

Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 20 June 2018, 7.30 pm

20180620

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

Absent: Nil

Clerk: Anne Ogilvie

Also present: Two members of the public.

- 1 **Apologies** – WODC Cllr Colston, OCC Cllr Hibbert-Biles
- 2 **Minutes of previous meetings** – the minutes of the previous meetings were approved and signed
- 3 **Declaration of Interests** – none declared.
- 4 **Matters Arising**
 - 4.1 Adopt a kiosk – defibrillator – The Events Committee have advised that the existing defibrillator will be remaining at the Wild Rabbit. They are in agreement with the PC taking over maintenance of the defibrillators. The Events Committee requested PC contact information for the warranties and SCAS registration. It was agreed to supply the Clerk's details. It was agreed that it would be useful to have information about using the defibrillators by the boxes.
Action: Clerk to contact Events Committee to supply Clerk details for the warranties and SCAS registration.
Action: Clerk to investigate signage options.
A discussion took place regarding usage of the phone box. It was agreed to continue the process of transferring ownership of the box to the PC. It was agreed to consider usage plans at a later date.
Action: Clerk to complete and send off WODC pre-planning application.
Action: Clerk to obtain update from BT regarding ownership transfer of box.
 - 4.2 OCC contract for lawn mowing – it was agreed to sign the contract at the next meeting, after the Clerk has checked with OCC that it is still valid.
Action: Clerk to check with OCC that contract is still valid.
 - 4.3 Signs near school and British Legion – The sign by the British Legion has been taken down. It was agreed to contact the British Legion and discuss the issue. It was agreed to purchase two new signs to be added to current ones, to show car park position from each direction.
Action: Clerk to contact British Legion regarding the removal of the sign.
Action: Clerk to order two new signs.
 - 4.4 Mobile telephone mast – CTIL have received permission to paint the mast olive green. The work has been instructed to take place in the next few weeks. It was agreed to remove item from the agenda.
 - 4.5 Erosion of grass triangle between Cozens Lane, West Street and West End – the post work has been completed.
 - 4.6 Damaged noticeboard on Village Green – noticeboard has not been repaired yet. It was agreed to leave the matter with the current contractor, and review at the next meeting.
 - 4.7 Replacement of swings on Green – works have been completed.
 - 4.8 Thames Water works on West Street, remedial works required – matter is ongoing.
 - 4.9 Tarmac works required at Bury Close – no update has been received regarding the Section 38 and completion of works.
 - 4.10 Weeding required on external walls by football pitch – the resigning Lengthsman has informed the Council that they are unable to complete this works. It was agreed that the Council would investigate other options for these works, as a replacement has not yet been found.
Action: Clerk to investigate options for works.
 - 4.11 New website – Cllr Warne reported that the new website is progressing. The Council will be shown the new website at the July meeting.

Signed

(Chairman)

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4.12 Trimming of trees by graveyard – work has been completed. Clerk was requested to ask OCC to ensure that the grass under the seats on the playing field is cut.

Action: Clerk to contact OCC and request grass under the playing field seats is cut.

4.13 Church Street development, erection of fence by Taproom – Council has been informed that the fence is a temporary structure to provide privacy and security for the Taproom during the build.

4.14 Church Street development, query regarding placement of houses – houses are placed as per plan.

4.15 Shortened wall by Bricks House, Church Street – pavement works have been completed.

4.16 Resignation of Lengthsman – notices have been put up on noticeboard and website. No applications have been received. It was agreed to place an advert in the Village Shop. It was agreed for the Clerk to check insurances required, and create job description, and forward to Council.

Action: Clerk to place Lengthsman advert in Village Shop.

Action: Clerk to check insurances and update job description, and forward to Council.

4.17 Installation of Twenty's Plenty signage – the signs have been purchased. The Chairman will select suitable positions for installation and advise the Council.

Action: Chairman to select suitable positions for installation and advise Council.

4.18 OCC engagement meeting – places have been booked.

4.19 Flytipped freezer in Meadow Way – request has been sent to WODC to remove the freezer.

5 Reports from County and District Councillors

No reports have been received.

6 Councillors Forum

6.1 Cllr Warne noted that there are loose kerb stones on the entrance to the car park by the school. It was agreed to inform OCC.

Action: Clerk to inform OCC of loose kerb stones.

6.2 It was noted that there are loose kerb stones on Church Street, outside the Village Shop. It was agreed to inform OCC.

Action: Clerk to inform OCC of loose kerb stones

6.3 A question was raised as to whether it would be possible to limit heavy vehicles in Kingham. It was agreed to send request to OCC.

Action: Clerk to send request to OCC regarding limiting heavy vehicles in Kingham.

6.4 Cllr Hughes noted that the grass has not been cut in front of the unoccupied flat in New Road. It was agreed to ask Cottsway to cut the grass.

Action: Clerk to ask Cottsway to cut the grass outside the unoccupied flat in New Road.

6.5 Cllr Hughes noted that cowlings are required on two chimneys on the flats in New Road. It was agreed to ask Cottsway to install cowlings.

Action: Clerk to ask Cottsway to install cowlings on two chimneys on the flats in New Road.

6.6 Cllr Dare noted that the road outside Garden House on Cozens Lane is in poor repair. It was agreed to check ownership of that land.

Action: Clerk to check ownership of land.

6.7 Cllr Dare queried whether the Wild Rabbit has planning permission regarding the removal of five parking spaces replaced with buildings.

Action: Clerk to check planning applications.

6.8 Cllr Sale noted that the car show in Churchill had caused traffic problems.

7 New Business

7.1 It was agreed to approve and adopt the following employment policies:

Equal Opportunities Policy

Sickness & Absence Policy

Disciplinary & Grievance Policy

Health & Safety Policy

Signed

(Chairman)

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8 Planning

- 8.1** 18/01530/HHD – Single and two storey rear extension and the demolition of existing garage, Honeystone Cottage, Cozens Lane – comment was required by 13 June.

The Council used delegated authority to make the following comments – concern about the reduction in potential parking due to the demolition of the existing garage, and concern about the reduction in privacy for neighbours created by the installation of the new windows in the extension.

- 8.2** 18/01418/FUL – Construction of new vehicular access from public highways together with new farm access road, Land at E 425190 N 225432 Daylesford – comment was required by 06 June.

The Council used delegated authority to make the following comments:

Concern about the apparent discordance between the plans and the design and access statement. Note that landscaping is proposed for the staff access road, but not for the concrete access road for farm vehicles.

Concern that the new entrance will increase road traffic along this section of the Daylesford Road. Note that the application does not state whether the concrete farm access road is upgrading an existing track or creating a new route along a field boundary.

Note that the “Office Block” is a very large modern building, clad in wood, highly visible from most directions, not in keeping with the rest of the buildings on the site.

- 8.3** Previous applications – updates

18/01222/HHD – Erection of extension to garden room: Gulliver House, Church Street - status – under consideration

Church Street development – it had been noted that red bricks had been used as a base course for the housing. This was queried with WODC, who stated that this was not considered a material change, therefore not something that WODC would take action against.

Church Street development – it has been reported to the Council that the affordable housing is now social housing, to be managed by Sage Housing, a registered London provider. The Council agreed to check the Section 106 to determine the wording of the affordable housing section, and to make representation to WODC if required, regarding the possible change of housing type.

Action: Clerk to request Section 106 from WODC and forward to Council.

Action: Council to determine action required after receipt of Section 106.

9 Public Forum

- 9.1** No representations.

10 Health and Safety

- 10.1** Playground inspections – ongoing

- 10.2** Collapse of seat on Village Green – a seat on the Village Green has collapsed. It was agreed to investigate the price of a hardwood bench to replace the seat. If a new bench is purchased, the plaque from the old seat will be moved.

Action: Clerk to investigate price for new hardwood bench.

- 10.3** New standard swing seat required for play area – a seat has been ordered.

- 10.4** It was reported that the picnic table bench by the play area on the Village playing field is damaged. Cllr Hughes will remove, if the table is unsafe. It was agreed to investigate purchasing a replacement picnic table bench.

Action: Clerk to investigate price for new picnic table bench.

Action: Cllr Hughes to remove existing picnic table bench if unsafe.

- 10.5** It was agreed to ask WODC if they still undertook the refurbishing of benches.

Action: Clerk to ask WODC if they still undertake the refurbishing of benches.

- 10.6** Surface under climbing frame in play area by Playing Field – an estimate has been received for providing a rubber resin bonded surface under the chipping surface under the climbing frame, £3400 + VAT. It was agreed to progress these works.

Action: Clerk to instruct works to be carried out.

Signed

(Chairman)

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11 Finance

11.1 Payments were approved and made for the following:

A Pilkington – St Andrews grass cutting	chq 100712	£440.00
SSE – Village Green electricity	chq 100713	£27.89
Diocese of Oxford – A-rent half year	chq 100714	£84.00
SSP Direct – road signage	chq 100715	£310.80
Cotswolds Times – clerk advert 2017	chq 100716	£28.80
Delphie Stockwell – June 100 winner, 1 st prize	chq 100718	£50.00
Chris & Gill Harvey – June 100 winner, 2 nd prize	chq 100719	£20.00
Lisa Warne – June 100 winner, 3 rd prize	chq 100720	£10.00
Council administration	chq 100722	£11.56
Churchill Surfacing Contractors	chq 100723	£480.00
SLCC annual subscription (part)	chq 100724	£96.19
Clerk salary was approved and paid		
HMRC PAYE/NI was approved and paid		

11.2 Monies received

None

11.3 Bank account update

Parish Council bank balance as of 22 May 2018 - £25,494.29

11.4 Budget update to end May 2018 circulated to Council was approved.

11.5 Bank reconciliation and finance update circulated to Council were approved.

12 Annual Return

12.1 The Annual Governance Statement for the year ending 31 March 2018 was agreed and signed.

12.2 The Accounting Statements for the year ending 31 March 2018 were agreed and signed.

12.3 The date set for the commencement of the Exercise of Public Rights was 28 June 2018.

13 Correspondence

13.1 Email from OCC – reduction of timeframe for planning consultations using Permission in Principle and Technical Details Consent method. It was agreed to use the Clerk's delegated authority to respond to applications requiring a response between the Council meetings.

13.2 Email from Big Feastival – opportunity for Council to apply for local community donation. It was agreed to apply for funding towards the resurfacing underneath the climbing frame.

Action: Clerk to complete and return application form.

13.3 Email from OALC – opportunity for Council to apply for grant for First World War commemorative silhouette. It was decided not to apply.

13.4 Email from Cotswold District Council – Local Plan 2011-2031 Notification.

13.5 Email from Cotswold District Council – Community Infrastructure Levy Notification.

13.6 Email from Villager Bus Service – withdrawal of V19 service through Kingham and Churchill from end of June.

13.7 Letter received regarding playing field - concerned about weeds along the wall, that posts are not removed after matches, that cars are parked on the land; also mention of seat in memory of Mr Bridge.

Action: Clerk to respond to writer on behalf of Council.

14 AOB

14.1 Broadband update – the work has been completed, BT Box 3 by Wild Rabbit has fibre broadband connected. People are able to apply via their ISP.

Meeting Closed at 9.35 pm

Next Meeting to be held on 18 July 2018

Signed

(Chairman)

Date