

## Minutes of the Meeting held of Kingham Parish Council

- held on Wednesday 20<sup>th</sup> May, 2015, 7.30pm

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

Clerk: N.Marina

Five Members of the public

**1. Apologies** – received from M.Drinkwater

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

**3. Matters Arising** –

**3.1 Neighbourhood Plan** – Information had been received from Astrid Harvey - Community Planning Officer for West Oxfordshire & Cotswold District Councils. She had also supplied a document which outlined how a Neighbourhood Plan works. She advised that a thorough community consultation of local residents/businesses is advisable to understand the issues which are important to them. Once this information has been gathered, WODC would work with the Committee to work out the best way to address the issues that have been identified. One of the Cllr's showed an example from the Village of Epwell, where a questionnaire had been compiled and circulated though out the Village. It seemed very comprehensive with many questions, it also had a profile of the village. The Neighbourhood Plan team would be separate from the Parish Council, with some members of the Parish Council involved. It was hoped to have a Neighbourhood Plan Meeting held in July, all interested volunteers for the Neighbourhood Plan Committee should make themselves known to the Clerk – [kinghamparishcouncil@gmail.com](mailto:kinghamparishcouncil@gmail.com)

At this stage there had only been 3 volunteers who had come forward from the Village.

**3.2 Village Projects** – Footpath to British Legion, Lincoln College had advised that they had been in contact with the tenant in regards to the stone wall. The Tenant had advised that he would replace the stone wall with a wooden type fence. No time frame for this had been discussed or agreed. The Contractor who is to do the works had applied for licenses to commence.

**3.3 OCC Highways issues** – The Clerk had written to OCC Highways about various issue's regarding pot holes and the fence on the station side of the railway bridge, past The Mill House Hotel. OCC Highways had forwarded the Bridge Fence issue to the 'Bridges' department. The Clerk had emailed the Bridges department twice but had no reply. She would again go to OCC Highways to see what can be done. The potholes that had been reported were repaired.


**3.4 Notice Board for Bus stop on Playing Field** – has been delivered and is to be installed.

**4. Councillors Forum** -

**4.1** Cllr Hughes advised that the trees are now over hanging the foot path leading up to the old railway bridge above the footpath and needed to be cut back.

**4.2** The trees on the property, on the corner of Cozens Lane and West Street, also needed cutting. The Clerk will write to the House owner.

**4.3 Relief in Need Charity**- Cllr Sale was asked by Jacki Jones to ask some members from the PC to come to a meeting to see what could be done with this charity.

Signed 

(Chairman) Date 17.06.2015

**4.4** The Clerk was also asked to remind the Village of the 'Book Tokens' that are available for members of the Village who are 16 yrs and over, that are going on to further education. The tokens are a contribution to help with the cost of new books for the student's continued education, please contact the Clerk - kinghamparishcouncil@gmail.com

## **5.Planning -**


**5.1** 10 Affordable dwellings, New Road – a resident letter had been circulated amongst the Councillors. The Resident was present at the meeting. The letter drew attention to the issue of the sewerage overflow in the field near the railway bridge that had still not been resolved. It was said that at the Village Consultation, questions were asked about this to Sovereign Housing. They advised that this would be looked into and hopefully resolved before the application went to planning, however now it was said that Sovereign Housing had now said that after the planning permission was granted they would seek to resolve the issue. The resident felt that after the Planning permission was granted, they would go ahead and build the development and resolve the matter in a make-shift manner. The resident mentioned again that he had spoken with the Consultant that went through the Village on behalf of Thames Water. It was said that the consultant mentioned that the issue was a 6 inch pipe for some 60 homes – this was not sufficient. It was noted that the PC had not seen the consultations report so could not comment on such specifics'. The Clerk would contact Thames Water to seek further clarification. It was suggested that the PC write a letter to WODC Planning with support of the construction but the sewerage system would need to be fixed. Another resident commented that they had done a sewerage upgrade in 1976 and he felt that the pipe would have been bigger than the size mentioned above.

**5.2** Caravan application – is to be heard at a Planning Committee Meeting on 1<sup>st</sup> June 2015 at 2pm. Committee Room 1, Council Offices, Woodgreen, Witney, OX28 1NB. The planning officer report was due to be available online the next day after the PC Meeting on the WODC website. The Public are welcome to come to this meeting, however if you would like to speak, WODC would need to be advised beforehand.

**5.3** Mobile Home - the case was due to be in full compliance in April, however the inspector had been twice to check the compliance of the removal of the caravan and had not been able to get in contact with the property owner. At the time of the email the inspector had not had a response from the property owner. It was advised that there was now only one enforcement officer covering the whole of West Oxfordshire and as such there is some considerable delay in arranging compliance visits.

**6. Public Forum** - The issue of the sewerage in the field and the Thames Water Consultant report was reiterated.

**7. Health and Safety** – The Playground inspections are ongoing. Cllr Sale had repaired the whole in the flooring at the Playground near New Road. The Clerk had investigated rubber mulch that could be used under the Whirlygig on The Green. The area to be covered would be approx. 1m2 with a depth of 40mm with an approx. cost of £560, installed. The Clerk will receive samples. To be considered at the next Meeting.

Signed   
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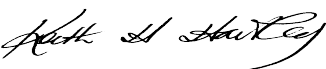
## 8. Finance -

20.05.15	100366	May	Nicole Marina	Expenses		22.54
20.05.15	100367	May	Nicole Marina	Wages		529.53
20.05.15	100368	May	Society of Lpcal Council	Clerks - 1yr membership		103.00
20.05.15	100369	May	Greenbarnes Ltd	Noticeboard - Bus Stop		723.81
20.05.15	100370	May	Berkshire Assoc of Local	Councils - 2 good councillor guides		4.40
20.05.15	100371	May	Aon UK Ltd	PC Insurance renewal		861.85
20.05.15	100372	May	John Dewar	100 Club - 1st prize		50.00
20.05.15	100373	May	Bennet Jones	100 Club - 2nd prize		20.00
20.05.15	100374	May	Nigel Brooks	100 Club - 3rd prize		10.00
20.05.15	100375	May	Lockhart Garratt	Landscape appraisal		1534.57
28.05.15	100376	May	Southern Electric	Village Green invoice		36.10
28.05.15	100377	May	Southern Electric	Village Hall invoice covered by PC		911.02

**9. Correspondence** – Two copies of the Good Councillor guide had been received and given out to Cllr Dewar and Cllr Dare. Cotswold and Malvern Line news. A Resident letter was read out about Dogs on the Green. It was said that a relaxed attitude to dogs on The Green was taken as it was viewed that nothing untoward had happened with dogs in the past. Owners are generally nearby and usually oversee the dog accompanied by them. The resident had been asked if they had spoken to the dog owner on the day, they had said 'No'.  
News Release – Cabinet changes WODC. A letter had been received giving prices for Parish and Community websites, including support. It was mentioned that the PC had considered a website previously and had not taken it up due to costs involved and the continual updating of information on the site. The Clerk will investigate further options. It was mentioned that Churchill had quite a comprehensive website, the Clerk had already sent an email asking them for some information and suggestions.

**10. AOB** – No other business.

**Meeting closed at 8.30pm**

Signed   
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