

Wheatley Parish Council

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE COUNCIL HELD ON MONDAY 20th MARCH 2017 IN THE MERRY BELLS COFFEE ROOM AT 7.30PM

PRESENT: Cllrs J Carr, S Coleridge, P Gregory (Chairman), P Hood, T Newman,
G Stephens, P Willmott

OFFICER: Assistant Clerk: A Richards

182. APOLOGIES FOR ABSENCE - Cllrs A Davies, T Davies

183. DECLARATIONS OF INTEREST - P Willmott (Agenda Item 5 - Wheatley Playing Field Trust)

184. MINUTES OF THE PREVIOUS MEETING HELD 20TH FEBRUARY 2017 – previously circulated were agreed as an accurate record.

185. UPDATE ON ITEMS FROM THE MEETING HELD ON 20TH FEBRUARY 2017

Minute 170 (ii) – Rock fall in Church Road Recreation Ground. The surveyors GWP had been forwarded the two tenders received for the work on the bund with a request for analysis of them to make sure the survey specification is covered.

**186. TO RECEIVE AN UPDATE ON MATTERS RELATING TO THE WHEATLEY
PLAYING FIELD TRUST AND THE HOLTON PLAYING FIELDS**

Cllr Willmott reported:

- grant of £2,000 received for pitch improvements from RFU
- advice from RFU is that the rugby and training pitches need decompaction work
- draining work needed April and September
- top dressing 150 tonnes of special sand is required on the pitches to aid drainage. RFU negotiates a deal for this with other clubs
- levelling work to be done on football pitches
- repair work of the trees completed
- alarm system work completed
- attended OCVA meeting, gained useful information and contacts

Cllr Newman suggested contacting Oxford City Council who provide similar services to clubs in Oxford to get a quote for comparison.

Regarding the lease, Cllr Newman reported he had hand delivered the final documents to Robert Eden solicitors but it appears that Mr Eden is unaware that these have been received. He would contact Mr Eden again.

Cllr Willmott requested that the Holton Pavilion should be on the F&GP agenda as a regular item this was agreed.

187. GRANTS, LICENCES AND SUBSCRIPTIONS

i) Data Protection Registration £35 **Agreed**

ii) Oxfordshire Playing Fields Association £50 **Agreed**

188. TO CONSIDER CLLR PURSE'S REQUEST FOR THE PARISH COUNCIL TO PAY FOR A DROPPED KERB TO HELP A RESIDENT GET UP AND DOWN THE PAVEMENT ON A MOBILITY SCOOTER

- Cllr Gregory explained the background to this request. The resident had previously met the County Councillor and Clerk on-site. Cllr Carr has also been in touch with the resident.
- OCC won't pay to put in a dropped kerb. There might be a possibility of getting a grant towards this. The dropped kerb may also benefit other older and disabled residents living in Farm Close Rd.
- Cllr Carr proposed and Cllr Stephens seconded that the Parish Council pay for a dropped kerb. This was **Agreed**.
- Highways to be contacted for advice and permission. Work to go out to tender if allowable.

8. TO CONSIDER THE GRASS CUTTING QUOTATION RECEIVED FROM GREEN SCYTHE

- Two quotations had been received from Green Scythe, a three year one with fixed increase in costs and a short-term one up to October 2017.
- After discussion, the short-term quotation was **Agreed**.
- It was felt that further clarification is needed about the number of cuts done and the company should be asked to email each time they are about to cut.
- Green Scythe cut the areas owned by the Parish Council, Berinsfield Community Business cut the verges on behalf of OCC.
- Cllr Carr suggested that Berinsfield also be asked to email when they are about to cut and the committee should consider having one contractor to do all the work.
- Cllr Newman asked the committee to consider employing a permanent person to mow the verges and green spaces in the village, it could be more cost-effective.
- Cllr Gregory recommended that the committee look into this further and discuss different options at the April meeting.

189. TO CONSIDER ACCESS ISSUES OF CULHAM ROAD REC AND SLIDE SAFETY

Cllr Hood reported regarding access:

- overall, residents in Culham Rd want the access gates removed
- overall, residents in Miller Rd want the gates to remain closed, concerned about throwing of stones on garages and cars

The committee felt that the gates had worked well to cut down anti-social behaviour and were useful for storage. Some neighbours have their own keys for maintenance of fences. It was **Agreed** that the gates remain locked and new heavy duty locks to be purchased for Culham Rd and Miller Rd gates. Keys to be kept in the office and lent out to residents on temporary basis if access required for fence/hedge maintenance.

Slide safety - the height of the end of the slide was flagged up in this year's safety assessment report. Cllr Hood reported:

- the bark needs to be built up around the end of the slide, Parish Councillors could do this

- the slide will eventually need replacing, this could be done when money from the London Rd development is received.

Cllr Stephens will contact the Wheatley Wanderers group as building up the bark may be a suitable task for them.

190. TO RECEIVE AN UPDATE ON THE SITUATION OF THE MAPLE TREE CHILDREN'S CENTRE

- Cllr Newman reported that the Maple Tree premises will be free of charge for a year and then at a peppercorn rent.
- Cllr Carr was concerned that funding had not been received from other surrounding villages despite the fact that their residents regularly use the centre. It may have to close in the future if further funding is not pledged.
- After further discussion, Cllr Newman will speak with other District Councillors to ask them to raise this issue at other parish council meetings.

191. CLERK UPDATE

i) Replacement bollards for High Street Square - work scheduled for Thursday, notices have been put asking cars to be moved. PCSO to be asked for assistance in clearing cars parked on the square.

ii) Defibrillator weekly checks - the clerk/assistant clerk to do this same day each week.

iii) Change of computer back-up company - Dropbox trial, one off backup completed. The new Clerk to do a daily backup. In the future to consider a remote server for backup.

iv) Website hosting due for renewal in April - requires credit card payment of \$60. It was **Agreed** to renew this. Cllr Newman suggested that renewal of the office computers and a new website for the Parish Council should be discussed in April.

v) Replacement office equipment ordered - new phone and office chair had been ordered. Cllr Hood suggested that a budget for office redecoration should be discussed in April. The scanning of documents by an outside company was also discussed, Cllr Newman to report back about costs of doing this.

vi) Insurance quote from Aon expected in April for renewal in June 2017 - the new Clerk to source other quotes.

vii) Extended guarantee for the projector – declined.

viii) Purchasing of the Heras fence panels - cheque will be sent to Universal Power. Storage for the fencing will be needed in the future.

ix) Replacement window pane, Park Hill bus shelter - the Bus Shelter Company had been contacted to ask for a quote.

x) Littleworth Green path - Taylor Landscapes had been asked to look what materials would be suitable to construct the path and give a quote.

xi) Precepts 2017/18 - Confirmation letter received for first half of precept £56,352.50 to be paid on 3rd April 2017.

xii) End of Grant Report required for the Neighbourhood Planning grant - forward to Neighbourhood Plan Chairman.

192. TO RECEIVE A BUDGET FROM THE NEIGHBOURHOOD PLAN GROUP

Cllr Newman reported remaining budget will be spent on advertising the referendum in the summer.

193. TO RECEIVE A PROGRESS REPORT FROM THE HIGH STREET ADVISORY GROUP - no report.

194. FINANCIAL MANAGEMENT

a) Budget up to end of February 2017 was received. The reconciled bank statement was received.

b) Balances - after the cheques have been paid the balances on the council's accounts as at 20th March 2017 are as follows:

Community £10,176.40

Tracker £86,641.95

Treasury £61,057.04

195. SCHEDULE OF PAYMENTS TO BE AUTHORISED

The schedule of payments was received and agreed.

196. PUBLICATIONS & CORRESPONDENCE RECEIVED - various publications available for further inspection in the Parish Office.

197. DATE OF NEXT MEETING – 24th April 2017 - noted

198. ITEMS FOR INFORMATION

- Mulberry Drive pavement resurfacing 20 March 2017 - this was underway.
- High Street temp closure 10 April for 5 days - Cllr Stephens reported the retailers have contacted Thames Water and OCC Highways. Cllr Newman reported he had also spoken about the retailers' concerns to TW and Highways.
- NALC Update Section 137 Expenditure limit for 2017/18 - £7.57 per resident.
- Town & Parish Forum Wed 5 July 2017 – noted.
- Annual Parish Meeting Wed 3 May 2017 at 7pm - Cllr Hood reported the Head of the Primary School is delighted the meeting is taking place at the school for community relations. Cllr Stephens suggested heads of organisation be contacted in good time so they can prepare. It will be publicised on Facebook and Parentnet.
- Cllr Stephens requested that a grant for the Wheatley Windmill be considered at the April meeting.
- Cllr Carr requested that the Parish Council replace a cherry tree in Crown Rd. It was agreed to replace it at full council. Highways to be contacted for advice and permission.
- Cllr Newman will assist with the Parish Council's Audit, documentation from Phil Hood, the appointed Internal Auditor has been forwarded to him.

- Cllr Newman reported the Local Plan Preferred Options 3 is coming out on 29th March, this may affect Wheatley. Cllr Stephens and the Neighbourhood Plan Chairman were attending a meeting about this.
- Councillor emails - this would be progressed as soon as possible.

The committee thanked the assistant clerk for her work.

Meeting Closed at 9.10pm