

Swinbrook & Widford Parish Council Meeting

16th July 2018

Minutes of the Parish Council Meeting held at Swinbrook Village Hall, on 16th July 2018 at 7.00pm

Present

Andrew Mitchell (Chairman), Christine Standen (CS), Sue Meech (SM) John Walker (JW)

In attendance: Lisa Harrop (Clerk)

Apologies: Jeremy Duckworth (JD)

The meeting was called to undertake the following business

0001 **Declarations of Interest**

There were no declarations of interest.

0002 **Confirm and sign the minutes of the meeting of the 14th May 2018**

The minutes were signed by AM

0003 **Matters arising from those minutes**

None raised

0004 **Speeding & Village Signs**

LH & CS met with James Wright from OCC Highways to discuss the placement of signs for the new speed limit. LH & CS confirmed that the PC could input into the placement of signs including decluttering existing signs and moving the Swinbrook Village signs to before hit and miss Cottages and to the Cricket Pitch. LH also confirmed that the PC would like to understand if the Village Signs could be moved before Claybutts Cottage rather than the Cricket Pitch. LH & CS confirmed this had been requested to James Wright but he was not in favour.

0005 **Action:-**

LH to find out reasons from James Wright why the Village sign cannot be placed before Claybutts Cottage.

LH & CS to put together a proposal to present to the PC the location of the new signs and road markings.

LH to confirm with James Wright the costs for the signage including the additional signage along with the road markings and Village signs. This items should be itemised separately so that the PC can make an informed decision.

NFJ informed the PC that they should ask how much of a contribution James Wright at OCC would contribute to the overall cost of the signage as they will have a budget for this.

0006 **Nicholas Field-Johnson District Council Update**

Pot hole repairs – have been completed in the area including Swinbrook & Fulbrook. AM raised the concerns that other Pot Holes still haven't been fixed even though others around them have been. NFJ informed the PC that only potholes that have been reported and inspected would be fixed. If you see a pothole then you should report them on <https://www.fixmystreet.com/> and if they still haven't been fixed then please contact NFJ.

There will be an HGV trial taking place restricting HGV's passing through Burford. It is expected that the trial will last for 18 months. The PC raised concerns about potential increase in HGV traffic passing through the village due to the trial and that there was inadequate signage and that the road is only marked as unsuitable for HGV's. NFJ informed the PC that they should report any HGV traffic to OCC Highways on the

following link <https://www2.oxfordshire.gov.uk/cms/content/weight-restriction-enforcement> and himself.

A new 30Mph speed limit is being introduced outside Burford School along with a pull in area to stop traffic blocking the Burford roundabout.

NFJ gave his support to the WASP campaign and reported that Robert Courts met with Environment Secretary Michael Gove to discuss concerns about sewage pollution in the River Windrush and how this can be addressed as part of the 25 year environment plan.

0007 **Council Training**

LH confirmed that Training for new Parish Councillors would be taking part on 13th September in WODC Offices in Witney. Currently LH & AM are booked on the training with one other space available. AM confirmed that he may not be able to attend.

Action:

AM to confirm if he is able to attend

CS, SM JW to confirm if they are able to attend

LH to inform Keith Butler of attendees

0008 **Tree Surveys**

LH confirmed a quote had been received from TreeTech to conduct the Tree Surveys on the tree's located on the village green and Stocks hill. The cost of the tree report is £250 +VAT for the first 10 tree's with each tree after being charged at £4 +VAT for 15 tree's the cost would be £270 +VAT. LH confirmed that there were 2 types of tree reports that Treotech could offer the PC these were a Full Inventory Risk report & a Negative Risk report. The PC confirmed that they would go ahead with the Full Inventory Risk Report on all of the trees with an expected cost of £270+VAT for this. This was proposed by SM and Seconded by CS.

Action: LH to confirm that the Full Inventory risk report was included in the fee and once confirmed to inform Treotech to go ahead with the survey.

0009 **Website Update**

LH confirmed that Functio28 had created the new website for the PC and that everything was ready to go live once payment for the invoice had been made. The invoice amount for work was £598.80. The invoice has been passed to JD for payment but is still outstanding. The money for the Website is coming out of the Transparency Grant that was recently awarded to the PC. SM raised the point of somebody on the PC paying the invoice and claiming it back. LH confirmed that the invoice had been sent to JD and it just required the cheque to be signed however LH was happy to pay the invoice and claim back if JD was unable to raise the cheque.

Action: LH to contact JD and chase the payment otherwise LH to pay the invoice and claim the money back from the PC.

0010 **Finances**

In the absence of JD, LH read the following statement out on behalf of JD.

1. Appointment of Internal Auditor

Mark South has been proposed as the new Internal Auditor to the PC. This follows the appointment of Sue Meech, previous Internal Auditor to PC, as a Parish Councillor at the recent May local elections. Proposed by AM seconded by SM & CS

2. 2017/18 Annual Return Process

As a consequence of item no 1 above, Jeremy has agreed with Moore Stephens , our newly appointed auditors, to a delay in the Annual Return process and this will be concluded over the next couple of weeks. A separate PC meeting will be required to review and approve the 2017/2018 Annual Return.

3. Other Business

JD has advised LH in writing that he formally resigns from his position as Parish Councillor and Treasurer of Swinbrook & Widford Parish Council. It was proposed by AM

and seconded by CS & JW that SM takes over the position of Treasurer on behalf of Swinbrook & Widford Parish Council.

0011 **WASP Update – Ashley Smith**

WASP has moved on quite well since the last update with 3 parts to the campaign communication, Facebook, Instagram and You Tube. The challenge has been looking at how to get the communication out to those people that don't use IT.

WASP has been engaging with the water industry on some short term fixes after the condition of the river was highlighted on BBC Countryfile, OFWAT contacted the group to enable talks with the water companies. Robert Coutts has taken this straight to Michael Gove after meeting with a number of local residents and WASP in Swinbrook Village Hall and a response from Michael Gove is expected soon. Earlier today WASP met with the Environment Agency to have a full and frank meeting and discovered that the average time it took for them to visit the Sewage Treatments works was 8 years! Richard Harrop asked about Riverday as it was on the news and thought it was good publicity for highlighting the plight! Monitoring can be done in advance and test for diseases is being conducted now and also again in the winter. Ashley reminded everyone that further information can be found on the website and Facebook page.

<https://www.windrushwasp.org> <https://www.facebook.com/WASPING/>

Village Hall Update – Robin Meech

0012 Robin advised the meeting that plans were afoot to rehabilitate the village hall and there are number of items that are being addressed. Currently there have been no published accounts to the Charities commission for the last 6 years and a number of the Village Hall Trustees are no longer with us. Robin is in the process of obtaining lost banks statements from TSB in Burford and Nationwide Building Society Statements in Witney so a return which is due to the Charities Commission on the 30th September can be completed to bring the accounts up to date.

The current Trustees are John Matthews who wishes to remain, Rob Lane who wishes to stand down, Bob Woodward who is deceased which Robin has obtained a copy of his death certificate, Joyce Hudson who wishes to stand down and Malcolm Hudson who wishes to remain.

The next and immediate steps to be undertaken by the trustees is to agree three trustees as a minimum (one additional) and formalise the resignation of the outgoing trustees which is currently being undertaken by John Matthews & Malcolm Hudson. The trustees then need to meet and decide how to open up the rehabilitation process to the village including keeping the PC informed, appoint a treasurer and confirm bank signatories, instigate some initial designs for review taking into account existing plans and the management and ongoing running of the village hall.

0012 **Village Hall Assets – AM**

AM raised that he would like to document all of the Village Assets formally, this would include The Swan Inn, Cricket Club, Village Hall and the various charities that are held and run on behalf of Swinbrook.

Action: AM to meeting with RM to start this process and update at next meeting.

0013 **Amenities – Stiles – Dog Bins – Salt Bins – Tree's on Highways**

Due to the time this item been postponed until the next meeting.

AOB

0014 CS asked about the process for appointing a new Parish Councillor now that JD has resigned. LH informed the PC that there was a strict process that needed to be followed and that she would be in touch with Keith Butler to start this process off.

Action: LH to contact Keith Butler at WODC

There being no other business the meeting closed at 9pm.