

## **Minutes of the Meeting held by Kingham Parish Council**

**– held on Wednesday 18<sup>th</sup> May 2016, 8pm**

**Present :-** Cllrs K. Hartley, J.Harvey, R.Sale and J.Warne Clerk :- N.Marina

Three members of the public and County Cllr Hibbert-Biles

**1. Apologies –** J.Dewar

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

**3. Matters Arising –**

**3.1 Graveyard Mowing –** a letter had been written to the person mowing the yard to make sure they were aware that the contract was only for 10-12 cuts per season. (It had been noted that he had already mowed twice in 12days and it was not full season yet). He confirmed that this was the case and offered to mow the lawn if needed even after the 10-12 scheduled cuts, free of charge. Thanks were given. The PC had received payment from the Church for their share of the latest invoice.

**3.2 Trees on The Green –** Tree Tech had requested approval from OCC and was awaiting the permission. Once this was given the work would start. It was thought that the PC should see the permission form before Tree Tech started.

**3.3 Football field Footpath –** had been completed and the contractor has been paid. Thanks were given.

**3.4 Villager Bus –** a letter had been received with a request for funding of £750 for the next financial year – 2017. The funding request was based on the number of routes and passenger numbers. For Kingham that is currently 5 per week. The Villager plans to withdraw the Thursday afternoon V24 service to Witney, which is little used, but to introduce two morning services to Chipping Norton on Monday and Tuesday or Wednesday, giving a total of 6 per week. The request was for a grant of £3 per route which equates to £750 per year. Kingham currently has about 200 passenger journeys per year on Villager routes. Cllr's asked for clarification of the how this figure was reached – the Clerk to write to the Villager. Cllr Harvey had also written to the Villager bus with suggestions of bus times to meet with other connections onto to Banbury and Oxford.

**4. Councillors Forum**

**4.1 District Cllr update –** Cllr Hibbert-Biles gave a report on OCC Annual Meeting. Michael Waine had been appointed Chairman with Zoe Patrick as Deputy- Chair. There had been some other cabinet changes. Future projects were discussed – the A40/Park and ride at Eynsham – it was hoped that the park and ride would alleviate a lot of the traffic from the A40. Child Care centres were also a focus. The ACE centre in Chipping Norton was not at risk with the Head teacher salary being supported. A hospital consultation will happen in Autumn – this will include Chipping Norton Hospital. Plans for Unitary Gov't are still being discussed. The referendum will be held on 23<sup>rd</sup> June. The County Council has community Mini Buses that were being considered to help with bus funding costs – perhaps communities could use these buses when they have down time. Grass Cutting – only statutory cutting will be done. Cllr Hibbert-Biles gave apologies for the next PC Meeting to be held on June. Cllr Hibbert-Biles has a new PA – Tracey Jones.

Signed 

**(Chairman) Date** 15.06.2016

**4.2.** Millenium Wood – the Clerk was asked to write to the Villager Bus service to seek further information as to whether the final costing to keep the bus running had b

**4.3** Millenium Wood – Some works had been done by volunteer Cllrs, however still lots to be done. Suggestions for brush cutter and diggers were put forward. A suggestion to have this work contracted out was also discussed. Cllr Warne offered to find a company and seek a quote to be put forward, for the works needed.

**4.4** Events Committee donation – a letter of thanks had been received for the donation of funds to be put towards the Queens B'day event to be held in West Street on 12<sup>th</sup> June.

**4.5** 100<sup>th</sup> Birthday – Mrs Jackson from New Road turned 100 last Monday. Congratulations were offered and a letter will be written on behalf of the PC.

**4.6** Potholes – Potholes opposite Wiggalls corner were advised – a letter will be written to OCC Highways.

**4.7** Bollards and Railings – a quote will be sought for replacement railings in the Village Car Park, The Green and opposite the shop.

## **5. Planning –**

**5.1 1** Boulters Close, The Green – comments were revised as it was mentioned that this would alter the view from The Green, reduce off street parking and potentially reduce sunlight and over shadow the neighbouring property.

**5.2** 20 Manor Farm Close – no objections.

**5.3** Land Near Mill House Hotel – Mr Drinkwater gave a brief presentation about plans to build 5 X 4 bedroom houses on the land near the Mill House Hotel. The official plans had not been forwarded from WODC to the PC as yet, so the PC could not comment at this stage. This will be discussed at a later date.

## **6. Public Forum**

**6.1** Stone wall opposite the British Legion – a letter had been written to the land owner it was thought to belong to - to seek repair. No answer had been received. Another letter would be written. It was suggested that Highways should be contacted as well to seek assistance from them as well.

**6.2** Flooding by British Legion – in the road outside the British Legion, an ongoing problem every time there is heavy rain. The clerk had written to Thames Water – no response was received as yet, another letter or call would be made by the Clerk. Highways will also be advised as this could be due to the drain being blocked opposite the entrance to the British Legion.

**6.3** Adcraft field, by the British Legion – the field is in need of mowing. This is normally done by the football club. The Clerk to write to the Football club Chairman. It was also suggested the path be mowed and the goal posts be brought in.

Signed



(Chairman) Date 15.06.2016

## 7. Health and Safety

**7.1** Playground Inspections – monthly playground inspections are ongoing, Cllr Harvey to complete.

**7.2** Rospa Yearly inspection – this will be booked in for July as this will receive a discounted price as this is when the team comes to Oxfordshire.

**7.3** Playground flooring – The Clerk checked the previous quote for rubberised flooring for the football field playground, this came to £6720 + VAT. This was considered quite expensive and it had previously been decided to wait and see how the Whirygig flooring weathered, to see if this type of flooring was acceptable.

## 8. Finance

**8.1.** Audit – Section 2 of the Audit report was read by PC members and agreed. The figures were signed and dated by the Chairman and Clerk. The internal audit and full audit report had been completed and was ready for sending to BDO - external auditor.

**8.2.** The PC Insurance renewal was discussed. Another quote from Zurich Insurance was discussed and accepted. The cover was relatively the same as the current insurance. A 3yr contract would be accepted as this received a discount.

**8.3.** Cheques were signed (below)

09.05.16	100470	May	Churchill Surfacing	Football field footpath	4320.00
09.05.16	100471	May	Kingham Events	donation for Street Party Queens B'day	500.00
18.05.16	100472	May	Nicole Marina	Wages	551.05
18.05.16	100473	May	Nicole Marina	Expenses	20.06
18.05.16	100474	May	Delphie Stockwell	100 Club - 1st prize	50.00
18.05.16	100475	May	Roger Lyle	100 Club - 2nd prize	20.00
18.05.16	100476	May	Barry Humphries	100 Club - 3rd prize	10.00
23.05.16	100477	May	Zurich Muncipal	Parish Council Insurance	699.16

PC Bank Balance as at 31<sup>st</sup> May 2016 = £29,319.65

## 9. Correspondence

**9.1.** Art weeks signs – a letter had been received advising that the art weeks signs that had been placed around the village and close by, had been stolen. The PC had been asked to have the sign on The Green displayed and they had given approval. It was mentioned that Highway signs fell under the jurisdiction of OCC Highways and they could take signs away if they were seen as intrusive. This incident had been reported to the Police.

**9.2.** Kingham Website – The PC had been approached from the Kingham Newsletter and the Events Committee to have information about these organisations put in the PC website. The Clerk was willing to add pages with information about these two groups and added that currently there was a link on the website to Kingham Futures Facebook page as well as a link to the Kingham Events facebook page.

Signed



(Chairman) Date 15.06.2016

The PC had also been asked by the Events Committee if they could have access to the site to update it with Kingham events from time to time. The PC was not in favour of this as the website had been set up as a legal necessity to have information about the PC readily available online not as an advertisement sight for other Committees. It was pointed out that if information was given to the Clerk to add to the website – this would add to her paid time. This was considered, however it was felt that the PC should remain in control of the website.

**9.3.** Kingham Future group – the questionnaires had now been returned from residents within the village. The Futures group is now compiling the answers to the various questions. The next Futures Group Meeting will be held on 24<sup>th</sup> May.

**9.4** It was agreed to put advertisements up in the shop, Newsletter and notice boards advertising that the PC needed 3 more Councillors.

**10. AOB** – no other business.

**Meeting Closed at 9.34pm**

Signed



Page 4 of 4

(Chairman) Date 15.06.2016