

Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council Held on Wednesday 21 February 2018, 7.30 pm

20180221 DRAFT

Present: Cllrs K Hartley, J Harvey, J Dewar, R Sale, J Warne

Absent: Cllrs M Dare, B Hughes

Clerk: Anne Ogilvie

Also present: Three members of the public.

- 1 **Apologies** – Cllr B Hughes, Cllr N Colston
- 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 – The defibrillator model at Wild Rabbit was not on the list provided by SCAS. The Events Committee are proposing to purchase a new defibrillator for the Village. It was therefore proposed to investigate moving the defibrillator at Wild Rabbit to the telephone kiosk, rather than purchasing a new one.
Action: Clerk to investigate process for moving defibrillator to the telephone kiosk.
 - 4.2 Footpath repair, bridge Station Road – Response received from OCC: request has been sent to the Highway Technical Officer for the area, 22 metres of failed footway, plus isolated failed spots, to be put on the forward programme.
 - 4.3 Mowing quote for 2018– Quotation has been requested from WODC.
Action: Clerk to chase for quotation.
 - 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 – update not available for the meeting.
Action: Update to be provided to Council.
 - 4.6 Letter to MP suggesting second home owners could have precept raised – Robert Courts offered to meet the Council to discuss the matter.
Action: Clerk to contact Mr Courts secretary to arrange a meeting.
 - 4.7 Football Club container – no update provided regarding container and insurance policy.
Action: Cllr Dare to provide update regarding container and insurance policy.
 - 4.8 New Road Development, outstanding works and repairs – Sovereign reported that the Section 38 Agreement should soon be completed, after which EG Carter can seek approval from Highways to commence the tarmacking work. The lamppost issue has been logged with OCC – Fixmystreet reports that “the column is safe, however it will need a replacement when it is possible to do so”. The Council agreed to ask Cllr Biles for assistance regarding the lamppost.
Action: Clerk to approach Cllr Biles to ask if she can intervene on the Parish’s behalf regarding the lamppost.
 - 4.9 New Road Development, housing distribution criteria – no response has been received from WODC regarding the Council’s request for assurance that future allocations would use the “local connection” criteria would remain the first basis for allocation.
 - 4.10 Land Registry records to be updated for Village Hall – contact details for Kingham Hill Trust are required.
Action: Cllr Dare to find details of contact for Kingham Hill Trust.

Signed

(Chairman)

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- 4.11** Mobile telephone mast – correspondence has been received from Galliford Try. They are willing to offer an alternative colour for the column. Colour had already been requested as per previous meeting.
- 4.12** Football Club carpark – quotation for tarmacking had been received, £3900 +VAT. It was agreed to request a quotation for graveling the area before making a decision.
Action: Cllr Hartley to obtain a quotation to regravell the carpark.
- 4.13** Church Street housing development – a meeting was held with the Piper Homes Site and Contracts Managers. A report of the meeting will be written by Clerk and forwarded to the Council and Piper Homes. It was agreed to contact WODC and ask if a Housing Association will be involved in the distribution of the affordable housing.
Action: Clerk to write report of meeting and forward to Council and Piper Homes.
Action: Clerk to contact WODC to ask if a Housing Association will be involved in the distribution of the affordable housing.
- 4.14** Church Street sign near Dix Cottage has been replaced.
- 4.15** Village car park gravel – works have been completed.
- 4.16** Advertisement signs blocking motorists' view at junction of A436/Daylesford Road – letter has been written to Gloucestershire County Council.
- 4.17** Dangerous parking at the Football Club on match days – letter has been written to Witney FA.
- 4.18** Issue re visibility of bins at The Kingham Plough – no response has been received to letter. It was agreed to contact The Kingham Plough again regarding this issue.
Action: Clerk to contact The Kingham Plough again regarding the bin visibility issue.
- 4.19** Erosion of grass triangle between Cozens Lane, West Street and West End – a quotation for £580 has been received for posts for the triangle and 2 posts on the Green. It was agreed to proceed with the order.
Action: Cllr Hartley to place the order for the posts.
- 4.20** Damaged noticeboard on Village Green – quotation has not been received. It was agreed to chase contractor for the quotation, and if no response to look for alternative contractor.
Action: Cllr Warne to request quotation from contractor.
- 4.21** .Application to address new development on Church Street – the Council's response has been acknowledged.
- 4.22** Swings on Green need to be replaced – replacement swings have been received. The swing chains need to be found.
Action: Cllr Hartley to check location of chains.
- 4.23** Lack of signage at The Kingham Plough regarding parking – no response to Council's letter has been received. It was agreed to contact The Kingham Plough again regarding this issue.
Action: Clerk to contact The Kingham Plough again regarding the lack of signage.
- 4.24** Donation to Oxfordshire Association for the Blind – letter of thanks has been received.

5 No reports were received from County and District Councillors

6 Councillors Forum

- 6.1** Green bin licence for Lengthman – It was agreed to renew the WODC green bin licence for the Lengthman.
Action: Clerk to renew green bin licence.
- 6.2** Electricity Board works in Church Street by Orchard Way, ongoing for past 3 weeks – It was reported that the road has not been filled in properly (it may be temporary surface), and that the barriers have been discarded onto the grass bank on Orchard Way. It was agreed to contact SEB regarding these issues.

Signed

(Chairman)

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Action: Clerk to contact SEB regarding road infill and discarded barriers.

- 6.3** Thames Water works with traffic lights on West Street, ongoing 2 weeks – It was reported that the mains have been repaired, but the hole has not been refilled. It was agreed to contact Thames Water and ask them to rectify the situation.

Action: Clerk to contact Thames Water and request they complete the works.

7 New Business

- 7.1** Request for parking signs to be allowed in Kingham during Oxfordshire Art Week, 05-13 May – It was agreed to allow the parking signs. It was agreed to express the Council's concern regarding congestion and the choice of field selection for parking, and to state that it would be appreciated if marshalls could be used to guide people to the available parking.

Action: Clerk to write that the Council will allow the parking signage, and to express the Council's views as above.

- 7.2** Road closure of Church Street from 01 March for 3 weeks for sewer connection works - the road closure will seriously affect the traffic flow through Kingham. OCC have not yet supplied any information regarding diversions etc. It was agreed by the developer that it might be possible to have pedestrian access across that area during school drop-off and pick-up times. The developer is trying to co-ordinate with OCC to be able to undertake the entrance widening at the same time. The Council has asked Cllr Biles if she is able to stress the importance of this, to minimise serious disruption to the village. It was agreed that the Council would contact Pulhams and The Villager bus companies to advise them of the disruption. It was agreed to contact the school and advise them of the disruption.

Action: Clerk to contact Pulhams and The Village bus companies to advise of the disruption.

Action: Clerk to contact Kingham Primary School and advise of the disruption.

- 7.3** Review of parish boundary – it was agreed to send the draft letter to WODC.

Action: Clerk to send the letter to WODC.

- 7.4** Community Broadband update - £1025 has been promised, and arrangements are now being made to proceed.

8 Planning

- 8.1** 18/00502/HHD - Conversion of carport to bedroom. Comments to be received by 08 March. The Council had no objection to this application.

Action: Clerk to inform WODC that the Council has no objection to this application.

18/00543/PN56 – Change of use of two office buildings (class use B1a) to create four dwellings (class use C3), 1 Threshers Yard, West Street, Kingham. Notification and planning statement are logged on portal, but no further information. The Council wanted it noted that this would reduce space available for business use in Kingham.

Action: Clerk to inform WODC that the Council wanted to note that this application would reduce space available for business use in Kingham.

- 8.2** 17/04022/FUL – Demolition and redevelopment to provide a care community within Use Class 2 comprising 85 care apartments, together with communal facilities, landscaping, parking and other associated works – there is no update on this application.

- 8.3** Previous applications – updates

17/03570/FUL – Erection of four new dwellings with associated parking and new access, Land west of Greenacres, Churchill Road, Kingham – The Council have received an alternative proposal from HunterPage Planning, reducing the plan to 3 dwellings closer to Churchill Road. It was agreed to inform HunterPage that the Council would consider the new proposal favourably if it went to Planning, but would expect assurance that the garages could not be converted to accommodation in the future.

Action: Clerk to write to HunterPage and inform of Council's position.

Signed

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9 Public Forum – no comments

10 Health and Safety

10.1 Playground Inspections – monthly playground inspections are ongoing.

11 Finance

11.1 Payments were approved and made for the following:

Witney Signs – signage re village car park, remainder	chq 100678 - £14.48
SSE – Village Green electric	chq 100681 - £23.15
WODC – Grass cutting, September & October 2017	chq 100682 - £751.36
Paul & June Berrett – February 100 Club winner, 1 st prize	chq 100683 - £50.00
Chris White – February 100 Club winner, 2 nd prize	chq 100684 - £20.00
Sylvia Peart – February 100 Club winner, 3 rd prize	chq 100685 - £10.00
Council administration	chq 100686 - £27.50
Chipping Norton Green Gym – Millenium Wood work	chq 100687 - £100.00
A Barnard – gravel for Village car park	chq 100688 - £900.00

11.2 Monies received – no monies have been received

11.3 Bank account update

Parish Council bank balance as of 21 February 2018 - £21,453.48

12 Correspondence received

12.1 Email from Tile Films regarding drone filming in Kingham during April – It was agreed to inform the company that the Council is not involved in any protocols or permissions required, but that the Council would expect that all relevant permissions, licences etc would be in place before any drone usage takes place.

Action: Clerk to contact Tile Films and inform them of Council comments as above.

12.2 Email from CPRE requesting support for Public Inquiry re Oxford-Cambridge Expressway & Growth Corridor.

12.3 Email from The Big Festival regarding Local Residents Meeting on 18 April. It was agreed that Cllr Warne would attend as the Council's representative. He would take any Council and residents' concerns to the meeting.

Action: Cllr Warne to attend meeting

12.4 Letter from OCC regarding consultation of proposed update to the Local List of Information Requirements for validation of planning and related applications.

12.5 Email from Cotswold District Council regarding main modifications to Local Plan 2011-2031.

12.6 Email from Keep Britain Tidy inviting Council to register for the Great British Spring Clean. It was agreed to register.

Action: Clerk to register for the Great British Spring Clean.

12.7 Email from Cotswold Conservation Board regarding review of Cotswold AONB Management Plan 2018-2023. It was agreed to review this document and place item on agenda of next meeting.

Action: Cllr Dewar to review document. Clerk to place item on agenda of next meeting.

12.8 Email from GAA regarding Local Airspace Development Consultation Notice received by Council.

13 AOB – none

13.1 The Annual Parish Meeting will be held on 21 March 2018 at 7.30 pm, following the Council meeting at 7.00 pm.

Meeting Closed at 9.05 pm

Next Meeting to be held on 21 March 2018, 7.00pm

Signed

(Chairman)

Date