

Wheatley Parish Council

Finance & General Purposes Committee

Minutes from meeting held on Monday 24th April 2017 in 'The Merry Bells Coffee Room' starting at 7.30pm, finished at 9.40pm

Present: Cllrs P Gregory (Chair) P Hood, G Stephens, P Wilmott, T Davies, S Coleridge, A Davies and M Legg (Clerk).

199. APOLOGIES FOR ABSENCE: Cllr Carr

200. DECLARATIONS OF INTEREST

Cllr Wilmott – Item 5 (Wheatley Rugby Club & Wheatley Playing Fields Trust)

Cllr Stephens – Item 7 v (Wheatley Windmill Preservation Society)

Cllr A Davies - Item 5 (Wheatley Playing Fields Trust)

201. MINUTES OF THE PREVIOUS MEETING HELD 20TH MARCH 2017 – Previously circulated, agreed by all and signed by Cllr Gregory.

202. UPDATE ON ITEMS FROM THE MEETING HELD ON 20TH MARCH 2017

i) Minute 185 – Rock fall in Church Road Recreation Ground. Cllr T Davies raised point of investigating cross bracing which may be a more cost effective solution.

Cllr Stephens commented that netting could create a climbing issue for children. This could be resolved by overplanting with ivy.

Clerk to raise this suggestion with consultants and to identify potential costs if this is deemed a suitable alternative.

Clerk to chase Toby Newman regarding SODC funding for grant for works. Clerk also to investigate loans as an alternative to using reserves.

ii) Minute 188 – Dropped Kerb in Farm Close Road. £1,500 paid and installation likely to be completed w/c 24th.

iii) Minute 189 – Access at Culham Road Rec and Slide safety.

Cllr Stephens reported that Wheatley Wanderers have added bark to the slide area.

Clerk has purchased new padlocks to be installed to all gates. Keys to be stored at parish office.

Clerk to arrange for removal or remaining waste once remaining guards have been removed from the trees. Clerk to respond to Mrs Keene's recent correspondence.

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

Report previously circulated.

Issue still exist with the lease. Bower and & Bailey had not received the files. Electronic copies have been sent to B&B w/c 17/4/17. Robert Eden now back from leave and Anne Davies will chase 25/4/17

Clerk to forward three remaining documents to B&B 25/4/17.

The Summer Ball is planned to take place on the site. A list of actions have been sent to David Nelmes. Cllr Gregory highlighted that the PC currently remains responsible for the site on the night.

204. TO RECEIVE AN UPDATE ON MATTERS RELATING TO THE HOLTON PAVILION

Report previously circulated to committee.

The group has not met for some time to progress the project, Cllr A Davies suggested relaunching the group at the Annual Parish Meeting.

Cllr Stephens asked for comparison on facilities at Brookes, which is a privately run function.

It was felt that the PC did not have the resources to manage such a project 'in house' the Clerk is to investigate potential project managers and to invite them and PCDM to a future meeting to discuss project.

205. GRANTS, LICENCES AND SUBSCRIPTIONS

i) Community First Oxfordshire - £70 **Agreed**

ii) Wheatley Windmill Preservation Society Cllr Stephens updated progress on the project. Repair has been underwritten by committee member. Grant application submitted for £3,500.

Cllr Stephens left the room during the discussion.

£500 this financial year **Agreed**. A further £500 will be considered in 2018/19.

Cllr Hood questioned the maximum grant application available. Clerk to investigate.

iii) Ordnance Survey/Parish On-line - £112 annual charge + £20 set up fee **Agreed**

iv) Land Registry – Previously agreed but need to organise C/C payment

v) Wheatley Village Archives - request received to fund room rent of £1500.

Cllr T Davies questioned whether PC payment was the best use of funds. Before committing funds to this further discussions to be held between all parties. In the interim Clerk to send holding letter to Wheatley Village Archives.

206. TO DISCUSS GRASS CUTTING AND DITCH CLEARING IN THE VILLAGE

Report compiled by Cllr Gregory previously circulated and Clerk provided a map of all grass cutting undertaken in the village.

Meeting discussed all options. Consensus was there is no appetite to employ additional staff to undertake all the grass cutting. Agreed action for Clerk to collate information from other parishes regarding their contractors and cutting regime in 2017. Findings to be reported back with a view to drawing up a tender and procuring contract ready for 2018 grass cutting season.

In the interim the Clerk to review the quality of the work being undertaken by current contractors.

Report also raised the need to defining the job role for Outdoor workers. This will be undertaken by the Staffing Committee.

207. TO CONSIDER THE GENERAL STATE OF THE VILLAGE INCLUDING THE BUS STOP NEAR ASDA AND THE CONDITION OF SEATING IN THE VILLAGE

To be located by dental surgery. Clerk to meet with OCC representative 26/4/17

Outdoor workers to be asked to clean bus shelters once equipment has been purchased

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

Recent report not accurate. 2nd year of lease is not at a peppercorn rent but commercial rate.

Early steps to focus on lease agreement, charitable status and confirming wider parish council's financial support for the centre.

209. TO CONSIDER A BUDGET FOR A NEW OFFICE COMPUTER, FURNITURE AND REDECORATION

Clerk to investigate options for all of the above including the photocopier lease.
 Cllr Wilmott to meet with Clerk to discuss IT requirements and to draw up specifications for equipment, install, back up and ongoing support.

210. CLERK UPDATE

- i) Replacement bollard for High Street Square purchased and delivered to AW Mobbs
- ii) Replacement window pane, Park Hill bus shelter installed
- iii) Insurance – 2 quote received. 3rd provider has queried the water course. Clerk is awaiting a response from R Bettess.
- iv) Littleworth Green path - Richard Taylor quote discussed. **Agreed**
- v) Research into bank accounts - Clerk to continue this. Access to information from Barclays and limited due to authorisations. Cllr Gregory and Clerk to visit Barclays and discuss current provision.
- vi) Pension deficit payments – Clerk to see advice from OALC
- vii) Rubbish located in Culham Rd Rec gated footpath – covered in Item 4 iii
- viii) Community Infrastructure Levy – Clerk to confirm with SODC that £1006.20 is to be paid into PC accounts

211. TO RECEIVE A BUDGET FROM THE NEIGHBOURHOOD PLAN GROUP

WNP Budget report previously circulated. Cllr T Davies raised his ongoing concerns regarding the financial reporting from the group.
 Clerk asked to seek confirmation from SODC that they will commitment to fund any overspend.
 NPG have completed the EOY grant return that identified £1604 underspend. This needs to be repaid to Groundwork. Clerk to organise payment.
 Clerk confirmed that expenses are still coming in.
 Representative from NPG to be invited to next F&GP to discuss their financial position.

212. TO RECEIVE A PROGRESS REPORT FROM THE HIGH STREET ADVISORY GROUP

Cllr T Davies reported that over 200 people attended the public exhibition in February. Questions still arise over the ownership of the area of land, as recent Land Registry requests have shown out of date records. PC to be kept up to date on progress.

HSAG had completed a grant application relating to S106 contributions from London Rd development. Cllr Hood recalled that the allocation had already been made and would be released in stages. The first instalment would be made once 10 houses are sold. Clerk to investigate this and to share findings.

213. FINANCIAL MANAGEMENT

a) Budget up to end of March 2017 to be discussed.

b) Balances

After the cheques below have been paid the balances on the council's accounts as at 24th April 2017 will be as follows:

Community	£11,201.82
Tracker	£122,994.45
Treasury	£61,069.87

c) Monthly tracker

Income details	March 17	April 17
Newsletter Advertising	1450	705
Treasury Bill Interest	12.83	11.23
Precept (Apr – Sept 17 £56,352.50)	9118.58	9392.08
Total	£10,581.41	£10,108.31

Cllr T Davies requested that the reporting of the figures clarifies the day-to-day expenses and that all extraordinary projects are taken out and reported separately. Clerk to work with Ass Clerk on this for next meeting

Clerk to chase Cllr Newman regarding the offered support in completing the annual return and general financial support. Clerk to investigate SAGE training for Clerk and Ass Clerk.

214. SCHEDULE OF PAYMENTS TO BE AUTHORISED

Cheque no.	Payee	Payment details	Amount
	Cheques paid		
106808	SODC	Business Rates	1529.17
106809	Universal Access Power	Heras Fencing	651.24
106810	HMRC	Dec 2016 PAYE	857.09
106811	Information Commissioner	Data protection Registration	35.00
106812	Oxfordshire Playing Fields Assocn.	Membership 2017-18	50.00
106813	Furnitubes	2 oak replacement bollards for High St	271.20
106814	Wheatley Primary School	Hire of hall for APM	115.33
106815	OCC Pension Fund	Pension deficiency payment Feb 17	100.00
106816	OCC Pension Fund	Pension deficiency payment Mar 17	100.00
106817	SODC	Dog Bin emptying 1 Jan – 31 st Mar 17	100.46
106818	R Taylor Landscapes	Installation of High St Sq. bollards	150.00
106819-106820 106822-106823	SW/JF/AR/HMRC/OCC	March wages/PAYE/NIC	2237.84
106821	Steve Wensley	Expenses – red paint for seats	15.49
106824	OCC Highways	Dropped kerb for Farm Close Rd	1500.00
106825	Void (incorrect amount written)	-	-
106826	OALC	OALC finance training 19 th Apr 17	78.00
106827	Lyreco	Office equipment & stationery	394.32
106828	Annette Richards	Edit & Design Apr - May Newsletter	695.00
106829	OCC Pension Fund	Pension deficiency payment Apr 17	100.00
106830	Void (incorrect amount written)	-	-
106831	OALC	Annual Subscription 2017-18	744.95
106832	Dr R E Gordon	WNP Photocopying	28.90
106833	Parchments Print of Oxford	Printing of Apr- May Newsletter	1940.00
106834	Mainstream Digital	Line rental & calls 10/3/17 – 9/6/17	77.98
106835 (replaces void 106790)	Executive Alarms Ltd	Fire Alarm System Holton Pavilion	1131.60
d/d	Barclays	Bank charges 13 Feb – 12 Mar	12.98

		Total	£12,916.55
	Cheques to Pay		
106836	The Merry Bells	Rent 25 th Mar – 24 th June 17	1163.75
106837	Berinsfield Community Business	March Grass Cutting	608.33
106838	SSE Southern Electric	Electricity 7 Jan – 5 Apr 17	37.15
106839	Thame Glass	Replacement window Park Hill Bus Stop	194.40
		Total	£2003.63

215. PUBLICATIONS & CORRESPONDENCE RECEIVED

- i) The Haseleys – April 2017*
- ii) Little Milton Newsletter – April 2017*
- iii) Tiddington with Albury and Milton Common –April/May 2017*
- iv) Holton, Waterperry and Waterstock news - April 2017*
- v) URC Newsletter – April 2017*
- vi) Neighbourhood Policing Newsletter – April 2017
- vii) Wheatley Park Newsletter*
- viii) Great Milton Bulletin*

* On display in Parish Office

All in agreement to remove these from future agendas as they are all available to view in the Parish Office.

216. DATE OF NEXT MEETING – 15th May 2017

217. ITEMS FOR INFORMATION –

Cllr Hood asked if minutes could highlight actions and responsibilities/deadlines for these actions.

This is to be discussed at the next full council meeting.