

# Wheatley Parish Council

## MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE OF THE COUNCIL HELD ON MONDAY 18<sup>th</sup> APRIL 2016 IN THE MERRY BELLS COFFEE ROOM AT 7.30PM

**PRESENT:** Councillors: P Gregory (Chairman), J Carr, P Hood, P Willmott, R Reilly, T Davies, A Davies & T Newman

**OFFICER:** THE CLERK: Gareth Morris

**150. APOLOGIES FOR ABSENCE** had been received from Cllr G Stephens

**151. DECLARATIONS OF INTEREST** – Cllrs P Willmott and A Davies declared an interest in item 5 (minute 154) Wheatley Playing Field Trust

**152. MINUTES OF THE PREVIOUS MEETING HELD 21<sup>st</sup> MARCH 2016** which had been circulated with the Agenda were signed as a correct and accurate record

**153. UPDATE ON ITEMS FROM THE MINUTES 21<sup>ST</sup> MARCH 2016**

- i) Minute 136(i)** – VPA cherry tree in the Church Road Recreation Ground – the clerk had discussed the location with Richard Taylor (Taylor Landscaping). There had been a minor change due to the Heras fencing now in front of the cliff).
- ii) Minute 138** – Purchase of projector. Credit/debit card for Parish Council. The projector, screen and lead had been purchased. In response to a query by the clerk, Barclays had said that as the Parish Council had to have two signatories on cheques a credit/debit card could not be provided. However Barclaycard may be able to provide one.
- iii) Minute 141(i)** – Request from Fusion to hold a church service on the recreation ground on Sunday 24<sup>th</sup> April – **Agreed.**
- iv) Minute 149** – CAB Outreach office in Wheatley – Cllr Carr had spoken to Thame CAB and they had confirmed that they had closed the Wheatley outreach office.
- v) Minute 149** – Bench in Memorial Gardens – The application form for the Faculty was now with Nigel Hawkes who it was hoped would help to fill it in.

**154. TO RECEIVE AN UPDATE ON THE SITUATION REGARDING THE LEASE  
BETWEEN THE PARISH COUNCIL AND THE WHEATLEY PLAYING FIELD  
TRUST.**

The Chairman reported that the inspections called for had taken place and the Building Survey had been circulated. The written Health and Safety Report was still to be received. The Fire Survey had been done and the report was expected soon. The issues raised by the various reports could be discussed outside of the meeting. The Trust had engaged a solicitor.

The clerk read out a statement as requested by the secretary of the Trust.

*"The Trust has met with its solicitor and received his suggestions. The trustees have arranged to meet on Tuesday 19th April to consider these.*

*In the light of the various reports commissioned by the Parish Council and the Trust, we are aware that there might well be some unresolved issues resulting from these reports that will also need to be taken into consideration."*

The clerk had written to the Trust confirming that Wheatley Playing Field Trust remains currently an authorised tenant of the fields and pavilions and is appointed to manage and maintain these on behalf of Wheatley Parish Council.

The Trust had renewed the Insurance and the maintenance contact for the next twelve months.

A further meeting with the Trust would be held shortly.

**155. TO AGREE A LETTER TO COUNTY COUNCILLOR IAN HUDSPETH RE THE COUNTY COUNCIL'S HANDLING OF THE PARISH COUNCIL'S REQUEST FOR PERMISSION TO INSTALL FOUR VEHICLE ACTIVATED SIGNS AT ITS, THE PARISH COUNCIL'S, OWN EXPENSE**

The Clerk had circulated a draft letter to all councillors that could be sent to Cllr Hudspeth, Leader of Oxfordshire County Council asking for him to expedite our request for 4 VASs. Nothing had been received from the County Council. The signing and sending of the letter was **Agreed** and signed by all of the committee.

**156. TO AGREE A COURSE OF ACTION RE THE ROCK FALL FROM THE CLIFF IN CHURCH ROAD RECREATION GROUND**

A specialist firm had been asked to do a preliminary report and that had been circulated to all councillors. One of their recommendations was that fencing should be erected at the foot of the cliff to keep people out and off. That had been done.

Cllr Newman proposed and Cllr Carr seconded that the Parish Council ask GWP Consultants (the company that undertook the preliminary survey) for a formal survey with recommendations eg a bund or netting or just a fence and approximate costing and that the Parish Council write to the residents in Gardiner Close and Templars Close that back on to the cliff. This was **Agreed**.

**157. TO CONSIDER THE CONDITION OF THE TREES WITHIN THE VILLAGE AND WHAT ACTIONS ARE NECESSARY**

The clerk had asked Tim O'Connor to look at the tree on Littleworth green, remove a dangerous bough and also to check on the general health of the tree. Also, if he would cut back the tree at the end of the garages on Farm Close Road. Kavan Ring would deal with the trees on the small area of Parish Council Land at the junction of St Mary's Close and London Road.

Planning permission had been granted to the house that bordered the footpath to Farm Close Lane which would mean that a number of troublesome Leylandii trees would be removed.

Cllr Newman stated that he has now got a list of all the trees with TPOs within the parish from SODC which he would pass on to the clerk

**158. TO CONSIDER THE GENERAL TIDINESS OF THE VILLAGE**

The clerk asked permission to buy from 'Keep Britain Tidy' to put posters on bins which say "There is no such thing as the poo fairy'. This was **Agreed**  
The outdoor workers had cleared the gutter in front of the shops.  
The clerk had yet to contact SOHA re the signs outside their properties.

**159. GRANTS, LICENCES AND SUBSCRIPTIONS**

- i) Oxfordshire Association of Local Councils - £715.31 inc VAT - **Agreed**
- ii) Local Council Review – 2016-2017- £17 -**Agreed**
- iii) Oxford Green Belt Network - £15.00 - **Agreed**
- iv) Wheatley Village Archive – Request for Grant Aid (£1,500 in 2015-16) – **Agreed**  
Include in letter, could they consider other forms of income. Could the Parish Council help in any way? Also the last sentence in their application form needs clarification.
- v) Data Protection Registration – Information Commissioner's Office – 2016-17 - £35.00 **Agreed**

**160. TO CONSIDER THE QUEENS 90<sup>TH</sup> BIRTHDAY CELEBRATIONS**

- i) To hear a report on village celebrations – Cllr T Davies outlined the programme so far. A Church service in the early afternoon in St Mary's followed by a procession to the high street. In the High Street there would be entertainment on a stage. Theatre performances followed by music and dancing until 10.00pm. Cllr T Davies suggested that the Parish Council write a congratulatory letter to Her Majesty the Queen. This to be brought to the next Parish Council meeting.
- ii) To consider a request from Fairfax Gate for a financial contribution to their street party. The clerk to contact the person explaining the parish council's ideas for the day and asking her to contact Cllr T Davies.
- iii) To report on the grant from SODC- a letter had been received from SODC saying that the village had been allocated £1,696.

**161. TO CONSIDER THE REPORTS ON THE PARISH COUNCILLORS' WALKS AROUND THE VILLAGE**

Steve, the outdoor worker had put weed killer along the path behind Barlow's Close leading to Cooper's Close. Cllr Willmott suggested that the only way to stop the stones coming through the grass verge along this path was to cover it with topsoil and then turf.

Cllr Newman suggested that the first 'councillor walkabout' be in July before the schools break for summer and the second in September.

It was suggested that the Sportsfield and other land the Parish Council owned should be visited

Cllr Newman said he would put forward suggested dates and route.

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

SODC had promised support but only after the funding had been withdrawn.

It was imperative that a business plan was put forward.

It was agreed that the item be kept on the agenda

### 163. CLERK UPDATE

- i) London Road resurfacing – because British Gas had told the County Council they would be undertaking work on that carriageway, the resurfacing had been suspended. The clerk to ask the County Council when it will be likely to happen.
- ii) Littleworth Allotments – an allotment holder had reported that resident on Kelly's Road had thrown rubble and grass cuttings over on to her allotment from the residents garden. The clerk had visited and would be writing to the resident.
- iii) Tap in the Memorial Gardens – it had been reported that there was a problem with the tap in the Memorial Gardens. Thames Water had been informed and were to attend later in the week.
- iv) Cllr Newman reported that the Parish's claim for the Railway Public House to be an Asset of Community value had been resubmitted.

### 164. FINANCIAL MANAGEMENT

- a) Budget to the end of March 2016

A completed copy of reconciled bank statement was signed by the Chairman & RFO.

- b) **Balances**

After the cheques below have been paid the balances on the council's accounts as at 18<sup>TH</sup> April will be as follows:

|           |             |
|-----------|-------------|
| Community | £6,263.05   |
| Tracker   | £134,187.52 |
| Treasury  | £60,924.4   |

### 165. SCHEDULE OF PAYMENTS TO BE AUTHORISED

| Cheque no.    | Payee                           | Payment details                   | Amount           |
|---------------|---------------------------------|-----------------------------------|------------------|
|               | <b>Cheques paid</b>             |                                   |                  |
| 106449-064454 | GM/SW/JF/OCC/AR/HMR&C           | Mar sals/wages/pen/PAYE/NIC       | 4,303.43         |
| 106455        | The Post Office                 | Stamps                            | 342.00           |
| 106456        | Buchanan Surveys Ltd            | Survey of pavillions              | 1600.00          |
| 106457        | Fusion Youth and Community      | Grant for St George's Funday      | 324.00           |
| d/d           | Barclays Bank                   | Charges 15.02.16-13.03.16         | 26.61            |
|               |                                 | <b>Total</b>                      | <b>£6,907.24</b> |
|               | <b>Cheques to Pay</b>           |                                   |                  |
| 106459        | The Merry Bells                 | Office Rental 25.03.16 – 24.06.16 | 1,140.93         |
| 106460        | PC World Business               | Projector and lead                | 311.97           |
| 106461        | Inf Commissioner's Office       | Data Protection Registration      | 35.00            |
| 106462        | The Post Office (Southern Elec) | Electricity 08/0/16 - 06/04/16    | 75.39            |
| 106463        | J Fox                           | Neighbourhood Plan expenses       | 20.92            |
| 106464        | Annette Richards                | April/May newsletter              | 680.00           |
| 106465        | Parchments of Oxford            | April/May Newsletter              | 1,871.30         |
| 106466        | The Post Office (SODC)          | Business rates 2016-17            | 1,427.80         |
| 106468        | R Bell                          | Mileage to Didcot                 | 17.02            |

|        |                                 |                                  |                   |
|--------|---------------------------------|----------------------------------|-------------------|
| 106469 | Lyreco                          | Paper, sack hoops                | 109.80            |
| 106469 | Lyreco                          | Printer ink for John Fox - NP    | 22.55             |
| 106471 | Universal Access and Plant Ltd  | Deposit for Haras fencing        | 150.00            |
| 106472 | Paul Edson Print Management     | Neighbourhood Plan village flyer | 151.00            |
| 106473 | Universal Access and Plant Hire | Erection of Haras fencing        | 60.00             |
| 106474 | Green Scythe Ltd                | Recs March cut                   | 237.84            |
| S/O    | Wheatley Playing Field Trust    | Monthly standing order           | 833.33            |
|        | GM/SW/JF/AR/OCC//HMR&C          | April sals/wages/pen/PAYE/NICs   | 4,600.00          |
|        |                                 | <b>Total</b>                     | <b>£11,743.85</b> |

### INCOME RECEIVED SINCE LAST MEETING

| Income details                           | Amount            |
|--|-------------------|
| SODC _ 1 <sup>st</sup> half of precept   | 54,711.50         |
| Newsletter Advertising                   | 3,270.00          |
| WPFT March repayments of loan            | 500.00            |
| Tracker Interest 07/12/15—06/03/16       | 14.24             |
| Photocopying                             | 6.90              |
| Treasury Bill Interest 25/01/16-24/03/16 | 36.42             |
| <b>Total</b>                             | <b>£58,539.06</b> |

### 166. PUBLICATIONS & CORRESPONDENCE RECEIVED AND NOTED

- i) The Haseleys April 2016\*
- ii) Little Milton Newsletter – April 2016\*
- iii) Great Milton Bulletin –April 2016\*
- iv) URC Newsletter – April 2016\*
- v) Holton, Waterperry & Waterstock News – March 2016\*
- vi) Tiddington with Albury and Milton Common – April/May 2016\*
- vii) CPRE – Countryside Voice and Field Work Spring 2016

\* On display in Parish Office

### 167. DATE OF NEXT MEETING – 23<sup>rd</sup> May 2016 – Noted

### 168. ITEMS FOR INFORMATION

- Cllr T Davies – to help the Neighbourhood Planning process he suggested that a vehicle count be done across the whole of the village. To cover the whole village ten locations would be needed. The County Council would provide the necessary equipment for around £100 per location, so between £1,000 and £1,500 would be necessary. He suggested that this cost be shared with the Neighbourhood Plan. There was general support for the idea.
- It had been reported that a long vehicle trying to turn in to the High Street east from Station Road had damaged a building on the north side of the High Street and had taken out bollard outside Taylors.
- The clerk had asked Taylor landscaping to replace the bollard on Littleworth Green

**169. RESOLUTION TO EXCLUDE THE PUBLIC**

Cllr Carr proposed and Cllr Newman seconded:  
*that under Section 100A(4) of the Local Government Act 1972, the public be excluded on the grounds that it involves the likely disclosure of exempt information as defined in paragraph X of Part 1 of Schedule 12A to the Act, namely private contractual and employment matters*

**Agreed** unanimously

**170. SALARY AND WAGE REVIEW FOR PARISH COUNCIL STAFF**

The clerk reported that as yet no agreement had been reached between the local government employers and unions on the 2016-17 pay award.

The committee agreed to award the clerk his annual increment from April 2016  
Proposed by Cllr Willmott and seconded by Cllr Carr and **Agreed** unanimously.

**The meeting closed at 9.40pm**