

Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 17 October 2018, 7.30 pm

20181017

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

Absent: Cllr J Dewar

Clerk: Anne Ogilvie

Also present: Five members of the public.

- 1 **Apologies** – Cllr J Dewar, OCC Cllr H Hibbert-Biles
- 2 **Minutes of previous meetings** – the minutes of the previous meeting were approved and signed
- 3 **Declaration of Interests** – Cllrs Hughes and Hartley regarding car park signage at British Legion
- 4 **Matters Arising**
 - 4.1 Defibrillator training – Response has been received from the Events Committee regarding training. The Events Committee offered the Council the option of organising the training. It was agreed that the Council would ask the Events Committee to organise the training.
Action: Clerk to inform Events Committee that Council would like them to organise the training.
 - 4.2 Defibrillator at The Wild Rabbit – Cllr Dewar has agreed to be the second guardian.
Action: Clerk to organise update.
 - 4.3 Telephone kiosk – The contract has been signed and a copy will be returned to Council. Council will be informed when telephony has been removed, and completion notice will be sent. Insurance company to be informed of purchase of kiosk. Asset register to be updated.
Action: Clerk to inform insurance company of telephone kiosk purchase.
Action: Clerk to update asset register.
 - 4.4 Signs for village car park at British Legion – The British Legion provided two representatives. It was agreed that rent for the car park had been paid until at least 2013, but had not been requested in recent years by the Council. The Council agreed that there was no objection to the Legion continuing to rent the car park. It was agreed that rent of £50 per year would be paid from 01 October 2018, and that the missing years' rent would not be requested. It was agreed that the Legion would be responsible for the upkeep of the carpark. It was agreed that a sign saying "Car Park" would be erected.
Action: Clerk to raise invoice for £50 for annual rent.
Action: Clerk to draft hire agreement for Council approval
Action: Clerk to purchase "Car Park" sign.
 - 4.5 Tarmac works required at Bury Close – response has been received from Sovereign that the works would commence on 15 October. It was confirmed that the works had started.
 - 4.6 New website – It was agreed to accept the quotation from Mr Shannon to manage the website, at a cost of £45 per hour. It was agreed that the Clerk would manage the uploading of documents required to meet its legal requirements. It was agreed that local groups could have a page on the website, subsequent to approval by the Council; cost of managing these pages to be charged by Mr Shannon direct to the group. A policy document regarding group webpages will be created by the Clerk for approval by the Council.
Action: Clerk to draft group webpage policy document for Council approval.
 - 4.7 New Lengthsman – The job description was approved.
Action: Cllr Hartley to produce job specification.
 - 4.8 Limiting heavy vehicles in Kingham – Mr Kirkwood has advised that he was not the appropriate person to attend the Council meeting, and suggested the Council approach Mike Wasley. It was agreed to invite Mike Wasley to a Council meeting. Clerk will report to Council when this has been arranged.
Action: Clerk to invite Mike Wasley, OCC, to a Council meeting.

Signed

(Chairman)

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- 4.9** Church Street development 106 monies – Working party proposal is ongoing. It was agreed that the Working Party would report to Council when the proposal has been completed.
Action: Working party (Cllrs Warne and Dewar) to create proposal and report back to Council
- 4.10** Picnic bench by play area – Picnic bench has been ordered.
- 4.11** Surface under climbing frame in play area by Playing Field – It was agreed to include this item within the scope of the Church Development 106 monies Working Party.
- 4.12** Refurbishment of benches by WODC – no response has been received from WODC. Clerk to chase.
Action: Clerk to approach Dave Austin at WODC.
- 4.13** Planning query – unauthorised 2 storey garage, Cornerstones – WODC has responded that the garage had not been built to the approved specification, and that they would welcome a retrospective application.
- 4.14** Grass at end of Fowler Road – The grass has been cut.
- 4.15** Purchase of replacement Tree in Fowler Road – it was agreed to plant the Tree of Remembrance sapling in Fowler Road.
- 4.16** Cherry tree in Orchard Road – Cottsway has reported that a Neighbourhood Housing Officer would undertake an estate visit and report back.
- 4.17** Trees on West Street – Cllr Hibbert-Biles was not at the meeting to provide an update.
- 4.18** Car park by Playing Field – It was agreed to request Churchill Surfacing Contractors to resurface the existing carpark in tarmac, cost £2300 + VAT.
Action: Clerk to place order with Churchill Surfacing Contractors.
- 4.19** Village Car Park post replacement, Priority Fund Application – Application has been submitted.
- 4.20** Village Car Park post replacement – It was agreed to obtain an alternative quotation for metal uprights with wooden horizontals. It was agreed to request the school include a “please be careful in the carpark” notice in their parents’ newsletter. It was agreed to contact KPSA and the Events Committee to see if they would be able to offer a donation to cover some of the costs of the post replacement.
Action: Cllr Hartley to obtain quotation for metal uprights with wooden horizontals.
Action: Clerk to contact school and request note to parents be put in newsletter.
Action: Clerk to ask KPSA and Events Committee if they would be able to offer donation.
- 4.21** Water leak on Village Green – has been reported to Thames Water, and resolved.
- 4.22** Soldier silhouettes – order has been placed.
- 4.23** Standing Orders – Standing Orders rev 18/03 were approved and signed.
- 4.24** Code of Conduct training – Training notes have been circulated to Council.
- 4.25** Overflow septic tank at Bury Close – Sovereign have been contacted regarding signage.
- 4.26** Trees of Remembrance Sapling – It was agreed to plant the sapling in Fowler Road, see 4.15. Details of the event would be agreed at a later date.
Action: Clerk to apply for Trees of Remembrance sapling.
- 4.27** Salt from OCC – has been ordered.

5 Reports from County and District Councillors

No reports have been received

6 Councillors Forum

- 6.1** Cllr Warne reported that a tree root has lifted the tarmac on a footpath near the Green. He will report it on FixMyStreet.
- 6.2** Cllr Hughes reported that the stone wall by the bus stop requires repairing. The wall by the British Legion may require repair as well. It was agreed to ask Mr Barnard to undertake the works.
Action: Cllr Hartley to ask Mr Barnard to undertake wall repair work.

7 New Business

- 7.1** Door to door charity fundraising – the Council noted that door to door charity fundraisers had been active in Kingham.

Signed

(Chairman)

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8 Planning

8.1 18/02913/HHD – Erection of single and two storey extension to rear elevation (amendment to planning permission 18/01530/HHD to allow a pair of French casement windows in place of approved bi-fold doors, changes to glazed roofing and replace existing ground floor window in East elevation, serving living room, with new larger window) – Honeystone Cottage, Cozens Lane, Kingham – comment required by 26 October.

The Council had no comment on this application.

8.2 Previous applications – updates

18/02149/FUL – Erection of two storey extension, The Wild Rabbit, Church Street, Kingham – application has been refused.

The amount of existing parking was discussed. It was agreed to raise this with WODC.

Action: Clerk to contact WODC regarding the amount of existing parking compared to amount listed in the previous approved planning application.

18/02350/FUL – Conversion of stable building to a one bed dwelling and associated works, Barn at Churchill Road – application has been refused.

9 Public Forum

9.1 A local resident queried why the development on Church Street was being called “The Grove”, after the Council had been advised that “Swailbrook Place” had been chosen for the new road name.

10 Health and Safety

10.1 Playground inspections – ongoing

11 Finance

11.1 Payments were approved and made for the following:

Richard Sale – Adcraft mowing	chq 100756	£20.00
Chipping Norton Theatre – donation	chq 100757	£100.00
Gina Cassie – replacement chq May 100 Club	chq 100758	£50.00
Kingham Village Hall – hall hire July – September	chq 100759	£22.00
Leisure Bench Ltd – picnic bench	chq 100760	£186.12
NGI – website development	chq 100761	£1057.50
Diocese of Oxford – Adcraft rent ½ year	chq 100762	£84.00
Chipping Norton Green Gym – Millennium Woods work	chq 100763	£120.00
Moore Stephens – External audit	chq 100764	£240.00
Council administration	chq 100765	£15.12
WODC – Grass cutting June	chq 100766	£334.25
Royal British Legion – Remembrance wreath	chq 100769	£25.00
Clerk salary was approved and paid		
HMRC PAYE/NI was approved and paid		

11.2 Monies received

WODC – Precept and grant - £10,042.50

11.3 Bank account update

Parish Council bank balance as of 17 October 2018 - £26,912.21

11.4 100 Club – It was agreed to do the October draw at the end of the month to allow maximum number of renewals to be received and included.

11.5 Budget update to end September 2018 circulated to Council was approved.

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

11.6 External Auditor report – Has been received. Accounts were approved with no comments.

11.7 Budget 2019 – The 2019 budget and precept need to be agreed by the December meeting. The Clerk will send out a draft budget to the Council before the November meeting.

Action: Clerk to email draft budget to Council for comment.

Signed

(Chairman)

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12 Correspondence

12.1 Email from Events Committee – plans for Kingham Bonfire and Fireworks event. It was agreed to request clarification of their requirements, and request a copy of their insurance.

Action: Clerk to request clarification of Events Committee requirements, and copy of insurance.

12.2 Email from OALC – Training courses 2018-2019

12.3 Email from Macmillan Cancer Support – Oxfordshire Buddy Scheme. It was agreed to pass this to the Newsletter.

12.4 Email from CPRE – invitation of public meeting regarding Joint Statutory Spatial Plan, 29 October 2018.

13 AOB

13.1 December meeting – It was agreed that the December Council Meeting would be held on 18 December.

13.2 Christmas Tree – It was agreed to purchase the same size Christmas Tree for the Green as last year.

Action: Clerk to reserve Christmas Tree from Bruern Farms.

13.3 Remembrance Wreath – It was agreed to purchase a Royal British Legion Remembrance Wreath, £25.00

Meeting Closed at 9.32 pm

Next Meeting to be held on 21 November 2018

Signed

(Chairman)

Date