

Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council Held on Wednesday 18 April March 2018, 7.30 pm

20180418

Present: Cllrs K Hartley, J Harvey, J Dewar, R Sale, J Warne, B Hughes

Absent: Cllr M Dare

Clerk: Anne Ogilvie

Also present: Three members of the public.

- 1 **Apologies** – Cllr Dare
- 2 **Minutes** – the Minutes from the last meeting were approved and signed.
- 3 **Declaration of Interests** – none declared.

Item 7.1 was brought forward to this point –

Presentation about new Council website by Cllr Warne and Mr Shannon. Cllr Warne and Mr Shannon gave a presentation about the new website including showing the draft site. The website currently has 9 pages, including sections for the Council, Village Hall and allotments. There is the potential to add extra pages later. The website should work on tablets and smartphones as well as computers. It is possible to have different administrators for individual pages and sections. Contributors can submit data, which is approved by editors before being published. It is possible for groups to take responsibility for sections of the website. It was noted that the budget for the website development has been agreed, which is a limiting factor on the current site size and features.

Action: Clerk to send Mr Shannon a list of the transparency requirements, and other requests to meet Council needs.

Action: Cllr Warne to co-ordinate next stage of development, including meetings with relevant people and groups, and providing list of questions for Council to answer regarding development and content.

4 **Matters Arising**

- 4.1 Adopt a kiosk – defibrillator – BT have been contacted regarding the kiosk, and a consultation has been started by BT. WODC have been contacted regarding additional planning consents as recommended by BT. WODC have stated that a “*Do I need to submit an application? – Enquiry Form*” needs to be completed.

Scott Birnie has been approached and would be happy to train people in defibrillator use. He is able to recommend a new defibrillator.

The Events Committee have stated that they will fund the replacement of the items required for the current defibrillator.

There was a discussion about the viability of the current defibrillator, whether it was currently working, and whether it would be better to purchase a new defibrillator (the same model as due to be purchased for placing at the Football Pavilion) rather than refurbishing the current one. It was agreed to ask the Events Committee if they would be prepared to part fund a new defibrillator (ie to the equivalent value of the refurb). It was agreed to check whether the current defibrillator is currently working, and if not, to remove the item and inform SCAS. It was agreed to contact the Events Committee to discuss any actions required by the Council regarding purchasing, installing etc of the defibrillators.

Action: Clerk to complete “*Do I need to submit an application? – Enquiry Form*” and return to WODC.

Action: Cllr Hartley to discuss defibrillator recommendations with Scott Birnie.

Action: Council to check if defibrillator at the Wild Rabbit works. If it does not work, defibrillator will be removed and SCAS informed.

Action: Clerk to ask Events Committee if they would be prepared to part-fund a new defibrillator to the same value as the refurbishment they had agreed to fund. Clerk to contact Event Committee to co-ordinate purchasing etc.

Signed

(Chairman)

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- 4.2 OCC contract for lawn mowing - OCC have responded to the letter which was sent, encouraging the Council to sign the contract, and advising that a similar contract was signed in 2008. The Council agreed to sign the new contract.
Action: Clerk to request contract from Cllr Dare and progress signing of it.
- 4.3 Signs near school and British Legion – It was agreed to ask Churchill Surfacing to install the signs.
Action: Cllr Hartley to instruct Churchill Surfacing to install signage.
- 4.4 Letter to MP suggesting second home owners could have precept raised – a meeting was held on Friday 13 April with Mr Courts. Clerk to produce report of meeting for Council.
Action: Clerk to produce report of meeting and present to Council.
- 4.5 New Road Development, housing distribution criteria – response has been received from WODC assuring that any future vacancies in this development will give priority to residents of Kingham and the surrounding parishes as stated in the agreement.
- 4.6 Mobile telephone mast – Letter has been received from BT stating that CTIL has the responsibility for compliance with planning legislation. An update has been requested from WODC regarding providing permission to repaint the mast, but has not been received.
Action: Clerk to request update from WODC regarding permission to repaint the mast.
- 4.7 Football Club car park resurfacing – a response has been received from Kingham All Blacks FC regarding the PC request about a donation towards tarmacking. The FC felt the cost of tarmacking would outweigh the benefits. The FC would like to discuss the potential for extending the car park. It was agreed to invite a representative from the FC to the next Council meeting to discuss options. An option to lay a plastic mesh over the area, which would allow grass growth underneath was discussed. A concern from a resident regarding the issue of water run-off if the area was tarmacked was noted.
Action: Clerk to invite representative of FC to come to next Council meeting.
Action: Cllr Hartley to request quotation from Churchill Surfacing to extend the car park.
- 4.8 Advertisement signs blocking motorists' view at junction of A436/Daylesford Road – no response has been received from Gloucestershire County Council. It was agreed to close this item.
- 4.9 Erosion of grass triangle between Cozens Lane, West Street and West End – work is ongoing.
- 4.10 Damaged noticeboard on Village Green – works have been instructed and will take place in due course.
- 4.11 Replacement of swings on Green – The toddler swing has been replaced. Cllrs Hughes and Hartley will complete the works.
Action: Cllrs Hughes and Hartley to organise replacement of flat swing seat.
- 4.12 SSE works on Church Street by Orchard Way, resurfacing required – SSE have looked at issue and will report back to Clerk. Clerk was advised that a temporary surface can be left for up to 6 months before a permanent surface is laid.
Action: Clerk to request update from SSE.
- 4.13 Thames Water works on West Street, remedial surfacing works required – Thames Water have looked at the issue to establish reason for hole, so can select next course of action.
Action: Clerk to request update from Thames Water.
- 4.14 Parking in Kingham during Art Week - Piper Homes have been advised of dates.
- 4.15 Review of parish boundary letter sent to WODC – no update has been received.
- 4.16 Review of Cotswold AONB Management Plan 2018-2023 – it was agreed that no action is required.

5 Reports from County and District Councillors

There were no reports from County and District Councillors

6 Councillors Forum

- 6.1 Cllr Hughes requested an update regarding the tarmac works required at Bury Close.
Action: Clerk to obtain update regarding contracts and procedures to enable tarmacking to take place.
- 6.2 Cllr Hughes advised that the external walls by the football pitch are in need of weeding. It was agreed to ask the Lengthsman to undertake these works.
Action: Clerk to request Lengthsman to undertake weeding work.

Signed

(Chairman)

Date

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6.3 Cllr Dewar was concerned about the speeding outside the school and along Church Street. It was agreed to request a speed restriction of 20 mph from OCC outside the school, and request the installation of a speed monitor on Church Street.

Action: Clerk to request OCC impose a speed restriction of 20 mph for road outside school, and request the installation of a speed monitor on Church Street.

7 New Business

7.1 New website report – item moved to beginning of meeting.

7.2 GDPR report – Clerk provided GDPR progress report to Council, report appended to minutes. It was agreed for Clerk to purchase required antivirus/firewall software, and a key for the filing cabinet. Clerk to continue to work through actions required for compliance.

Action: Clerk to purchase security software required. Clerk to purchase key for filing cabinet

Action: Clerk to work through actions required for compliance

Action: Councillors to read documentation sent by Clerk, comment as required, to enable sign-off at next meeting.

7.3 Data Storage, Retention and Deletion Policy – Councillors to read and comment, to enable sign-off at next meeting.

Action: Councillors to read and comment on policy.

7.4 Financial Regulations – the Financial Regulations were signed by the Chairman, and adopted by the Council.

7.5 New Model Standing Orders – it was agreed to adopt the new Model Standing Orders, with modifications to meet Council requirements.

Action: Clerk to create draft Standing Orders and distribute to Council for comment prior to ACM.

8 Planning

8.1 No new planning applications.

8.2 Previous applications – updates

17/03570/FUL – Erection of four new dwellings with associated parking and new access: Land west of Greenacres, Churchill Road, Kingham – this application has been changed to three dwellings, and amended plans have been placed on the planning portal – decision: approved, 13/04/18

18/00543/PN56 – Change of use of two office buildings (class use B1a) to create four dwellings (class C3): 1 Thresher's Yard, West Street, Kingham – decision: prior approval not required 16/04/18. It was noted that the delegated report noted that no additional windows/rooflights shall be constructed in any of the elevation(s) of the two buildings.

18/000605/FUL – Erection of dwelling and associated works: Wiggalls Corner, The Green, Kingham – awaiting decision: will go to Committee on 30/04/18.

9 Public Forum

9.1 A request was made for the Council to apply for a 40mph to be imposed between Kingham village and Kingham Hill School on the Daylesford Road, with a 30mph limit between the two entrances of the school

Action: Clerk to request OCC impose a speed restriction of 40mph between Kingham village and Kingham Hill School on the Daylesford Road, and a 30mph speed limit between the two entrances of the school

10 Health and Safety

10.1 Playground inspections – ongoing

11 Finance

11.1 Payments were approved and made for the following:

WODC – hedges	chq 100697	£1282.42
Neville Johnson – April 100 Club winner, 1 st prize	chq 100698	£50.00
Paul Drinkwater – April 100 Club winner, 2 nd prize	chq 100699	£20.00

Signed

(Chairman)

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Chris & Gill Harvey – April 100 Club winner, 3 rd prize	chq 100700	£10.00
Council administration	chq 100701	£8.76

Clerk salary was approved and paid

11.2 Monies received

No monies have been received.

11.3 Bank account update

Parish Council bank balance as of 18 April 2018 - £19,772.79

11.4 The Clerk will distribute a bank reconciliation, finance and budget updates for the current financial year to the Council on a monthly basis from the end of April.

11.5 The Clerk advised that the Council insurance renewal due in June would be £665.56.

12 Correspondence

12.1 Letter from WODC – consultation on further main modification to the submission draft West Oxfordshire Local Plan (2011-2031). It was agreed no action was required.

12.2 Email from resident – regarding post replacement on The Green, and reinstatement of verges and posts in Church Street following completion of housing development. The Council were satisfied with the cost of the post replacement. OCC/developer on Church Street will be responsible for reinstating verges, contractor has agreed to keep the Council posts.

12.3 Email from Nether Westcote resident – regarding light pollution. Comments were noted.

12.4 Email from resident – regarding proposal to tarmac football club car park, query regarding procedure at March council meeting, and query regarding comment about Daylesford track in Annual Parish Meeting Chairman's report. Reply has been sent to resident. Car park has been referenced in point 4.7, Clerk confirmed correct procedure was followed and minuted at March meeting, Daylesford track was mentioned by Chairman as one of the suggestions received by the Council during a survey of Kingham residents, there are no current actions linked to this.

12.5 Email from WODC – regarding interest in training regarding developer funding. It was agreed no response was required.

12.6 Email from Network Rail – requesting slot in May Council meeting to discuss extension of Kingham railway station platform. It was agreed to invite representative to May meeting at 7.00 pm, and to use this opportunity to discuss disabled access at the station as well.

Action: Clerk to invite representative to May Council meeting to speak at 7.00 pm

13 AOB

13.1 Piper Homes have advised the Council that there will be 10 deliveries of roof trusses in the near future, each delivery taking approximately one hour. A traffic assessment has taken place, which advised that it would not be possible for the delivery lorries to access the site, so they would be stopping on the road. This would cause a total road block if there were any vehicles parked in the vicinity. It would be possible for Piper Homes to obtain formal road closures via OCC, but their preferred option would be for residents to move vehicles on a voluntary basis when required. Piper Homes are proposing to inform residents the night before of the date/time of delivery, and to place a notice in the Village Shop. It has been agreed that the deliveries would take place after 9.30 am. The Council were not able to propose any ideas to reduce the potential disruption. They agreed to advise Piper Homes to contact the residents affected directly and explain the situation. It was noted that this could disrupt the bus timetable.

Action: Clerk to advise Piper Homes to contact the residents affect directly to explain the situation, and advise of Piper Homes of the potential disruption to the buses.

Meeting Closed at 9.40 pm

Next Meeting to be held on 16 May 2018

7.00 pm – Network Rail representative discussing extension of Kingham railway station platform

7.30 pm – Annual Council Meeting, to include annual election of Chairman

Signed

(Chairman)

Date