

# Kingham Parish Council

## Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 18 July 2018, 7.30 pm

20180718

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

**Absent:** Cllrs M Dare, J Warne

**Clerk:** Anne Ogilvie

**Also present:** Four members of the public.

- 1 **Apologies** – Cllrs M Dare, J Warne, WODC Cllr Colstson, OCC Cllr Hibbert-Biles
- 2 **Minutes of previous meetings** – the minutes of the previous meeting were approved and signed
- 3 **Declaration of Interests** – none declared
- 4 **Matters Arising**
  - 4.1 Defibrillator – The Events Committee have been supplied with Clerk details for the warranties and SCAS registration. Signage options have been investigated. It was agreed to obtain advice from defibrillator trainer, and confirming what information will be provided on new box, before proceeding with purchasing signage. It was agreed to contact the Events Committee to find out if the new defibrillator has been registered with SCAS.  
**Action:** Clerk to contact Events Committee to find out if the new defibrillator has been registered with SCAS.  
**Action:** Defibrillator trainer to be asked for advice on signage.
  - 4.2 Telephone kiosk – BT have supplied the contract for the purchase of the telephone box for £1.00. It was agreed to read the contract and sign if acceptable. Acknowledgement of receipt has been received from WODC Planning regarding the pre-planning application.  
**Action:** Council to read contract and sign if acceptable.
  - 4.3 OCC contract for lawn mowing – the contract was signed.  
**Action:** Clerk to return signed contract to OCC.
  - 4.4 Signs near school and British Legion – The letter to the British Legion has not been received. A copy will be sent by hand. The proof of the new signage was approved.  
**Action:** Clerk to give copy of British Legion letter to Cllr Hartley, to send by hand.  
**Action:** Clerk to complete new signage order.
  - 4.5 Damaged noticeboard on Village Green – noticeboard has not been repaired yet. The contractor has stated works will be completed over the summer.
  - 4.6 Thames Water works on West Street, remedial works required – matter is ongoing.
  - 4.7 Tarmac works required at Bury Close – no update has been received regarding the Section 38 and completion of works. It was agreed to contact OCC and advise that this is now a H&S matter.  
**Action:** Clerk to advise OCC that tarmac works are now a H&S matter.
  - 4.8 Weeding required on external walls by football pitch – companies have been contacted with no success. It was agreed to contact WODC and request quote for works.  
**Action:** Clerk to request quotation for weeding from WODC.
  - 4.9 New website – Cllr Warne sent update – the new website will be ready and presented to the Council in September, the Village Hall pages are being improved.
  - 4.10 Grass under seats on playing fields – works have been completed.
  - 4.11 Resignation of Lengthsman – no applications have been received. It was agreed to put a notice up in the box outside the Village Shop. It was agreed to ask if WODC could quote for the works.  
**Action:** Clerk to place Lengthsman advert in box outside Village Shop.  
**Action:** Clerk to ask if WODC could quote for the works.
  - 4.12 Installation of Twenty's Plenty signage – the signs have been installed.
  - 4.13 Flytipped freezer in Meadow Way – freezer has not been removed. It was agreed to update WODC.  
**Action:** Clerk to update WODC.

Signed

(Chairman)

Date

# Kingham Parish Council

- 4.14 Loose kerbstones on entrance to car park – have been repaired.
- 4.15 Loose kerbstones by Village Shop – have been repaired.
- 4.16 Limiting heavy vehicles in Kingham – documentation has been received from OCC regarding weight restriction assessments. It was agreed to read the documents and determine what actions are open to the Council.  
**Action:** Council to read documentation and determine what actions are open to the Council.
- 4.17 Grass in front of unoccupied flat in New Road – grass has been cut.
- 4.18 Cowlings on chimneys on flats in New Road – Cottsway have advised that they are unable to do anything about birds in chimneys until they have finished nesting/vacated the chimney. Cottsway advised that tenants can contact Environmental Health at WODC.
- 4.19 Poor repair of road in Cozens Lane – a report has been sent OCC via FixMyStreet.
- 4.20 Wild Rabbit planning permission regarding removal of parking spaces – this item was moved to “Item 8 - Planning”.
- 4.21 Church Street development – copy of S106 has been received and circulated to Council. It was agreed to contact WODC and find out process for using S106 monies designated to Kingham play areas.  
**Action:** Clerk to contact WODC regarding process for using S106 monies.
- 4.22 Bench on Village Green – It was agreed to purchase a 3 seat teak bench, cost £156.00 + VAT.  
**Action:** Clerk to order bench
- 4.23 Picnic bench by play area – It was agreed to remove the existing bench. It was agreed to purchase a new picnic bench, cost £104.95 + VAT.  
**Action:** Clerk to order picnic bench
- 4.24 Surface under climbing frame in play area by Playing Field – work has been instructed.
- 4.25 Refurbishment of benches by WODC – no response has been received from WODC.
- 4.26 Big Festival community donation – application has been sent.

## 5 Reports from County and District Councillors

No reports have been received.

## 6 Councillors Forum

- 6.1 Cllr Hughes queried whether the windows at Cornerstones in New Road had been permitted by Planning.  
**Action:** Clerk to check Planning Portal and report.
- 6.2 Cllr Harvey had been approached by a resident concerned about the erosion of the verge caused by people parking on Church Street. It was agreed to report this to WODC and request verges are reinstated.  
**Action:** Clerk to report verge erosion to WODC and request reinstatement.
- 6.3 Cllr Hartley reported that the grass at the end of Fowler Road had not been cut.  
**Action:** Clerk to request WODC cut the grass at the end of Fowler Road.
- 6.4 Cllr Hartley reported that a cherry tree in Orchard Way is dying.  
**Action:** Clerk to report matter to WODC.
- 6.5 Cllr Sale noted that the grass on the Adcraft Field needs to be cut. It was agreed to ask Mr Smith if he would cut the grass. If not, then WODC would be asked to quote, or another resident/contractor would be approached.  
**Action:** Cllr Sale to ask Mr Smith if he would cut the grass. If not, then Clerk to request quote from WODC.
- 6.6 It was noted that the grass beside the path to the Station needs cutting.  
**Action:** Clerk to ask Churchill PC if they could arrange for the grass to be cut before the Big Festival.

## 7 New Business

- 7.1 None.

Signed

(Chairman)

Date

# Kingham Parish Council

## 8 Planning

**8.1** 18/01988/HHD – The erection of rear extension and front porch, 11 Meadow Way, Kingham – comment required by 24 July. The Council had no comment.

**8.2** 18/01648/LBC – Internal alterations to include removal of internal walls, 2 West End, Kingham – comment required by 23 July. The Council had no comment.

**8.3** 18/02149/FUL – Erection of two storey extension, The Wild Rabbit, Church Street, Kingham – comment required by 06 August.

The Council was concerned about the parking allocation in the application, and noted that the current allocation did not seem in line with the planning application made in 2012, 12/1704. There was also concern about the disruption the works would cause in the village, and the possible requirement for scaffolding to be erected in Cozens Lane.

**Action:** Cllr Dewar to draft letter, to be approved by Council and sent by Clerk.

**8.3** Previous applications – updates

18/01222/HHD – Erection of extension to garden room: Gulliver House, Church Street - status – application has been withdrawn

18/01418/FUL – Construction of new vehicular access from public highway together with new farm access road, Daylesford – application has been refused.

18/01530/HHD – Single and two storey rear extension and the demolition of existing garage Honeystone Cottage, Cozens Lane – application has been approved.

The Council has been contacted by residents concerned that their comments regarding this application had not been addressed. It was agreed to contact WODC regarding concerns about this application, and ask why resident concerns have not been addressed, and why residents' comments have been removed from the Planning Portal.

**Action:** Clerk to contact Phil Shaw at WODC regarding the Honeystone Cottage application.

## 9 Public Forum

**9.1** No representations.

## 10 Health and Safety

**10.1** Playground inspections – ongoing

**10.2** Condition of trees on West Street – Council sent report to OCC via FixMyStreet regarding concerns about dead branches on the line of trees. OCC response: We have assessed it and found that it does not currently meet the criteria for intervention, so will not be fixing at this time. It was agreed to contact OCC and check that they would be liable if any further branches fell causing injury or damage, as they have been advised of the issue. It was agreed to copy Cllr Hibbert-Biles into the communication.

**Action:** Clerk to contact OCC regarding liability.

## 11 Finance

**11.1** Payments were approved and made for the following:

Kingham Village Hall - hall hire April – June	chq 100725	£44.00
WODC – grass cutting April	chq 100726	£540.36
Wicksteed Leisure Ltd – swing seat	chq 100728	£60.60
A Courtney – Lengthsman duties	chq 100729	£60.00
Rosemary Dewar – 100 Club July 1 <sup>st</sup> prize	chq 100730	£50.00
Dianna Marsh – 100 Club 2 <sup>nd</sup> prize	chq 100731	£20.00
Derek Thomas – 100 Club 3 <sup>rd</sup> prize	chq 100732	£10.00
Council administration	chq 100733	£7.90
WODC – grass cutting May	chq 100736	£540.36
Witney Signs – 2No signs	chq 100737	£86.90
Clerk salary was approved and paid		
HMRC PAYE/NI was approved and paid		

Signed

(Chairman)

Date

# Kingham Parish Council

## 11.2 Monies received

None

## 11.3 Bank account update

Parish Council bank balance as of 18 July 2018 - £23,621.45

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 Correspondence

12.1 Email from OCC – Highways Maintenance Briefing

12.2 Email from Network Rail – Local residents’ meeting regarding the platform extension will take place on 15 October.

12.3 Email from resident – unsure that the first 250 metres of the bridlepath from West End to Daylesford has been officially registered as a bridle path. Footpaths and bridlepaths have to be logged on the Definitive Map by 2026. It was agreed to investigate and start process of registering footpaths/bridlepaths if necessary.

**Action:** Clerk to obtain OS and definitive maps and start process.

## 13 AOB

13.1 None.

**Meeting Closed at 8.55 pm**

**Next Meeting to be held on 19 September 2018**

Signed

(Chairman)

Date