

Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council

Held on Monday 29 January 2018, 7.30 pm

20180129

Present: Cllrs K. Hartley, J. Harvey, J. Dewar, R. Sale, J. Warne, B. Hughes and M. Dare (entered meeting late)

Clerk: Anne Ogilvie

Also present: Nigel Colston, District Councillor, Hilary Hibbert-Biles, County Councillor, and four members of the public.

1 Apologies – None

2 Minutes – the Minutes from the last Meeting were approved and signed.

3 Declaration of Interests – None declared

4 Matters Arising

4.1 Adopt a kiosk – defibrillator – Price comparison table has been issued to Council. It was agreed to opt for the model currently at the Wild Rabbit if that is on the comparison list.

Action: Cllr Hartley to check model currently at Wild Rabbit, and to instruct Clerk to place order.

4.2 Footpath repair, bridge Station Road – Clerk has sent request again, acknowledged by OCC but no other response received. Clerk to follow up. Cllr Hibbert-Biles offered to follow up as well.

Action: Clerk to contact OCC again.

4.3 Mowing quote, road past Mill House footpath – Response received, but not for works required. Clerk to contact again to request correct quotation. It was also agreed that the Clerk request a quotation for the general mowing as per previous years.

Action: Clerk to contact WODC again to request correct quotation. Clerk to request quotation for general mowing as per previous years.

4.4 OCC contract for lawn mowing – Cllr Dare will write letter and send draft to Councillors for review.

Action: Cllr Dare to write letter and send draft to Council.

4.5 Signs near school and British Legion, guiding visitors to Village Car Park – Cllr Hughes provided price of £72.74 for 2No aluminium signs, which was approved. Cllr Sales stated that he would be able to provide the poles required. It was agreed to ask Churchill Surfacing Contractors to install the signage.

Action: Cllr Hughes to order 2No aluminium signs. Cllr Sales to provide poles. Cllr Hartley to ask Churchill Surfacing Contractors to install signage.

4.6 Website – Cllr Warne presented three quotations. It was agreed to proceed with Jim Shannon, who quoted £720 to create the site. Any extra maintenance required would cost £45.00 per hour.

Action: Cllr Warne to liaise with Jim Shannon to create the new PC website.

4.7 Website – the Transparency Grant has been accepted, and the grant received.

4.8 Letter to MP suggesting second home owners could have precept raised – Letter has been created, and will be forwarded to Clerk to send.

Action: Cllr Dewar to send letter to Clerk. Clerk to format and send letter.

4.9 WODC to be approached re increasing Kingham Parish to include Kingham Station and surrounding houses. It was agreed to put this item into abeyance.

4.10 Football Club container – Cllr Dare is waiting response from Football Club regarding container and insurance policy.

Action: Cllr Dare to follow up with Football Club.

4.11 New Road development, outstanding repairs etc – the lamppost has not been repaired, and the entrance has not been tarmaced.

Action: Clerk to contact WODC and request Contractor completes work required.

Signed

(Chairman)

Date

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New Road development, housing distribution criteria – WODC have stated that they have followed correct criteria for allocating the housing. The Council were disappointed with the lack of local Kingham residents who obtained the houses. It was agreed to thank WODC for their response, but state that the Council were disappointed that the housing allocation has not occurred in the spirit which was perceived by the Council at the start of the project. It was agreed to ask WODC for assurance that during future allocation of these properties the “local connection” criteria would remain the first basis for the allocation.

Action: Clerk to write to WODC to thank them for their response, state the Council’s position as above, and request assurance as above.

4.12 Land Registry records to be updated for Village Hall – The Land Registry record for the Village Hall has not been updated, and shows the owner as Kingham Hill Trust. It was agreed to contact Kingham Hill Trust regarding this issue.

Action: Cllr Dare to find details of contact for Kingham Hill Trust.

4.13 Mobile telephone mast, update – Letters have been written to Galliford Try, Vodafone and BT complaining about the manner in which the mobile telephone mast was erected. A response had been received from CTIL, acting on behalf of Vodafone, who suggested that the Council could put forward a request to have the mast repainted, including the colour required and their reasons. It was agreed to request to have the mast repainted in dark green, as the current colour stands out too much against the surroundings.

Action: Clerk to contact CTIL, and request that the mast be repainted in dark green, as the current colour stands out too much against the surroundings.

4.14 Football Club car park – The contractor was contacted, but denied responsibility for the damage. It was agreed that the Council would obtain a quotation to regravell the carpark.

Action: Cllr Hartley to obtain a quotation to regravell the carpark from Churchill Surfacing Contractors.

4.15 Car parked outside Juniper House – the Clerk had received no response to the letter sent. It was reported that currently the issue was not as bad as before. It was agreed to take no further action at this time.

4.16 GDPR update – since the November meeting at which the Clerk was appointed the DPO, the Council have received information from OALC and NALC, stating that the Clerk cannot hold this position, and that it cannot be held by the Councillors, as it should be held by an independent 3rd party. OALC are currently investigating options for small Councils. It was agreed to hold this item until clarification and options have been made available to the Council.

4.17 Kingham Primary School Project – the voting time for the project has now passed.

4.18 Mud on road and damage by Church Street housing development – Clerk had been in contact with the developers, has advised them that Council bollards had been damaged, and would be arranging a site visit. Site contact information has been obtained. The developers have tarmaced the entrance road and hope that this will reduce the issue of mud on the road. The developers stated that they would be widening the entrance way. The Clerk has requested that the bollards which would be removed be set aside for the Council. It was agreed to arrange for a Councillor to attend the site meeting with the Clerk. It was agreed to request that deliveries not be made late at night.

Action: Clerk to arrange site meeting with developer. Clerk to request that deliveries not be made late at night.

4.19 Bins left out on Cozens Lane by Wild Rabbit – Bins have been removed.

4.20 Church Street Sign near Dix Cottage – WODC have been contacted again to chase replacement of sign.

Action: Clerk to check, and chase as required.

4.21 Village car park gravel – the quotation for £920 to resurface the pats around the school car park with approx. 9 tons of 10mm flint gravel was approved. It was agreed to place order for the works.

Signed

(Chairman)

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Action: Cllr Hartley to place order for works.

4.22 Amended Standing Orders giving delegated power to Clerk for planning applications were approved and signed.

5 Reports from County and District Councillors

5.1 County Council report

Cllr Hilary Hibbert-Biles informed the meeting that the Budget had not yet gone through. There were to be meetings this week, and a Budget meeting in February. The Growth Board were looking at a bid for £30m for five years, which would need a Strategic Plan for the whole of Oxfordshire. She stated that OCC had objected to the Mill House Hotel development planning application.

5.2 District Council report

Cllr Nigel Colston informed the meeting that WODC was minded to refuse the Mill House Hotel development planning application. It was noted by a member of the public that with both District Councillors on the Planning Committee it was difficult to speak to them about planning issues. Cllr Colston said that they had not currently found anyone from the Uplands to take one of the places on the Planning Committee.

The Council had received indications from the Planning Inspectorate that they were reasonably happy with the Local Plan, and it was hoped that the Local Plan would be in place within 12 months.

Cllr Colston is the District Council representative on the Cotswold Conservation Board. The Board has aspirations to apply for National Park status. This procedure would take years.

It was thought that waste collection is now generally working well, but was commented by the PC that there are now too many bins per household to be easily managed.

Cllr Colston informed the meeting that the Chairman of the Council would be hosting a Charity concert in Chipping Norton on 23rd February.

6 Councillors Forum

6.1 It was reported that there is currently heavy flooding at the bus stop outside the Wild Rabbit. This is an OCC responsibility. Cllr Hibbert-Biles was asked to contact OCC on the Council's behalf to request the drain/gulley was cleaned/emptied as required.

6.2 It was reported that two advertisement signs were blocking the view of motorists at the junction of the A436 and the Daylesford Road. It was agreed to write to Gloucestershire County Council to inform them of the issue.

Action: Clerk to write to Gloucestershire County Council to inform them that the signs are limiting the view of the oncoming traffic.

6.3 It was reported that dangerous parking at the Football Club on match days was causing concern. It was agreed to write to Witney FA and request that teams and supporters park in a safe manner.

Action: Clerk to write to Witney FA to request that teams and supporters park in a safe manner.

6.4 It was reported that the bins outside The Kingham Plough are difficult to see in poor visibility. It was agreed to request that reflectors are stuck on bin to help the issue.

Action: Clerk to write to The Kingham Plough to request that they place reflectors on their bins.

6.5 It was reported that there has been erosion on the grass triangle between Cozens Lane, West Street and West End, caused by vehicles. It was agreed to obtain a quotation for posts to be placed on the edges of the triangle.

Action: Cllr Hartley to obtain quotation for posts for the triangle.

7 New Business

7.1 Damaged noticeboard on Village Green requires repair, one of the doors has come off. It was agreed to obtain a quotation for repairs.

Action: Cllr Warne to obtain quotation for repair of the noticeboard.

Signed

(Chairman)

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- 7.2 There had been concern from attendees at the Remembrance Day Service that the playing field was used as a car park. This concern was noted.

8 Planning

- 8.1 17/04022/FUL – Demolition and redevelopment to provide a care community with Use Class C2, comprising 85 care apartments, together with communal facilities, landscaping, parking and other associated works. Comments to be received by 01 February. Council has obtained extension to 07 February.

It was agreed by the Council to object to the application on the following grounds: the viability of the Mill House as a hotel, the size and siting of the development, the scale of the development, the demographic shift the development would create, the needs assessment, the economic and social impact, parking and traffic implications, and the flood risk. Cllr Dewar would finalise letter and forward to Clerk, Clerk to send to WODC.

Action: Cllr Dewar to finalise letter based on Council's comments, and forward to Clerk. Clerk to format letter and forward to WODC.

- 8.2 Application to address new 16 property development on Church Road, Council had been asked for a suggestion. It was agreed to suggest the name "Swailbrook", the local stream which runs behind that build up area.

Action: Clerk to contact WODC and suggest "Swailbrook".

- 8.3 Previous applications – updates

17/03420/FUL – Proposed new office building, extension to unit 1 and change of use from B1 office to HMO for units 1-3 Threshers Yard, Kingham – application was refused on 15/12/17.

17/03570/FUL – Erection of four new dwellings with associated parking and new access, Land west of Greenacres, Churchill Road, Kingham – application is under consideration.

9 Public Forum

- 9.1 A resident queried when the Mill House planning application would come under consideration by WODC Planning. It is believed that this might be before the end of February.

10 Health and Safety

- 10.1 Playground Inspections – monthly playground inspections are ongoing.

- 10.2 Swings on Green need to be replaced. It was agreed that Clerk would organise this.

Action: Clerk to obtain replacement items required.

11 Finance

- 11.1 Payments were approved and made for the following:

OALC – training on Planning	chq 100671 - £42.00
Chris White – 100 Club winner, 1 st prize	chq 100672 - £50.00
Amanda Bisson – 100 Club winner, 2 nd prize	chq 100673 - £20.00
Neal Evans – 100 Club winner, 3 rd prize	chq 100674 - £10.00
Witney Signs – signage re village car park	chq 100676 - £72.42
Oxfordshire Association for the Blind – donation	chq 100677 - £25.00

- 11.2 Payments approved since the November Council meeting were as follows:

Richard Burton - legal opinion re mobile phone mast erection	chq 100658 - £840.00
OALC – training, VAT	chq 100659 - £48.00
ICO – Data Protection registration	chq 100660 - £35.00
Sheena Evans – 100 Club winner, 2 nd prize	chq 100662 - £20.00
Jill Johnson – 100 Club winner, 3 rd prize	chq 100663 - £10.00
Derek Tyack – 100 Club winner, 1 st prize	chq 100665 - £50.00

Signed

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OALC – training, end of year accounts	chq 100666 - £48.00
Bruern Farms – Christmas tree for village Green	chq 100667 - £210.00
Andrea Courtney – Lengthman duties	chq 100668 – £85.00

Clerk's salary and expenses have been approved and signed.

11.3 Monies received:

HMRC – PAYE refund	£403.25
OCC – Grass cutting	£707.25

11.4 Bank account update

Parish Council bank balance as of 29 January 2018 - £24,384.14.

11.5 The budget for 2018/19 has been circulated to the Council.

11.6 The precept request for 2018/19 has been sent to WODC.

11.7 100 Club update- Clerk provided the Council with an update. There are currently 61 members, providing a profit of £476 which will be donated to the Village Hall.

12 Correspondence received

12.1 Email from resident regarding The Kingham Plough lack of signage about parking – It was agreed to check if signage had been put up regarding parking as per letter from The Kingham Plough in October 2017. If no signage visible, it was agreed to write to request update of the situation.

Action: Cllr Warne to check whether signage is present, and inform Clerk. If signage is not present, Clerk to write to The Kingham Plough.

12.2 Email from resident concerned about the state of the grass triangle at the junction of West Street, West End and Cozens Lane – this matter had been dealt with during the Councillors Forum.

12.3 Letter from Oxfordshire Association of the Blind requesting a donation. It was agreed to send a donation of £25.00.

Action: Clerk to send donation of £25.00.

12.4 Email from The Villager thanking the Council for allocating its Festival grant to them.

12.5 Letter from WODC with application for Councillors to request a copy of the Electoral Register.

13 AOB - none

Meeting Closed at 9.05 pm

Next Meeting to be held on 21 February 2018, 7.30pm

Signed

(Chairman) Date