

Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 15th November 2017, 7.30 pm

20171115

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

Absent: Cllr B. Hughes

Clerk: Anne Ogilvie

Also present: Nigel Colston, District Councillor, and one member of the public.

1. **Apologies** – None
2. **Minutes** – the Minutes from the last Meeting were approved and signed.
3. **Declaration of Interests** – Cllr Dare declared an interest in relation to the Football Club
4. **Matters Arising**
 - 4.1 Adopt a kiosk – defibrillator – South Central Ambulance Service provided some options which have been forwarded to Council. Price comparison table to be created from information received.
Action: Clerk to produce price comparison table from recommendations received from SCAS and forward to Council.
 - 4.2 Existing defibrillator move to Football Club Pavilion - The Football Club have stated that they would be happy to have the existing defibrillator transferred to the Football Club Pavilion.
 - 4.3 Footpath repair, bridge Station Road – Response from update request has not been received.
Action: Clerk to contact OCC again. Clerk to ask Cllr Hibbert-Biles to request update from OCC.
 - 4.4 Mowing quote, road past Mill House footpath – Response from update request has not been received.
Action: Clerk to contact WODC again.
 - 4.5 Hedge cutting quotation, street sides of allotment – work has been completed.
 - 4.6 Hedge cutting quotation, car park hedge of allotment and shrub beds – work has been completed
 - 4.7 OCC contract for lawn mowing - Cllr Dare has written letter, and will send draft to Councillors for review – not yet received.
Action: Clerk to remind Cllr Dare to send draft letter to Councillors for review
 - 4.8 Signs near school and British Legion, guiding visitors to Village Car Park – it was agreed that Cllr Hughes would follow up with Council regarding circulated designs – not yet received.
Action: Clerk to remind Cllr Hughes to follow up with Council regarding circulated designs for next meeting.
 - 4.9 Website – Cllr Warne would obtain quotations and issue to Council for approval.
Action: Cllr Warne to obtain quotations and issue to Council for approval.
 - 4.10 Website – Council to approve Transparency Funding application – Council to apply for £527.48, including backdated claim from 2016 onwards as agreed with OALC. Council approved application.
Action: Clerk to send approved application to OALC.
 - 4.11 Letter to MP suggesting second home owners could have precept raised. A member of Kingham Future offered to draft a letter. Cllr Dewar to liaise and issue to Council
Action: Cllr Dewar to liaise, and issue draft letter to Council
 - 4.12 WODC to be approached re increasing Kingham Parish to include Kingham Station and surrounding houses. A member of Kingham Futures offered to draft a letter. Cllr Dewar to liaise and issue to Council.
Action: Cllr Dewar to liaise, and issue draft letter to Council.
 - 4.13 Football Club container – Cllr Dare has received information from Football Club regarding the container. Size of container requested is 10'x6', colour to be selected by Council, to be situated on side of pitch near the roller. Council agreed 10'x6' container, and positioning. Football Club to have all

Signed

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insurances required and to supply copy of policy to Council. Football Club to be fully responsible for all H&S matters regarding the container.

Action: Cllr Dare to liaise with Football Club regarding container, and to request insurance policy.

- 4.14** New Road development – Cllr Hughes had not provided an update regarding areas still requiring clearing and repairing. The Council was concerned that the agreed criteria for the distribution of the housing was not being followed. Council to seek confirmation from WODC.

Action: Clerk to request update for Council from Cllr Hughes.

Action: Clerk to contact WODC to obtain confirmation regarding criteria for the distribution of housing.

- 4.15** Access to Village Hall, ownership of driveway – Land Registry check for ownership was inconclusive, but it does not appear to belong to the Council or Village Hall. During the Land Registry search it was found that the Registry entry for the Village Hall land appears not to have been updated when the ownership was transferred to the Council. Council to check and update entry if required.

Action: Clerk and Cllr Dare to check Land Registry records for Village Hall land, and investigate process to update if required.

- 4.16** WODC Community Funds – Item to be held until next funding round.

- 4.17** Kingham Plough parking – Council has received a response from Kingham Plough, who have updated their website and put signage outside the building. Residents have been informed.

- 4.18** Mobile telephone mast at telephone exchange – A letter of complaint has been sent to WODC. Cllr Dewar will circulate a draft letter to Galliford Try, BT and Vodafone to the Council for approval. Once approved, letter will be sent. Cllr Colston had spoken to Phil Shaw at WODC, and was informed that the Planning Department had used out of date legislation, but WODC do not believe that this changed the outcome of the application. Residents have reported that their television reception has been affected by the mast. Cllr Warne advised that this is a known issue, and that information regarding solutions is available.

Action: Cllr Dewar to circulate draft letters to Galliford Try, BT and Vodafone. Council to approve.

Clerk to send approved letters.

- 4.19** Football Club car park – Cllr Dare reported that it is thought that damage to the car park has been caused by the contractors working at the New Road development. Council to request contractor rectifies damage.

Action: Clerk to request that the contractor rectifies damage to car park

- 4.20** Car parked outside Juniper House – Clerk has not received response to letter requesting footpath be left clear. Clerk to follow up.

Action: Clerk to follow up if response is not received.

- 4.21** GDPR – The Council appointed the Clerk as the Data Protection Officer. The Clerk will review current data protection systems and procedures, and create an action plan as required, and implement. It was agreed that the Council will apply for Data Protection Registration with the ICO costing £35.00. It was agreed that the Clerk will attend OALC's GDPR training in the spring.

Action: Clerk to review current data protection systems and procedures, create and implement action plan.

Action: Clerk to apply for Data Protection Registration with the ICO.

Action: Clerk to book OALC's GDPR training.

- 4.22** Christmas tree for the Green – Kingham Hill School do not have a tree available this year suitable for the Green. It was suggested that the Events Committee may be able to provide a tree.

Action: Cllr Warne to approach Events Committee and ask if they would be able to provide a tree.

Signed

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5. Councillors Forum

5.1 Kingham Primary School project – Kingham Primary School have contacted the Council as they require community votes to have a chance of obtaining funding from Aviva for their school eco garden project.

Action: Cllr Warne to investigate and circulate findings to the Council

5.2 Mud on road and damage by Church Street housing development – Cllr Dewar reported the issue of the mud on road, and damage to two low bollards. This has already been reported to OCC. Council agreed to contact Site Manager directly.

Action: Clerk to find contact details for Site Manager, and write regarding damage and mud.

5.3 It was commented that the Events Committee had put on an excellent firework display. It was well marshalled, and cleared up afterwards.

5.4 Cllr Colston that the bin collection change to Ubico has not been very successful in the district, but that Kingham residents have not reported many issues. The Council commented that items external to the “Blue Bin” are not always being collected, and that the quantity of bins now currently needed by residents can be difficult to house in gardens etc, and can block paths on collection day.

5.5 Cllr Hartley reported that several dark grey bins of rubbish have not been moved from Cozens Lane by The Wild Rabbit. It is believed that this rubbish will not be collected as bins have been used incorrectly.

Action: Clerk to contact the Daylesford Estate Manager and request the bins be cleared.

6. New Business

6.1 Church Street sign near Dix Cottage – WODC have been contacted informing them that the sign has come out, and been removed for safety. The Council will request that the existing sign be refurbished and replaced.

Action: Clerk to contact WODC to request existing sign be refurbished and replaced.

6.2 Small Societies Lottery Registration – It was agreed to renew the registration due on 01 January 2018.

Action: Clerk to renew Small Societies Lottery Registration, cost £20.00

7. Planning

7.1 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 – update

Council letter objecting the application has been sent, and received by WODC.

Cllr Colston stated that he would ask for this application to go before the Planning Committee for consideration.

7.2 17/033943/S73 – Non compliance with condition 2 of planning permission 17/000295/FUL to allow dormer windows and addition of basement. Comments to be received by 27 November.

The Council had no objection to the application.

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

7.3 17/03471/HHD – Two storey side extension and the front garden wall to be removed to create off road parking for two cars. Comments to be received by 30 November.

The Council had no objection to the application.

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

8. Public Forum

8.1 Nothing reported

9. Health and Safety

9.1 Playground Inspections – monthly playground inspections are ongoing.

Signed

(Chairman)

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10. Finance

10.1 Payments were approved and made for the following:

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|--|---------------------|
| Richard Lithgow – 100 Club winner, 1 st prize | chq 100652 - £50.00 |
| Barry Hughes – 100 Club winner, 2 nd prize | chq 100653 - £20.00 |
| James Warne – 100 Club winner, 3 rd prize | chq 100654 - £10.00 |
| WODC – Small Society Lottery Licence renewal | chq 100657 - £20.00 |

Clerk's salary and expenses were approved and signed.

Parish Council bank balance as of 15 November 2017 - £25,751.95

10.2 2018/19 Budget – The budget was agreed for the year.

Action: Clerk to send out budget spreadsheet to Council based on figures agreed.

10.3 Precept for 2018/19 – The precept figure of £20,085 was agreed.

Action: Clerk to send completed precept form to WODC before January when received

10.4 100 Club update – Clerk provided the Council with an update. There are currently 51 members, providing a profit of £266. Ideas to increase club membership were discussed. It was agreed to place an application form in the Newsletter, and to put a notice on the Council noticeboard.

Action: Newsletter to be asked to include an application form in the publication.

Action: Clerk to put notice on Council noticeboard.

11 Correspondence received

11.1 WODC - open letter written to Charlbury Town Council, response to CTC letter re Publica

11.2 Sovereign – email advising that handover of units in Bury Road, Kingham has been completed

11.3 Zurich Insurance – email advising of new Local Community Advisory Service for councils

11.4 Robert Courts – letter regarding Witney Lion Club's "Message in a Bottle" scheme

11.5 Paul and Maria Drinkwater – letter following their presentation to the Council in September

11.6 Barclays – letter confirming address change (contact name has not yet been changed)

11.7 Co-operative Bank – letter confirming contact and address change

11.8 Villager Bus – email thank you received

11.9 Andrea Courtney – email regarding village car park, noting that some of gravel has disappeared from the footpaths and needs replacing

Action: Cllr Hartley to obtain price for replacing footpath gravel.

11.10 Outdoor Fitness Park – email offering visit from project co-ordinator to Council meeting

Action: Clerk to send thank you, and advise that the Council will keep the idea in consideration for the future.

11.11 Resident – email regarding Landrover and other vehicle left unused on road at West End for periods of time

12 AOB - none

Meeting Closed at 9.35 pm

Next Meeting to be held on 17 January 2018, 7.30pm

Signed

(Chairman) Date