



**Minutes of the meeting of Wootton (Abingdon) Parish Council
Online using Zoom on Tuesday 6th April 2021 at 7.30pm**

Councillors Present:

Councillors Bristow (Chair), Brockliss, Foster, Manning, Morgan, Werrell.

Councillors Absent:

CLRs Clifton, Morris, Shaw

1. To receive apologies for absence

Cllr Clifton and Cllr Morris

2. To receive any Declarations of Interest from Councillors relating to items on the Agenda.

a. None

3. Reports from District and County Councillors

a. County Councillor

- i. Remaining Councillor Priority Fund money was used to purchase computers for Primary Schools, including Wootton St Peter's.
- ii. Following the re-tender of civil parking in Oxford, the losing contractor sued the County over lack of due process; the County settled out of Court at a cost of £1.6m. The Audit and Governance Committee has identified a systemic failure between the officers and members. A critical motion of the Council's procedures was put forward for meeting on 23rd March. Due to a motion of domestic violence covered beforehand in the same meeting, resulting in emotional situation, the motion was not debated and a special meeting has been requisitioned to cover this motion on 7th April.

b. District Councillor

i. Not present.

4. To facilitate public participation with regard to items on the agenda

a. None

5. To confirm the Minutes of the previous meeting and any committee meetings held.

It was RESOLVED to approve the minutes of 2nd March 2021.

6. To receive updates on the action points from previous minutes which do not require further decision.

Minute Ref:	Description:	Action required:
2020-08 6f ii	More permanent covid-19 signs required for the gate.	Installed by Cllr Morgan
2020-11 9b ii	To arrange for 5 road traffic surveys to be carried out	Cllr Foster to liaise with Clerk/Highways to progress. No response received from Highways.
2020-12-7	Purchase of Memorial Bench	Installed.
2020-12 F&GP 4bi	purchase the speed sign and three posts for this	Cllr Foster/Clerk discussed. Highways requested delay till April 2021.
2020-12 F&GP 4bii	Purchase an Automated External Defibrillator.	Defibrillator has been ordered – see items 14 & 15.
2021-02-13vii	To obtain information on replacing Perspex at Home Close bus shelter	See agenda item 12.

2021-02 16d	Cllr Morgan and Cllr Foster to be added to the bank mandate and to online banking	Verification awaited.
2021-02 16f	To renew the “Clerks and Councils Direct” membership	Completed.
2021-02 13	Walsingham Planning - Cllr Brockliss to review this planning proposal in relation to the Neighbourhood	Due to poor internet connection, Cllr Brockliss was not able to provide this update.

7. To receive updates from Groups and Committees:

- a. Road Safety and Speeding – Cllr Foster
 - i. The purchase of the SIDD signs has been delayed until the start of this new financial year in the event that Oxfordshire Highways are able to provide funding towards the project.
 - ii. The Traffic Surveys are being put on hold until Covid-19 restrictions have been lifted in order to ensure that the results are meaningful.
- b. Footpaths and Bridleways - Cllrs Shaw/Manning
 - i. Footpaths have dried out. No further update was available.
- c. Community Park – Cllr Morgan.
 - i. The Park is looking really good with the new fencing – “thanks” to those who turned up at short notice to move the old fence.
 - ii. Checks are being undertaken by Cllr Clifton and Cllr Morgan. Cllr Morgan will liaise with Playsafety Ltd to check the Zipwire.

8. To receive updates in the following areas:

- a. Community Centre – Cllrs Bristow
 - i. Cllr Bristow attended the meeting. Still awaiting reparations from the logistics company.
 - ii. Have received a number of grants – Flood Lights, Windows and Basketball Hoops have been completed.
 - iii. “Thank you” note has been included in the latest newsletter.
 - iv. Cllr Brockliss requested that Cllr Bristow suggested that larger bins be provided on the field.
- b. Enforcement at Lamborough House – no update.

9. To agree the installation of the defibrillator – It was RESOLVED to accept the quote from Ian Fitchett. Something to be included in the newsletter once installed to inform people of the locations. **Action Clerk.**

10. To agree the checking of the defibrillator – Cllr Manning offered to perform the monthly checks.

11. To consider the quote from Mortisplay – It was agreed not to proceed at this stage.

12. To consider the quote for the bus shelter Perspex – It was RESOLVED to accept the proceed with the refurbishment of the bus stop at Home Close. Cllr Manning to meet with Clerk to review which bus stop is in need of the most repair. **Action Clerk.**

13. To consider the provision of additional dog waste bins – it was AGREED to contact Oxford Preservation Trust to request dog waste bins on their land. Put notice on general waste bin at Jarn Mound. **Action Clerk**

14. To agree the purchase of the annual support package for the defibrillator at £165 +VAT. This

provides all electrode/pad replacements (adult) both time expired and post rescue, replacement batteries, replacement rescue kits, replacement safety items, loan defibrillator if the unit is out of action for more than 3 days, courier fees, software upgrades, rescue data downloading, post rescue counselling, telephone support.

It was **RESOLVED** to subscribe to the annual support package provided by Community Heartbeat. **Action Clerk.**

15. To consider including the Monitoring Contract for the defibrillator at £100 per year:

“The ShockBox Rotaid cabinet can be upgraded easily into a fully remote monitored cabinet capable of sending SMS and E-mail to notify about AED presence, issues and cabinet access making your Rotaid Shockbox work 24/7”

It was **RESOLVED** to include the Monitoring Contract. **Action Clerk.**

16. To approve the briefs for the S106 Public Art Projects – It was RESOLVED to approve the briefs.

17. To agree the following items:

- a. It was RESOLVED to approve the renewal of the Society of Local Council Clerks membership
- b. It was RESOLVED to approve the renewal of the OALC membership
- c. It was RESOLVED to approve the payment for the Cricket Pavilion Electricity
- d. It was RESOLVED to approve the payment of the Cricket Pavilion Water
- e. It was RESOLVED to approve the renewal of the Information Commissions Office registration
- f. It was RESOLVED to approve the payment of the Clerk’s mobile phone with O2
- g. It was RESOLVED to approve to continue using ST Grounds Maintenance for litter picking and bridleway cutting.
- h. It was RESOLVED to approve the payment to Simply Waste for the emptying of the bin at the Cricket Pavilion
- i. It was RESOLVED to approve to continue using Wenn Townsend Accountants for payroll services.

18. Finance and administration

a. To receive the Finance Report

			2019/20	2020/21	2020/21	budget
			Actual (Net)	Budget	YTD Actual (Net)	variance
Income						
	Precept		52,800.00	55,999.68	56,000.00	0.32
	Bank Interest		78.15	30.00	22.74	- 7.26
	VAT Refund		10,494.06		4,018.76	4,018.76
	Section 106 money		4,561.68	-	-	-
	Grants & Donations Received				1,325.00	1,325.00
	Rent - Cricket Club					-
	Miscellaneous - In		2,050.00		1,750.00	1,750.00
	VWHDC Grant (CT)		-		-	-
	Neighbourhood Plan - In		-		456.28	456.28
	Website - In		57.16		78.81	78.81
			70,041.05	56,029.68	63,651.59	7,621.91

Expenditure - Parish Council							
	Administration						
		Bank Charges	LGA 1972 s111	127.70	120.00	79.26	40.74
		Communications		-	-	5.74	5.74
		Election Costs		100.00	-	-	-
		Insurance		1,562.16	1,875.00	1,622.65	- 252.35
		Meeting Costs	LGA 1972 s134	395.00	324.00	251.10	72.90
		Laptop			500.00		500.00
		Members Expenses		-	100.00	18.48	81.52
		Membership Fees/Subs	LGA 1972 s143	168.00	843.00	725.23	117.77
		Printing, Postage, Stationery		19.02	260.00	33.91	226.09
		Professional Fees		860.47	1,062.00	466.47	595.53
		Telephone	Telecoms Act 1984 s97	133.20	180.00	150.12	29.88
		Training/Books	LGA 1972 s111	879.99	2,000.00	450.00	1,550.00
		Website	LGA 1972 s111	131.63	573.00	569.90	- 3.10
		Total Administration		4,377.17	7,837.00	4,372.86	3,464.14
	Staff Costs						
		Staff Costs	LGA 1972 s112	9,742.10	14,719.12	14,125.51	- 593.61
		Clerk Expenses	LG (Fin Prov) 1963 s5	1,160.12	1,380.00	1,185.57	- 194.43
		Total Staff Costs		10,902.22	16,099.12	15,311.08	- 788.04
	Amenities						
	Ongoing						
		CC Loan Repayment		3,076.60	3,076.60	3,076.60	-
		Planning/Land Reg		-	60.00	-	60.00
		Miscellaneous - Out		9.41		-	-
		Street Furniture		3,185.00	1,834.00	2,204.95	370.95
		Children's Play Area	LGA 1972 s214	4,131.01	5,500.00	8,774.40	3,274.40
		Dog Bins	Litter Act 1983 ss5,6	349.76	350.20	358.80	8.60
		Litter Picking & Disposal		5,542.00	2,450.00	1,232.28	- 1,217.72
		Other Land Maintenance	Highways Act 1980 s96	625.00	1,500.00	625.00	- 875.00
		Parish Land Maintenance	Open Spaces Act 1906 ss9&10	1,015.00	6,724.60	6,202.20	- 522.40
		Pavillion Maintenance		1,403.64	2,000.00	1,755.91	- 244.09
		Total Maintenance Costs		19,337.42	23,495.40	24,230.14	734.74
	Projects						
		Christmas Lights		430.72	1,000.00	383.65	- 616.35
		Covid-19			5,500.00	2,124.88	- 3,375.12
		Defibrillator		-	2,000.00	38.60	- 1,961.40
		Highway - Speed Limits		-	14,000.00	199.99	- 13,800.01
		Neighbourhood Plan Out		1,002.30	-	-	-
		Playground Project - Out		7,790.04		-	-
		Total Projects		9,223.06	22,500.00	2,747.12	- 19,752.88

	Grants (\$137)		LGA 1972 s137	3,500.00	8,700.00	7,909.00	- 791.00
	max	18,079.36		-		-	
	VAT Paid			3,838.49		3,211.04	
	Total Expenditure			51,178.36	78,631.52	57,781.24	- 24,061.32
	Net Movements			18,862.69	- 22,601.84	5,870.35	28,472.19
	Opening Balance			36,210.85	55,073.54	55,073.54	55,073.54
	Closing Balance			55,073.54	55,073.54	60,943.89	83,545.73
	Allocation of Funds						
		Car Park Fund		500.00	3,600.00	3,600.00	
		Clerk Sickness Budget		-	500.00	500.00	
		Election Fund			4,500.00	4,500.00	
		Insurance Excess			1,000.00	1,000.00	
		Street Lighting		1,000.00	1,000.00	1,000.00	
		Tree Maintenance		1,000.00	1,000.00	1,000.00	
		Notice Boards		500.00	-	-	
		Footpaths		2,000.00	1,875.00	1,875.00	
		Community Transition Fund		2,000.00	2,000.00	2,000.00	
		Neighbourhood Plan			1,200.00		
		General Surplus		48,073.54	38,398.54	45,468.89	81%
	Total			55,073.54	55,073.54	60,943.89	

It was RESOLVED to receive the finance report as presented.

- b. It was RESOLVED to acknowledge scrutiny and acceptance of the previously circulated bank statement.
- c. It was RESOLVED to approve the list of Regular Payments, including standing orders and direct debits

Payee	Frequency	Amount
Clerk Salary (Gross)	Monthly	£1126.75
Clerk's Pension - Nest	Monthly	£18.20
Telephone -O2	Monthly	£13.68
Park Maintenance – Wiskin Garden Maintenance	Monthly	£330.00
Vale of White Horse DC – Dog Bins	Quarterly	£89.70

- d. It was RESOLVED to approve invoices for payment and to review payments made since the last meeting as itemised on the Payment Schedule

Ref no	Details	Payment Total
OLP-252	Wootton School PTA/S137	£ 2,400.00
OLP-253	Playsafety/Inspection Checklist	£ 36.00
OLP-254	Castle Water/Cricket Pavillion	£ 80.52

OLP-255	ST Grounds Maintenance Litter Picking Henwood to Whitecross	£	84.00
OLP-256	WGM - Park & Village Green Maintenance	£	396.00
OLP-257	Staff Salaries	£	1,045.60
OLP-258	Clerk's Expenses	£	94.92
OLP-259	WADSCC Grant for MUGA, Playground, hall windows	£	4,409.00
OLP-260	Nest	£	42.47
OLP-261	O2 Telephone	£	13.68
OLP-262	Barclays/Bank Chgs	£	6.50
OLP-263	Go Daddy/Woottondrysandfordshippon	£	8.39
OLP-264	Simply Waste - Rubbish Collection	£	26.76
OLP-265	Glasdon/Bench	£	915.29

e. It was RESOLVED to note any receipts

Receipt Date	Details	Amount
04/02/2021	Barclays loyalty Reward	£ 0.94
09/02/2021	Refund of Excess from Bus Stop Claim	£ 250.00

f. It was RESOLVED to approve the updated Asset Register

Item	No	Location	Value (£)	Comments	Ins Value (£)	Insurance Header	Responsible Cllr
Bus shelter	1	Whitecross	-	Purchased 2018 - removed due to damage	-	Street Furniture	n/a
Bus Shelter	1	Home Close	2,817.63	Proxy 2009 Insurance	2,817.63	Street Furniture	Cllr Manning
Bus shelter	1	Lamborough Hill	2,817.63	Proxy 2009 Insurance	2,817.63	Street Furniture	Cllr Manning
Item	No	Location	Value (£)	Comments	Ins Value (£)	Insurance Header	Responsible Cllr
Bus shelters	1	Hill View Lane	2,817.63	Proxy 2009 Insurance	2,817.63	Street Furniture	Cllr Werrell
Bus shelter	1	Shops	2,817.63	Proxy 2009 Insurance	2,817.63	Street Furniture	Cllr Werrell
Bus Shelter	2	Matthews Way	5,635.25	Proxy 2009 Insurance	5,635.25	Street Furniture	Cllr Brockliss
Bus shelters	1	Starveall Farm	2,817.63	Proxy 2009 Insurance	2,817.63	Street Furniture	Cllr Brockliss
Bus shelter	1	Bystander	2,817.63	Proxy 2009 Insurance	2,817.63	Street Furniture	Cllr Werrell
Jubilee bench	1	Bus stop Bystander	387.00	Purchased 2012	700.00	Street Furniture	Cllr Bristow
Notice Board	1	Boars Hill	1,442.20	Purchased Dec 20 - awaiting install	1,442.00	Street Furniture	Cllr Shaw
Notice Board	1	Shops	700.00	Proxy 2009 Insurance	700.00	Street Furniture	Cllr Bristow
Notice Board	1	Whitecross	1,592.50	Purchased 2019	2,000.00	Street Furniture	Cllr Brockliss
Notice Board	1	Boars Hill	-	replaced 2021	-	Street Furniture	n/a
Teen Shelter (Sefton)	1	Community Centre	13,130.00	Original cost	13,130.00	Off Premesis	Cllr Bristow
Defibrillator	1	Community Centre	2,020.00	Purchased 01/09/2014	5,000.00	Additional Cover	Cllr Bristow
Ball Games Area	1	Community Park	8,125.00	Purchased Oct 2017 incl install	8,125.00	Playground Equipment	Cllr Clifton
Daisy Spring	1	Community Park	1,243.00	Purchased Oct 2017 incl install	1,250.00	Playground Equipment	Cllr Clifton
High Basket Swing Seat	1	Community Park	3,192.00	Purchased Oct 2017 incl install	3,175.00	Playground Equipment	Cllr Clifton

Huck Nets Tee Pee	1	Community Park	6,689.40	Purchased Feb 2018	6,700.00	Playground Equipment	CLlr Clifton
Jupiter Play Zip Wire	1	Community Park	9,625.00	Purchased Feb 2018	9,625.00	Playground Equipment	CLlr Clifton
Mound & Slide	1	Community Park	35,000.80	Purchased Oct 2017 incl install	35,000.00	Playground Equipment	CLlr Clifton
Swing	2	Community Park	5,117.00	Purchased Oct 2017 incl install	5,100.00	Playground Equipment	CLlr Clifton
Bench	1	Community Park	697.04	Purchased 2019	700.00	Street Furniture	CLlr Morgan
Gates	2	Community Park	1,762.51	Purchased July 2018 incl install	1,760.00	Gates & Fences	CLlr Morgan
Link Path	1	Community Park	18,225.00	Purchased Oct 2017 incl install	18,250.00	Playground Equipment	CLlr Morgan
Litter bin	1	Community Park	286.00	Purchased 2012	286.00	Street Furniture	CLlr Morgan
Recycling Bin	1	Community Park	189.95	Purchased 2019	190.00	Street Furniture	CLlr Morgan
Sleeper Seats	4	Community Park	600.00	Purchased Jan 2018	600.00	Playground Equipment	CLlr Morgan
Notice Board	1	Recreation ground	1,592.50	Purchased 2019	2,000.00	Street Furniture	CLlr Morgan
Bench	1	Cricket Field	762.75	Purchased Mar 21	760.00	Street Furniture	CLlr Foster
Playing fields Title: ON298331	1	Wootton Village	1.00	Nominal			CLlr Foster
Allotments fence	2	Playing fields	2,193.00	Purchased 2013	2,200.00	Gates & Fences	CLlr Shaw
Allotments gates	2	Playing fields	1,364.00	Purchased 2013	1,375.00	Gates & Fences	CLlr Shaw
Cricket pavilion	1	Playing fields	82,000.00	Original cost	82,000.00	Buildings	CLlr Foster
Village Green	1	Wootton Village	1.00	Nominal			CLlr Shaw
Total			220,479.65		224,609.00		

- g. to consider any grant applications received
- i. St Peter's Church has requested funding for tree cutting. The Parish Council is requesting further details and will consider at the next meeting. **Action Clerk**

19. Governance

- a. To consider the return of in person meetings – it was AGREED to revisit this at the next meeting.
- b. Policy Review
- i. Standing Orders – it was RESOLVED to approve the Standing Orders without amendment.
- ii. Financial Regulations – it was RESOLVED to approve the Standing Orders without amendment.

20. To approve the updated Emergency Plan – it was AGREED to revisit this at the next meeting.

21. To consider moving the June meeting to 8th June (2nd Tuesday) – it was RESOLVED to move the meeting to the 8th June 2021.

22. To review and note communications received

None

23. Planning Applications

- a. To consider all recent applications received from Vale of White Horse District Council on the attached schedule and any other planning applications received between the circulation of this agenda and the meeting – it was RESOLVED to respond as follows:

Reference	Location	Description	Comments/Decision
P21/V0427/HH	15 Huxley Close Wootton Abingdon OX13 6JZ	Construction of single storey rear / side extension new rendered finish to front elevation of existing house construction of porch canopy over front entrance door	Support
P21/V0654/HH	55 Hawkins Way Wootton Abingdon Oxfordshire OX13 6LA	Demolish single storey structure to side elevation. Construct single storey structure along the front elevation with part return to the side elevation and construct two storey structure to the rear part of the site elevation.	Support

b. To note Decisions of the Local Planning Authority – the decisions were noted.

Reference	Location	Description	Comments/Decision
P21/V0451/DIS	25A Home Close Wootton Abingdon OX13 6DB	Discharge of condition 4 (Tree Protection) on planning application P20/V3105/HH Construction of timber framed carport structure.	DIS Details Agreed
P21/V0039/HH	72 Whitecross Wootton Abingdon OX13 6BU	Conversion / extension of existing roof space	Planning Permission
P21/V0036/HH	41 Home Close Wootton Abingdon OX13 6DD	Putting a new energy efficient construction on the rear of the property making a much more usable area for a family. The whole property will include energy efficient lighting, heating and be insulated to current British Standards. Replace to old roof with a new energy efficient roof with more practical spacing. (Amended plan received 02 March 2021-adding a small hip to the rear of the new roof)	Planning Permission
P20/V2889/HH	Linden House Lincombe Lane Boars Hill Oxford OX1 5DZ	Demolish the existing buildings and replace with a one and a half storey building of similar footprint.	Refusal of Planning Permission

24. Items for information only

- a. Resident near the Village Green has complained about brambles being cut and left. Clerk to ask Damien Wiskin to tidy away. **Action Clerk.**
- b. The pavements have been sided out which is a great improvement.
- c. Increase in construction traffic along the B-Road – Clerk to ask Vale if there are conditions of traffic movement.
- d. Cllr Manning raised a concern over the land on the Corner of Wootton Village – Clerk to enquire about ownership.
- e. Bench from the British Legion has been refurbished and is ready to go back on the land in front of the British Legion.



f. The Council extended thanks to Andrew Ludlow for the refurbishment of the bench at the Community Park Car Park.

25. Date of next meeting – To confirm that the next meeting of the Council will be on 4th May 2021 at 7:30pm at the Wootton and Dry Sandford Community Centre or via Zoom subject to Government Guidelines. All items for the next agenda to be submitted to the Clerk by Monday 26th April 2021.

The meeting closed at 21:40

Chairman.....

Date.....