

WOOTTON PARISH COUNCIL
Meeting on Monday 14th March 2016
at 7.30pm
Village Hall

MINUTES

Present

Cllr M Tuely (Chairman)
Cllr A Warner
Cllr L Seymour
Cllr J Thomas
Cllr J Yates
Cllr S Gabbatiss
County Cllr. I Hudspeth
Three members of the public
J Carlin (Clerk)


The meeting commenced at 7.30 pm

1. **Apologies:** Cllr. C. Cottrell-Dormer
2. **Disclosure of Interest:** there were no disclosure of interests
3. **Approval of Minutes of the Parish Council Meeting of Monday 11th January :** The Minutes of 11th January 2016 were unanimously approved and signed as a correct record of the meeting.
4. **Matters Arising from the Minutes which are not covered elsewhere:**
 - **Repair of the Well Cover:** Four quotes had been received, all similar in cost, and submitted to the insurance company. They have agreed to pay the cheapest quote of £1,250.00 which with the policy excess of £125.00, means a settlement payment of £1,125. **Cllr Warner** will undertake to arrange for the work to be carried out which will involve removing the debris and using all the old metal fixings to make an exact replica. Hardwood will be used and finished with a protective coating. Once the work is completed, which is estimated to take about six weeks, consideration will be given as how to improve pits visibility. Cllr Tuely thanked Cllr Warner for all his work in sourcing suitable estimates.
 - **War Memorial Fund:** Cleaning has now been carried out by Joslins (£697.20 paid from donations) Two quotes have been received for repair, Joslins being the cheapest quote, and **Cllr Tuely** can now proceed in applying for a grant.
 - **Wootton Website :** Cllr Seymour explained that an excellent framework has now been drawn up by Mr. D Knight but that an article placed in Outreach requesting interested volunteers has so far produced little interest. A meeting will be held to encourage participation and it is hoped that volunteers will undertake to control separate aspects eg. historical, shop, school, sports.. He and Cllr. Gabbatiss to have an overall editing control. To date £50 has been outlaid.
 - **Audit 2017/18:** As Wootton has a turnover not exceeding £25,000 it will no longer have to make an annual return for external audit from the 2017/18 financial year. It will however have to publish its annual return on a website for public scrutiny. Currently comments and representations on the accounts of the parish council are investigated by the external auditors BDO. A newly appointed sector body set up by the NALC will undertake this which it is hoped will be simpler and cheaper.
 - **Missing letters off signpost at top of West End Hill:** **Cllr Warner** is trying to source similar lettering from the council work yard.
 - **Repair of broken seat outside the Rectory:** A spar is believed to be broken and needs re-bolting. **Cllr Gabbatiss** undertook to sort the problem
 - **Dog Waste Bin at the entrance to Meadowland:** This has been twice requested. **Clerk** to chase if no result.

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5. **Volunteer Link-Up:** Sue Lace, Good Neighbour Scheme Support Co-ordinator, kindly attended to give a short summary and informal discussion. VLU operate three types of help and cover all administration. The main interest in view of the ending of the Wootton bus is **Transport** whereby individuals needing lifts eg. hospital apts, GP, day centres. contact VLU, who have a list of available drivers. The recipient of the lift pays petrol costs of 45p per mile. VLU cover drivers for public liability insurance and carry out DBS checks. VLU will also operate a list of volunteers for purposes of **Befriending** eg. social help giving support to isolated individuals and **Practical Help** eg. changing light bulbs, smoke alarm batteries. There is a grant of £500 available to set up the scheme to cover costs of leaflets and questionnaires and Sue would be very happy to attend a public meeting if required. The Parish Council thought it would be beneficial to Wootton and **Cllr Loftus** to investigate further.
6. **County Council and District Council Matters :** : **County Council** Wootton Parish Council was sorry to learn that County Cllr Ian Hudspeth has been ill and glad to hear that he has now recovered. In his March Parish Report County Cllr Hudspeth expresses his concerns at devolution in joining four authorities with possible increased costs of bureaucracy and loss of transparency. In particular the new Cotswold/WODC council will need one headquarters but there is no detail of where that will be located. He would welcome more open debate and would ideally like the option of one Oxfordshire single unitary to be considered. **West Oxfordshire District Council** report a very difficult budget setting process for 2016/17 and the Council is having to use around £131,000 from its General Fund reserves. An annual increase of £5 council tax which will allow protection of frontline council services, allow free car parking to continue and provide ongoing grant support for valued services provided by the voluntary sector. This will be the first council tax increase in West Oxon since April 2010
7. **Proposed Planning**
Greenway House, 73 Castle Road, Wootton. Alterations and erection of ground and first floor extensions (15/04233/HHD) - **Approve**
Holly Cottage, The Walk, Wootton. Proposed extension and alteration. Mr Peter Marshall (15/04282/HHD) – **Approve**
Meadowland, Horseshoe Lane, Wootton – fitting 32 solar panels to south-facing roof above kitchen (retrospective) – (16/00202/HHD)
8. **Financial Matters and Bills to pay**
Parish Council bank balances:
Current (No 1 a/c): £5,562.41
Parish Council Project Fund (No 2 a/c): £1,822.73
Business Reserve a/c: 03pence
- Parish Clerk Work: £72.70 Cheque No. 000378
 - HMRC for Clerk's tax: £18.20 Cheque No. 000379
 - OALC subscription £133.07 Cheque No.000380
 - OPFA subscription £40.00 Cheque No.000381
 - Joslins Stonemasonry – cleaning stonework £697.20 Cheque No. 000004 (transferred from Business Reserve A/c to A/c No. 2 for payment)
 - Patrick Edwards Ltd – purchase of 2nd hand mower for playing field £594.00 Cheque No. 000382 (paid from wrong a/c - sum of £594.00 transferred from A/c No 2 to A/c No. 1)
- Thanks received from West Oxon Citizens Advice for the donation of £150
9. **Community Bus:** Cllr Warner suggested this may be of interest once the current bus service stops at the end of July. There are possible grant facilities for the leasing of a community mini-bus. Alternatively, the Middle Barton proposals for the creation of a bus service set up as a Community Interest Company may prove viable.
10. **Queen's 90th Birthday Celebrations:** Thurs 21st April – Burditch Hall 6pm birthday tea and cakes for the children with crown making competition. Lighting of the Beacon and 21 gun salute. The Parish Council agreed to give £100 donation towards the food costs and pay for commemorative medals for all the children (£1.99 per medal). (Proposed Cllr Seymour, seconded Cllr Thomas)

Weekend of 11th and 12th June coincides with Wootton Flower Festival and open gardens. There will be a special church service on the Sunday at 10.15 and a family picnic in the playing fields in the afternoon with everyone bringing their own food and organisation of team games. **Cllr Yates** to advertise.



11. Clean for the Queen: The official weekend was 4th – 6th March which we have missed. It was felt overall that Wootton was fairly tidy but Cllr Warner expressed concern about the edges of the roads giving an untidy appearance and the Stratford Bridge Road was in need of litter picking. It was agreed that the weekend of **Sat 2nd April/ Sun 3rd April** would be set aside for cleaning tasks. **Cllr Gabbatiss** to approach WODC re loan of grabbers. Anyone interested very welcome.

12. Neighbourhood Development Plan: This was previously discussed by the councillors but it was still felt that it was not currently necessary for Wootton.

13. Wootton Parish Council Elections: All existing councillors must stand down and re-apply for nomination together with any new applications. Notice of Election to be published on the Parish Council Notice Board no later than Weds 30th March. **Nomination Papers** will be available from the Clerk and the final date for their receipt at the elections office at Woodgreen will be **4pm on Thurs. 7th April** (this deadline is absolute). Nominations must be delivered **by hand (not post)** (they do not have to be delivered by the candidate and if anyone finds this a problem please contact the Clerk (tel 01993 813920 – janecarlin2@hotmail.com and if they are left at the Village Shop I will collect and deliver them to Woodgreen). Withdrawals of candidature have to be received by the Returning Officer no later than the same deadline for delivering a nomination i.e. 4pm Thurs 7th April. **NB** Please ensure spellings and names used are kept the same throughout when filling out all the forms. If you need to know your Elector No. the Clerk can supply it (janecarlin2@hotmail.com)

In the event of the election being contested (i.e. more than 7 people applying) a poll will take place on Thurs. 5th May, held together with District Council elections on the same day, and the cost being shared. If the number of candidates nominated is less than the quorum of the Council (minimum of three) a further election will be held. If however the number remaining nominated is at least equal to the quorum, the newly elected members may co-opt to fill the vacancies.

All elected Parish Councillors must subscribe a "Declaration of Acceptance of Office" - this needs to be made before or at the first meeting of the Parish Council after their election (Annual Meeting Mon. 9th May). Existing councillors will retire on Mon. 9th May 2016 and the new councillors come into office on the same date. The Chairman of the Parish Council remains in office until his successor is elected under the first item of business at the annual meeting of the Council. If the Chairman has retired they still preside over the election of the new Chairman and in the event of an equality of votes for the new Chairman, they will give a casting vote.

In the event of an election on Thurs 5th May, a person not included in the register of electors cannot vote at elections. Applications have to be made to the Elections Office (Woodgreen – www.gov.uk/register-to-vote) by Mon 18th April.

14. Any Other Business:

- **Parking Opposite the School:** the 'Keep Clear' sign is often covered by waiting cars. **Clerk** to ask School to re-remind re safe parking
- **Trees in Castle Road:** Cllr Thomas reported some loose branches of the chestnut trees overhanging the pavement. If still a problem these could be tidied on the cleaning weekend.
- **Wall at the back of the Playing Field:** Mrs Ann Day wanted it recorded that this wall is in a dangerous condition, especially if children are tempted to climb on it. The wall is the property of Mrs. Naqvi and her Head Gardener is aware of the problem and has promised to fence it off. .

The public then left the Meeting so that a confidential matter could be discussed.

The meeting ended at 9.15 pm.

Future Meetings:

Monday 11th April 2016 at 7.00 pm Extraordinary Meeting (NB note earlier time)

Monday 9th May 2016 at 7.30 pm

Monday 11th July 2016 at 7.30 pm

Monday 12th September 2016 at 7.30 pm

Monday 14th November 2016 at 7.30pm Jane Carlin (Clerk)

