3 and 4. For information only. Thames Water had written a report saying there was no flooding due to sewage. A request was made that Thames Water is asked for further information on flooding in the area. The Flooding Engineer at The Vale of the White Horse has stated there has been flooding. The Environment Agency has stated the pumping station did not cope in 2014.

Resolution Parish Council agreed to clarify and find out more information on the flood history for the whole of Eastfield Lane.

Action Parish Clerk to contact Thames Water and ask for details of historic flooding in the area.

Action: Parish Clerk to contact Environment Agency and ask for details of any flooding.

iii. P18/s3606/HH, 'Ebony', 2 Old Gardens, High Street. Cllr Hatcher stated there had been no objections or comments as of the afternoon 13.11.18. the planning has been on the SODC website from 2.11.18.

Resolution Parish Council would file 'no strong objections'.

iv. Request for coach to SODC's planning meeting.

Currently two parishioners have stated they want to attend. Cllr Donahue suggested the Parish Council set aside £200 to pay for the hire of a coach. The Goring bus was mentioned as a possibility.

Resolution It was agreed £200 could be set aside to pay for a coach for villagers to attend the Eastfield House Planning decision and that two quotes should be found before the money be allocated.

Action Ina Chantry was tasked with obtaining two quotations for bus hire to SODC's planning meeting on Eastfield House.

11. Finance

- i. Approve payments and note receipts for preceding month.

Clerk monthly salary paid

Debits	Amount	Credits	Amount
Cllr J Donahue – clerk advert	£32.07	HMRC VAT April-Sept	£1,728,77
Azalea Landscapes	£4,155.00	SODC planning refund	£154.00
Henley Standard Advert	£167.52		
Lady Haig Poppy Fund	£34.00		
Novapress Autumn bulletin	£400.00		
Clerk expenses - stamps	£6.96		
NSALG	£418.54		
St Mary's PC – hire of Old Stables	£135		

- ii. Current bank account reconciliation noted

- iii. Approve payment of internal auditor for 2018 – 19, Felipa House recommended using the same internal auditor and this was approved.

- iv. Spending CIL funds. Cllr Hatcher advised the CIL account had £2,171, this was ringfenced and had to be spent within 5 years. The money had to be spent on physical improvements to the village.

Action Cllr Hatcher to produce a list of priority needs with all Councillors sending specific ideas to Cllr Hatcher.

Action Ina Chantry to start process of finding quotes once a list has been sent through.

12. Village Green

It was agreed to move the Grass Cutting Contract discussion to December's agenda and meeting.

13. Village Environment

- i. Clearing hard standing of moss and cutting back vegetation. A quotation had been received of £350.00

Resolution This spend was unanimously approved by the councillors.

Action The parish Clerk would inform the contractor

- ii. '20 is plenty' was moved to December's agenda

14. Resident issues / Volunteer list

- i. Action: Jim to update the Residents issues to show open and closed items on separate sheets. If agreed these would go on the village website.
- ii. Publication of PC volunteer list on website. Cllr Donahue advised a draft Councillor Portfolio / Governance Structure would be discussed at a future meeting. Cllr Higley advised GDPR meant written permission had to be obtained / provided by each individual. It was also recommended a privacy statement be written and added to the village website.

Action: Cllr Donahue to work with Clerk to request written approval from all volunteers on the list to have their names posted on the Web-site volunteer list.

15. Parish Council owned / managed land and buildings

No updates

16. Updates from WGs

- i. TAPAG – A resident had been in contact with BP to see if they would support the Parish Council’s drive to improve the traffic situation in Whitchurch-on-Thames, unfortunately her contact had to cancel the meeting due to work commitments. Cllr Beard offered to make his own contact with BP and try and find out if extra funding could be obtained.
An area of concern was traffic around the school at the bottom of the hill. The appointment of a traffic consultant was discussed, three quotations had been requested and two received. The preferred choice for TAPAG is Laura Fitzgerald who has broken her quotation into stages. It was felt further information on costs was required to enable further decisions to be made.
Cllr Hatcher requested the Parish Council pay £81 to OCC for a detailed plan of land ownership on the High Street to indicate where parking spaces might be placed.
Resolution: Parish Council approved the principle Laura Fitzgerald being appointed for an initial meeting, to develop clear terms of reference, at a cost of £395.
Parish Council approved obtaining a detailed land ownership plan from OCC at a cost of £81.
Action: TAPAG to continue meeting with BP to see if they still want to be involved.
Action: Cllr Beard to make link with contact at BP but to coordinate with TAPAG first.
Action: Cllr Hatcher to publish TAPAG minutes on the village website.
An update to be provided at the December meeting of the Parish Council.
Action: Cllr Hatcher to obtain land ownership record from OCC.
- ii. Village Hall Management Committee – The terms of reference to be discussed at a future meeting. Councillors should send any feedback to Cllr Brooks in the meantime.
- iii. Village Green Working group – No updates
- iv. Village plan Steering Committee – No updates

17. Other Matters for Chair man and PC to consider

None

Meeting closed at 10.00pm Approved _____

Date _____

Next meeting 8.00pm, Tuesday 11th December, The Old Stables