

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

**- held on Wednesday 16<sup>th</sup> September, 2015, 7.30pm**

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

Clerk: N.Marina

One Members of the public

**1. Apologies** – received from J.Warne.

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

With sadness and regret the news of Phil Fisher's passing was acknowledged.

Thoughts and condolences were given to his wife and daughters.

**3. Matters Arising** –

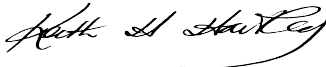
**3.1 Neighbourhood Plan** – Two meetings of the Neighbourhood Plan Committee took place over the summer on 28<sup>th</sup> July and 15<sup>th</sup> September, in the Village Hall. Maps were discussed, one was found in the archive documents that shows the houses and where they are. The Committee will continue to correspond via email, although a Facebook page, it was advised - had now been set up. It was hoped that having this in place would help to promote the Committee to a younger Kingham demographic and help to get them involved. A template from another Village had been discussed at the Committee Meeting, this was very helpful in showing what would be needed to get the Kingham Neighbourhood Plan started. The major areas of discussion were the obvious one's – housing, traffic, parking, transport, planning issues and activities for teenagers. The Committee is open for anyone to join, please advise the Clerk on [kinghamparishcouncil@gmail.com](mailto:kinghamparishcouncil@gmail.com) if you would like to get involved. She can then pass on your details to the Committee for further correspondence.

**3.2 Railway Bridge Fence** – Had been repaired by the OCC Highways Bridges team, before the last meeting. It was observed that the fence had been repaired with only wooden cross bars that still seemed to leave a gap. The Clerk had contacted the OCC Highways team to ask if there would be further wire added and sent photos. It was advised by the OCC team that the fence was seen as complete. If Kingham Parish Council would like to add any more fixture's/wire, we were welcome to do so. Cllr Sale offered to add the wire to increase the safety of the fence. Thanks were given.

**3.3 Keep Clear Markings** – New Road. The Highways and Transport team had been contacted to quote for the Keep Clear Markings to both corners of New Road, near the Football field. The Team had confirmed the request but was unable to give a time frame as to when this would be completed. The Clerk had contacted the Highways Team again to check the status of this request. It is still on their list as they currently have a back log.

**3.4 Railway Bridge Footpath cut back** – The Clerk had inspected the areas along the B4450 on the Friday after the PC Meeting in July, the Trigmore Turn had now been cut as well as along the B4450 road. The grass around the OCC Highways sign giving directions into Kingham had also been trimmed.

**3.5 Graveyard Mowing quote** - WODC had given a quote. Full cut and drop, including all strimming of cemetery areas = £505.34 or full cut and collect including all strimming of cemetery areas = £643.16. The quote was seen as quite expensive as this was per cut.

**Signed**   
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It was not accepted for the moment – the Clerk was asked to enquire with WODC if this was the best WODC could offer. Currently the lawn is mowed by Volunteers.

**3.6** Trees on The Green and West Street – the suckers had been trimmed over the summer. WODC had also visited the Millenium Wood and cut back where needed.

The Green Gym had also visited the Millenium Wood over the summer.

**3.7** Kingham Village, Website – a free website using the ‘Weebly’ platform had been created by the Clerk. <http://kinghamoxfordshire.weebly.com/> Pages on the website included St Andrews Church – with a link to their own webpage, Kingham Village Hall, Parish Council Minutes and Kingham Parish Council Finance. The ‘About us’ page included links to the West Oxfordshire District Council webpage, Schools (Kingham Primary School and Kingham Hill School) with links to their webpages. Kingham Events were mentioned and Kingham All Blacks, as well as the 3 restaurants/pubs that are located in the Village. If there is a webpage for Kingham Events/Kingham All Blacks or an online forum where people can be contacted for these groups, please advise the Clerk so these can be added to the website. A few suggestions of schools to add to the site were noted. It was agreed that the fee should be paid for a year subscription for a specific domain name, approx. £69.40. The updating of the Website would be included in the Clerk’s duties. Extra hours will be monitored and paid at the hourly rate. The new paid domain name was hoped to be <http://www.kinghamoxfordshire.com/>

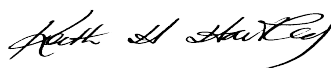
**3.8** Big Festival Feedback - a form had been sent to the Clerk requesting feedback for the Big Festival days at the end of August. Two issues were raised. Traffic again was mentioned, more to do with the days running up to and after the event. Traffic had occurred through the Village on both occasions, mostly after the event - with a blockage on Church Street. The other issue was that people had reported problems making and taking mobile phone calls, as well as, sending and receiving texts messages over that weekend. This could be due to the overload of the system for the various providers for this time. For other events, it was mentioned, mobile phone providers can set up a temporary mast that provides a greater capacity for the time needed. Both these issues were reported. It was noted that the Big Festival committee had tried hard to meet the Villages’ needs, with phone lines available throughout the weekend and Meetings running up to the event.

**3.9** Grass Cutting Grant – One of the Councillors had provided an up to date measurement of the Village Grass cutting needs. This seemed quite a lot more than what was written for the requirements of Kingham by OCC Grass Cutting Grants. The Clerk had written to advise OCC and they are investigating further.

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

**4.1** Cllr Hughes asked whether the path along the football field, next to the road, had been known to be wider (under the grass). Is it possible to make the path wider by taking the away the grass? It was thought that to take away the grass to one side, in between the stone fence and path, would make the stone wall unstable.

**4.2.** Station Carpark – it was noted that this was nearly finished. When were the double yellow lines going to be put in place?

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Previously Highways had asked the preference of the PC as to when to put the yellow lines – at the time the answer had been, after the new car park was finished and available.

**4.3** High Speed Broadband internet - it was noted that this was now available for the Village. It was advised that you need to ring BT to upgrade your system, but it was thought there may be a cost involved.

**4.4** Cllr Sale had asked to view the PC Insurance, he will review what is covered on the policy and return to the Clerk.

**4.5** The Green, trees – Cllr Sale advised that when he collected a big branch, from The Green, that had fallen from one of the trees, it was dead. It was decided that all the trees should be checked by a Tree Surgeon. The Clerk will organise, Cllr Sale offered assistance. A suggestion was made that a few more trees should be bought to add to The Green as some of the current ones may need to be replaced. The biggest possible should be bought. Types of trees suggested were, Limes, Copper Beech and Whitebeam. Advice would be sought from the Tree Surgeon.

**4.6** A letter from Churchill Parish Council supporting the development next to the train Station had been received. Two points were raised about sufficient parking and suitable landscaping, which would hopefully be adopted by the developer.

## **5. Planning -**

**5.1** Kingham Hill School – installation of woodchip powered biomass boiler heating system and distribution network to include erection of building to house plant and fuel store together with associated works. The full plans were to be looked at again, no objections at this stage.

**5.2** New Road Development – update from Ffyona MacEwan from WODC who forwarded the Housing associations response. Her letter read - 'Sovereign have checked with Thames Water who still confirm that their study will not be completed until December. We cannot therefore proceed with construction until we know what sewage and other water solutions will be required. The Council meanwhile is doing preparatory legal work to transfer the land to Sovereign when the time is right. The housing associations response to my request for an update is below. I think you'll agree that we can sense their frustration at the time it is taking Thames Water to complete their investigations.'

*The timescale is out of our hands. When we began investigations into the drainage strategy Thames Water advised that there were potential capacity issues and that before they could approve any kind of drainage strategy an impact assessment relating to the foul sewerage network serving the site was needed. They advised that this would take until December to complete.'*

**6. Public Forum** – It was reported that the British Legion over the last week had some sewerage issues and Thames Water had been called to investigate. At the time, nothing was found to cause the problem.

## **7. Health and Safety –**

**7.1** The Playground inspections are ongoing.

**7.2** Whirlygig on The Green – Cllr Sale had investigated rubberised flooring – in hand.

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**7.3 Sovereign Play equipment** - had offered free quotes for various playground updates. The Clerk had taken up the offer for them to visit and quote for rubberised flooring for under the climbing frame at the New Road playground. They had visited on 8<sup>th</sup> Sept. Awaiting quote.

## 8. Finance –

**8.1 Audit report** – The Audit for 2014-15 had been returned and approved by the External Auditor, BDO. The report was read out and the comments made from BDO were noted. The report was seen to be quite good with only a few minor points raised.

### 8.2 August and September expenses.

14.08.15	100391	August	Southern Electric	Village Green invoice	36.10
14.08.15	100392	August	BDO	External Auditor	276.00
14.08.15	100393	August	West Oxfordshire District	Grass Cutting Maintenance/May and June invoice	610.34
14.08.15	100394	August	Nicole Marina	Wages	503.70
19.08.15	100395	August	Fast Frame Tekno	Notice Board installation New Rd area	72.36
19.08.15	100396	August	Barry Humphries	100 Club - 1st prize	50.00
19.08.15	100397	August	John Cassie	100 Club - 2nd prize	20.00
19.08.15	100398	August	Brenda Harding	100 Club - 3rd prize	10.00
16.09.15	100399	Sept	Roger Lyle	100 Club - 1st prize	50.00
16.09.15	100400	Sept	Sheena Evans	100 Club - 2nd prize	20.00
16.09.15	100401	Sept	Richard Smith	100 Club - 3rd prize	10.00
16.09.15	100402	Sept	West Oxfordshire District	July Grass Cutting	391.46
16.09.15	100403	Sept	Nicole Marina	wages	413.30
16.09.15	100404	Sept	Nicole Marina	expenses	10.74
16.09.15	100405	Sept	Kingham Village Hall	100 club fund raising money 2014-15	780.00
23.09.15	100406	Sept	Nicole Marina	reimburse for website domain name payment	69.80

**9. Correspondence** – SLCC, Clerks Magazine - had an article on Neighbourhood Planning, this was given to the Cllrs involved with the Neighbourhood Plan.

OCC notice of Household waste recycling centre strategy for Oxfordshire – as part of planned savings, OCC has reduced the overall household waste recycling centre budget by £350,000 for 2017-18. A reduction of Household Waste Recycling Centres had been proposed, from 7 to 3 or 4. Consultation about the proposals is from 10<sup>th</sup> August until 5<sup>th</sup> October. Comments can be made at [www.oxfordshire.gov.uk/waste](http://www.oxfordshire.gov.uk/waste) or email [waste.management@oxfordshire.gov.uk](mailto:waste.management@oxfordshire.gov.uk) or call 01865 816 043.

Resident Letter – a resident had again written questioning the disclosure of names, of the donators, for the Landscape Appraisal. The resident had previously had a response on 8<sup>th</sup> July 2015, outlining the Freedom of Information Act- 2009 where various exemptions apply to personal information being given out.

Signed 


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(Sections 26-28 of the Freedoms of Information Act) A new statement was made in the recent resident letter, that companies and businesses must be disclosed. There were no donations from companies or businesses. A formal letter had been written in reply to this resident on 8<sup>th</sup> July 2015.

A further point was made in the resident letter – as email correspondence to the PC has not been reported as correspondence in the Newsletter Minutes – again it was reiterated that the Newsletter NOTES are not the formal Minutes.

**10. AOB – No other business.**

**Meeting closed at 9.05pm**

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