Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council
Held on Wednesday 19 September 2018, 7.30 pm 20180919 DRAFT

Present: Cllrs K Hartley, J Harvey, J Dewar, R Sale, B Hughes, J Warne, M Dare
Absent: Nil
Clerk: Anne Ogilvie
Also present: Three members of the public.

1 Apologies – Nil
2 Minutes of previous meetings – the minutes of the previous meeting were approved and signed
3 Declaration of Interests – Cllrs Hartley and Hughes declared an interest in item 7.3

4 Matters Arising

4.1 Defibrillator – The new defibrillator is "live" and has been registered with SCAS. The Clerk is listed as one of the guardians. It was agreed that Cllr Dewar would be listed as the second guardian. No update has been received regarding training. It was agreed to request information from the Events Committee.
Action: Clerk to notify SCAS that Cllr Dewar is the second guardian.
Action: Clerk to request information about training from the Events Committee.

4.2 Telephone kiosk – It was agreed to sign the BT contract. The contract was signed by the Chairman.
Action: Clerk to return signed contract and payment to BT.

4.3 Signs near school and British Legion – New signage has been received. A discussion was held regarding the British Legion's response to the letter, that they believed that they rented the space from the Council and did not agree with it being used as a "village car park". It was agreed that two councillors would arrange to meet to discuss the matter with the British Legion.
Action: Two councillors to arrange meeting with the British Legion.

4.4 Damaged noticeboard on Village Green – The noticeboard has been removed for repair.

4.5 Thames Water works on West Street – the item was closed.

4.6 Tarmac works required at Bury Close – OCC reported that legal agreements have not been completed, and OCC have no control over the works the developer carried out in their private land, but they would request that the area is made safe. It was agreed to contact Sovereign Home and advise that the tarmac works are a H&S matter. Cllr Hibbert-Biles agreed to contact OCC on the Council's behalf regarding this matter.
Action: Clerk to advise Sovereign Homes that tarmac works are now a H&S matter.
Action: Clerk to forward OCC response to Cllr Hibbert- Biles.

4.7 Weeding required on external walls by football pitch – the item was closed.

4.8 New website – the website is now live. The need for ongoing management was discussed. It was agreed to ask Mr Shannon to quote for maintaining and updating the website. The Council thanked Cllr Warne for his work on this project.
Action: Cllr Warne to request quotation from Mr Shannon for maintaining and updating the website.

4.9 New Lengthsman – WODC have requested a job specification before they are able to quote. It was as agreed to create a job specification. It was agreed to create a job description to be able to offer any individual wishing to take on the role.
Action: Cllr Hartley to produce job specification.
Action: Clerk to produce job description and forward to Council.

4.10 Flytipped freezer in Meadow Way – freezer has been removed.

4.11 Limiting heavy vehicles in Kingham – It was agreed to send the documentation to the Council again, and for the Council to read before the October meeting. It was agreed to invite Anthony Kirkwood, OCC, to a meeting to discuss the issue.
Action: Council to read documentation and determine what actions are open to the Council.

Signed (Chairman) Date

Action: Clerk to invite Anthony Kirkwood, OCC, to a Council meeting.

4.12 Poor repair of road in Cozens Lane – road has been repaired.

4.13 Church Street development 106 monies. WODC has requested proposals from the Council regarding spending the funding. It was agreed to set up a working party to create a proposal and report back to Council.

Action: Working party (Cllrs Warne and Dewar) to create proposal and report back to Council

4.14 Bench on Village Green – Bench has been delivered.

4.15 Picnic bench by play area – The original company is not able to fulfil the order. It was agreed to purchase from an alternative company, cost £134.00 + VAT.

Action: Clerk to order picnic bench

4.16 Surface under climbing frame in play area by Playing Field – the company instructed has reported that the proposed work would not meet new H&S standards. It was agreed to look for alternative surfaces which would meet new standards.

Action: Cllr Hughes to check RoSPA inspection report for surfaces which would need necessary standards.

4.17 Refurbishment of benches by WODC – no response has been received from WODC. Clerk to chase.

Action: Clerk to request response from WODC.

4.18 Planning query – permitted development at Cornerstones, New Road – WODC have investigated and believe that "it would not be classed as permitted development". They will send further information in due course.

4.19 Erosion on verge in Church Street – this has been passed to relevant OCC team for consideration for future programmed works.

4.20 Grass at end of Fowler Road – no update has been received. It was agreed to contact WODC again and request the grass be cut. It was agreed that Richard arrange replacement of the tree there which has died.

Action: Clerk to contact WODC and request grass be cut.

Action: Cllr Sale to arrange replacement of dead tree.

4.21 Cherry tree in Orchard Road – It was agreed to contact Cottsway to report dead tree.

Action: Clerk to contact Cottsway to report dead tree.

4.22 Adcraft Field – Cllr Sale has cut the grass. It was agreed to pay Cllr Sale £20 to cover his expenses.

Action: Clerk to raise cheque for £20.00 for Cllr Sale.

4.23 Trees on West Street – OCC reported that work was instructed to be carried out. Cllr Hibbert-Biles agreed to check that these works had occurred.

4.24 Footpath registration project – this is an ongoing project. It was agreed to remove this item from future agendas until the Clerk is ready to report to Council.

5 Reports from County and District Councillors

<u>OCC Report from Cllr Hibbert-Biles</u>

The Council will be borrowing £120m for roads and infrastructure. OCC are now working jointly with Cherwell District Council. Yvonne Rees is to be the Chief Executive of this "new" organisation. The previous Chief Executive of OCC has been made redundant. Price Waterhouse Cooper has undertaken a review for OCC for their "Fit for the Future" programme. There is a planned loss of 900 jobs, the natural annual job turnover at the Council is currently 650. There will be a greater use of digital intelligence. The cost of the project will be £18m, the annual savings are envisaged to be £38m.

Cllr Dare entered the meeting.

Cllr Hibbert-Biles has stood down from the Cabinet. Her post has been split between two other roles.

<u>WODC Report from Cllr Colston</u>

Cllr Colston reported that the Local Plan should be approved for adoption on 27 September.

Signed (Chairman) Date

6 Councillors Forum

6.1 Cllr Hughes requested details of the prices which had been obtained for the car park by the Football Club.
Action: Clerk to send prices to Council.

6.2 Cllr Hartley reported that some of the posts in the Village Car Park are rotten and/or damaged. These posts are approximately 15 years old. The Council were presented with a quotation to replace all the fencing for half the car park, £3,300 + VAT. It was agreed to look at the option of using chain rather than wooden rails between the posts. Cllr Hibbert-Biles offered £3,000 from her Councillor Priority Fund for this project.
Action: Clerk to apply for funding from Cllr Hibbert Biles' Councillor Priority Fund.
Action: Cllr Hartley to obtain price for chain rather than wooden rails between the posts.

7 New Business

7.1 Water leak on Village Green on 05 September – it was agreed to contact Thames Water as although they have made a repair, there is still a leak.
Action: Clerk to inform Thames Water that there is still a leak.

7.2 Car park by Playing Field – Prices for works on the car park will be sent to Council, as per item 6.1

7.3 Soldier silhouettes – It was agreed to purchase one soldier silhouette, cost £150, to be placed at the British Legion.
Action: Cllr Hughes to order soldier silhouette.

7.4 Standing Order – The Clerk advised the Council that the Standing Orders need to be revised as new Model Standing Orders have been issued. It was agreed that the new revision would be circulated to Council for comment, and signed off at the next meeting.
Action: Clerk to amend Standing Orders and circulated to Council for comment.

7.5 Code of Conduct – The Clerk had attended the Code of Conduct Training, and would circulate a report to Council when training notes had been issued.
Action: Clerk to circulate report to Council.

8 Planning

8.1 18/02350/FUL – Conversion of stable building to a 1 bed dwelling and associated works – Barn at Churchill Road, Kingham – comment required by 13 September.
The Council used the Clerk's delegated power to respond to this application. The Council was concerned that this development was outside the village boundary, that there was no clear provision for mains electricity, water and sewage disposal, that this was not a redundant building, and that this would set a precedent for agricultural buildings to be converted to residential buildings. The full details are on view on WODC's planning portal.
Cllr Colston advised the Council that he would request this application go to Committee.

8.2 Licencing Application for Cotswold Fudge Co – the council had no comment.

8.3 Previous applications – updates
18/01648/LBC – Internal alterations to include removal of internal walls, 2 West End, Kingham – application has been approved.
18/01988/HHD – The erection of rear extension and front porch, 11 Meadow Way, Kingham – application has been approved.
18/02149/FUL – Erection of two storey extension, The Wild Rabbit, Church Street, Kingham – application is under consideration.

8.4 Honeystone Cottage – a response had been received from WODC Planning. This stated that once a decision has been made, all neighbour comments are removed from view, and delays in responding were due to annual leave and sickness.

9 Public Forum

9.1 Local residents had noticed a high pitched whine in Bury Close. This was found to be an Overflow Sewerage Alarm from an overflow septic tank. Sovereign were contacted and the issue resolved. It

was requested that the Council contact Sovereign and request that a notice with contact numbers be attached to the septic tank.
Action: Clerk to contact Sovereign and request notice with contact numbers be attached to the septic tank.

10 Health and Safety

10.1 Playground inspections – ongoing

10.2 RoSPA playground inspections – the reports from the annual inspection have been circulated to the Council. It was agreed that there were no emergency issues to be resolved. It was agreed that Cllr Hughes would review the reports and report any relevant items back to Council.
Action: Cllr Hughes to review reports, report any relevant items to Council.

11 Finance

11.1 Payments were approved and made for the following:

Kingham Village Hall – donation to cover electric bill	chq 100738	£971.92
SSE – Village Green electric	chq 100740	£29.13
Richard Smith – 100 Club August 1st prize	chq 100742	£50.00
John Miller – 100 Club August 2nd prize	chq 100743	£20.00
Gina Cassie – 100 Club August 3rd prize	chq 100744	£10.00
Playsafety Ltd – Playground inspections	chq 100745	£172.20
WODC – Grass cutting	chq 100746	£270.18
William Townsend – 100 Club September 1st prize	chq 100747	£50.00
Chris & Gill Harvey – 100 Club September 2nd prize	chq 100748	£20.00
Ashley Shadbolt – 100 Club September 3rd prize	chq 100749	£10.00
A Pilkington – Churchyard grass cutting	chq 100750	£440.00
Leisure Bench Ltd – Bench for Village Green	chq100751	£199.20
Council administration	chq 100754	£29.18
Kingham Village Hall – donation, 100 Club excess	chq 100755	£476.00

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 19 September 2018 - £19,627.45

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

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

11.6 External Auditor report – has not been received from Moore-Stephens.

11.7 100 Club – the Council agreed to run the "100 Club" for the next year.

12 Correspondence

12.1 Email from OCC – Trees of Remembrance Project – it was agreed to apply for a sapling.
Action: Clerk to apply for sapling.

12.2 Email from OCC – winter salt – it was agreed to request a free bag of salt
Action: Clerk to request free bag of salt.

12.3 Email from Citizens Advice West Oxfordshire – invitation to AGM on 09 October

12.4 Email from Mr Hayes – Football Club car park

12.5 Email from OCC – Minerals and Waste Local Plan: Part 2 – Site allocations – consultation

12.6 Email from Need Not Greed Oxfordshire – invitation to Joint Statutory Spatial Plan meeting on 24 September

12.7 Email from Big Feastival – de-brief meeting on 10 October
Action: Cllrs Hughes and Warne will attend the meeting

12.8 Email from WODC – West Oxfordshire Local Plan 2031 available for viewing

Signed (Chairman) Date

12.9 Email from WODC – invitation to "Water Day" on 04 October
12.10 Email from OCC – invitation to Highways Depot open day on 06 and 13 October
12.11 Email from OCC – response from OCC re preferred Corridor for the Oxford-Cambridge Expressway
12.12 Letter from The Theatre, Chipping Norton – request for funding. It was agreed to donate £100.
Action: Clerk to arrange £100 donation for Theatre
12.13 Our Generation newsletters from WODC

13 AOB

13.1 Cllr Sale had received a comment from a member of the public regarding future use of the Adcraft Field, since the Council had seeded it, but it was currently unused.
13.2 Millennium Wood – it was reported that over ten dead rabbits had been found over a two week period, cause of death was unknown. Buzzards had bred in the Wood this year, one had fledged.
13.3 It was proposed that the Council meet every month, rather than ten times per year. This was agreed by the Council and would be actioned formally at the next meeting.

Meeting Closed at 9.20 pm

Next Meeting to be held on 17 October 2018

Signed (Chairman) Date