

## **Minutes of the Meeting held by Kingham Parish Council – held on Wednesday 21<sup>st</sup> June 2017, 7.30pm**

**Present :-** Cllrs K. Hartley, J.Harvey, B.Hughes, J.Dewar, R.Sale and M.Dare

Clerk :- N.Marina

Two members of the public and Cllr Tony Merry, an executive Member of the Board for AONB

**1. Apologies** – Cllr Warne.

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

**3. Matters Arising** –

**3.1** Cotswold AONB Letter – Cllr Tony Merry attended the Meeting as a follow up on his letter with regards to the proposal for the AONB to be converted into a National Park. Currently the AONB is run from their North Leach Office with 10-12 members of staff. Most of the work done for the Cotswold AONB is done by Volunteers. If the area was to become a National Park – the work would be done by employed National Parks Rangers, with 10 times the funding to support work needed to be done. The area of the AONB covers the Cotswold area from Chipping Campden in the North to Bath in the South and also covers Oxfordshire covering Kingham, Chipping Norton, Burford and Charlbury. Currently the facilities, landscape, area size and purpose within the AONB are the same as what is needed for the classification of a National Park. If the area was a National Park – this would be the organisation that would be responsible for Planning and permitting. The Secretary of State has to approve the application for a National Park, but the initial application should come from the general public. The Chairman asked for Cllr Merry to give, in writing, a brief summary of the pros and cons of becoming a National Park. It was noted that a view in writing from the PC would be helpful for the cause.

**3.2** BT Telephone box – the contract had been studied by Cllr Dare. The only real issue would be the taking on of the upkeep for the Box once the adoption had taken place. It was agreed to go ahead with the adoption once it was established that the telephone box had electricity. The Clerk to write to BT to ask about the Electricity supply.

**3.3** Kingham Primary School Outside street light – OCC Highways had still not come forward with a quote for a light to be installed. After a follow up email – there had still not been a reply – the Clerk to write again.

**3.4** 'No dogs allowed Sign' – on the playing field, back of the bus shelter, had now been installed.

**3.5** Footpath repair, Bridge – Station Road – no further information had been given even though the Clerk had written again to OCC highways, the ownership of the footpath still remained unanswered. The Clerk had started the process again and opened another enquiry with OCC Highways.

**3.6** Adcraft Field – the mowing quote had been received and was discussed. The quote was £68 + VAT if the field was cut at the same time as the football field. (cut and drop). The quote was for a smaller area than the whole field, but this was the same area WODC was asked to mow a few years ago. If the full field was to be cut and all boundaries are to be strimmed the full cost would increase to £122 + VAT. It was agreed that the field did not need to be mowed as regularly as the football field – perhaps only twice a year. WODC mowing had pointed out that this quote was for the grass to be mowed more often. A different quote would need to be done for only the two cuts per year as this would require more work, as the grass was longer. The Clerk had asked for another quote – still awaiting a reply. Clerk to write again.

Signed



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**3.7 WODC Lawn Mowing Contract** – Cllr Dare had read the contract. It was considered slightly one sided with WODC being able to break the contract with 1 mths notice whereas the PC needed to give 3 mths notice. Cllr Dare to draft a letter of response with the various questions raised.

**3.8 Village Car Park Signs** – it was agreed to seek costs for four Car Park signs for the Village. To be positioned Near the British Legion, Village Green, Churchill Road and Daylesford Corner. They would direct traffic to the Car Park next to the school and the other to the Car Park next to the British Legion. They should be metal and weather proof – the Clerk had sought costs with Witney Signs and was awaiting a response. Cllr Hughes also sought costs.

#### **4. Councillors Forum**

**4.1 Village/Neighbourhood Plan** – two members of the Kingham Futures Group attended a Meeting with WODC. They discussed Kingham working towards preparing a Neighbourhood Plan. It was thought that the PC would need to become more involved and it was also thought that the Clerk may need to add up to 5 more hours to the working week to help with various needs for the Plan to progress. It seemed to be a very bureaucratic system and could be quite costly for the PC to put together. Reports needed to go along with the Plan would be sustainability appraisals for suggested areas for development, an equality impact assessment, consultation with statutory bodies, basic condition assessments etc. After a lengthy discussion it was decided that the PC believed it did not have the resources to undertake this. Further – the WODC plan has yet to be adopted and could have an impact on the Kingham Neighbourhood Plan. A suggestion of asking another Village, who had already gone through the process, for advice, was put forward while in the meantime a list could be constructed of the proposals that had come forward from the Village Questionnaire, that residents thought were important for the Village. These would be prioritised and move forward as Village projects. The Village website was considered to be one of the first projects with quotes being sought. Cllr Warne had already supplied some examples of website design companies. Suggestions of costs were between £600 for a simple website to £1500 for a more complex site given. Cllr Dewar would compile a list as an article for the Newsletter.

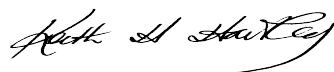
**4.2 Fund Donation from The Big Feastival** – The PC was not in full agreement to accepting such a donation however it was considered that a good community project, was the Villager Bus. This had been put forward to the Big Feastival team.

**4.3 X8 Bus Service to be discontinued from 21<sup>st</sup> July 2017** – the PC was disappointed to hear that the X8 bus service was to stop. It will no longer be running from Kingham Station to chipping Norton. Cllr Harvey and Hughes were going to speak with Churchill Parish Council and then liase with the Villager bus service to see if it is possible for any extra services to be run by them. Churchill Parish Council as well as Kingham PC had already agreed to help fund the Villager bus.

**4.4 Evaluation of Clerk's Position** – with the stepping down of the current Clerk, it had been noted that the position needed to be evaluated with regards to hours and pay rate. An evaluating officer had been suggested from the OALC (Assoc of Local Clerks) The evaluation had shown that the position should take 6 hrs per week at a pay rate of between £10.10 - £11.78 per hour. However, it was pointed out that the Clerk also looks after the Village Hall, Allotments, Heydens Field, the Millenium Wood and various other compliances. The Clerk presently works between 12-14 hours per week. It was agreed to advertise the job as 12 hours per week at £10.74 per hour. The PC will advertise the position in the various local publications.

Signed

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#### 4.5 Cllrs reported various issues within the Village –

- a) two rotten branches in the Lime tree at West End – Clerk to ask Treotech to check.
- b) Broken hinge on The Green Notice Board and Varnish needed – Clerk to order new hinges, Cllr Harvey to seek repair and paint.
- c) Whirrigig needs the bearing looked at – Cllr Hartley to seek repair.
- d) Allotment hedge needs trimming – cannot be done until Oct/Nov due to birds nesting. If it needs trimming for safety reasons it can be done – Cllr Sale to trim the corner of Churchill Rd/Church St for visibility purposes.
- e) Suckers, trees on The Green and West St – Clerk to ask WODC grass cutting to add to their next cut.
- f) Walnut tree donation – advised by Cllr Dare, the PC to accept in the Autumn for The Millenium Wood.
- g) Wall opposite The British Legion – repair, Cllr Hartley to seek a quote.
- h) New Road – rubberised chips, need a clear resin to hold them in place – Cllr Hughes to seek quote.

#### 5. Planning –

**5.1** Mill House Hotel Proposal – reminder that the community consultation will take place on 27<sup>th</sup> June, in the Village Hall from 2pm-8pm. All residents were encouraged to come and look at the proposal.

**5.2** Orchard House, Cozens Lane – Application nbr 17/01492/HHD – Cllr Dare declared and interest. Alterations to include raising height and widening of existing gables to convert loft into habitable space, conversion of existing garage into family room, erection of single storey side extension and construction of double garage with home office above. Alterations to existing vehicular access. No objections raised.

**5.3** Garden House, West Street – application nbr 17/01637/FUL – erection of dwelling, detached garage and creation of new vehicular access with all ancillary works (to allow front dormer windows). Thought to be a slight alteration of consent already given – no objections.

#### 6. Public Forum –

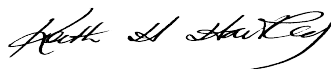
**6.1** Trigmoor Corner and Station road verge – overgrown. Clerk to seek quote from WODC grass cutter for this and ask Cllr Hibbert-Biles for help get OCC to trim Trigmoor Corner. Clerk will also write to Churchill Parish as the boundary for Kingham stops at the Kingham sign and therefore the verge trim over bridge would be within the Churchill district. Perhaps they could contribute to the cost or organise the cut.

**6.2** Public suggestion of a notice on the Notice board advising who to contact if you want to put a flyer on display in the notice board.

#### 7. Health and Safety

**7.1** Playground Inspections – monthly playground inspections are ongoing.

Signed



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## 8. Finance

8.1. Cheques signed

8.2. Co-Op banking forms collected.

8.3 Heydens field rental renewal – payment received for another year (2<sup>nd</sup> year of a 2 year rental) on 14<sup>th</sup> June 2017 = £840 for the year.

21.06.17	100590	June	Tina Gibbons	100 Club 1st prize June	50.00
21.06.17	100591	June	Barry Hughes	100 Club 2nd prize June	20.00
21.06.17	100592	June	Rodger Lyle	100 Club 3rd prize June	10.00
21.06.17	100593	June	Nicole Marina	wages	589.87
21.06.17	100594	June	Nicole Marina	expenses	17.03
21.06.17	100595	June	Society of Local Council	Clerk renewal for membership	108.00
21.06.17	100596	June	Community First	Oxfordshire membership	55.00
21.06.17	100597	June	Andrea Courtney	lengthman duties	85.00
21.06.17	100598	June	A.Pilkington	Churchyard Mowing	440.00
21.06.17	100599	June	Southern Electric	Village Green Electric	19.55
21.06.17	100600	June	WODC	Grass Mowing - April	522.05
21.06.17	100601	June	Bethan Osbourne	Clerk position evaluation	70.00
04.07.17	100602	July	Greenbarnes	replacement hindges Noticeboard	39.16
11.07.17	100603	July	WODC	Grass Mowing - May	237.24
11.07.17	100604	July	Andrea Courtney	Lengthman duties	120.00
11.07.17	100605	July	Antony Brain	Compuor repair	55.00

PC Bank Balance as at 30<sup>th</sup> June 2017 = £25,164.53

## 9. Correspondence

9.1. Lengthmans Letter – letter had been received from the lengthman with various concerns to Village Garden maintenance – most covered above (Suckers, Station road verge trim, Trigmoor Corner). Another point raised – street cleaners are no longer visiting the village on a regular basis. Would the PC purchase a small, hand pushed version for the lengthman to use. The PC had asked for examples, which were given. A small one had a cost of £132 – the PC agreed to purchase this item. The Lengthman to organise.

9.2 Events Committee letter – the events committee asked to use the Village Hall staging for the Kingham Fete – the PC agreed as long as the staging was kept safe and secure and the Events committee had public liability insurance.

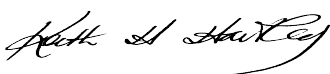
9.3 Villager bus funding – a letter had been received hoping to confirm the PC commitment to funding. It was agreed to go ahead with the donation of funds.

9.4 Letter received advising Merchant Navy Day on 3<sup>rd</sup> Sept 2017 – flag encouraged to be displayed – the letter was given to the British Legion.

10. AOB – no other business.

**Meeting Closed at 10pm**

Signed



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