

Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 21 November 2018, 7.30 pm

20181121

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

Absent: Cllrs M Dare, B Hughes

Clerk: Anne Ogilvie

Also present: Four members of the public.

- 1 **Apologies** – Cllrs M Dare, B Hughes, WODC Cllr N Colston
- 2 **Minutes of previous meetings** – the minutes of the previous meeting were approved and signed
- 3 **Declaration of Interests** – Nil
- 4 **Matters Arising**
 - 4.1 Sign for car park at British Legion – It was resolved to purchase a Car Park sign for £28.70 + VAT. The proof was agreed and signed.
Action: Clerk to place order for agreed sign.
 - 4.2 Car park at British Legion – The draft tenancy agreement for the car park, which had been circulated to Councillors, was approved. It was resolved to send the tenancy agreement to Kingham Royal British Legion Club for signature.
Action: Clerk to send tenancy agreement to Kingham Royal British Legion Club for signature.
 - 4.3 New Lengthsman – Job specification still required to be able to request quotation from WODC.
Action: Cllr Hartley to produce job specification.
 - 4.4 Refurbishment of benches by WODC – Response has been received from WODC stating that they do undertake bench refurbishment, but are not currently doing the work. The Clerk has requested to be informed when they will be able to undertake new orders.
 - 4.5 Trees on West Street – Cllr Hibbert-Biles provided an update. The works should be completed within the next 6 weeks, probably within the next fortnight. It was resolved to advise Cllr Hibbert-Biles if the works had not been completed by 30 November 2018.
Action: Cllr Sale to advise Clerk if works have been completed by 30 November 2018.
Action: Clerk to inform Cllr Hibbert-Biles if works have not been completed by 30 November 2018.
 - 4.6 Car Park by Playing Field – the works order has been placed and the works have been completed.
 - 4.7 Village Car Park post replacement funding– Priority Fund monies have been received from OCC. Cllr Hibbert-Biles was thanked.
Action: Clerk to send invoice for works to OCC to show usage of funding.
 - 4.8 Village Car Park post replacement – Works have been carried out replacing posts and rails, four concrete posts have been installed at strategic points.
 - 4.9 Village Car Park post replacement, donation requests – The Events Committee have stated that they would soon be asking the village to submit requests for donations, and would be happy to include the request from the Council. No response has been received from KPTA.
 - 4.10 Trees of Remembrance sapling – Two birch saplings have been collected. It was resolved that Cllr Warne will plant the saplings at the end of Fowler Road.
Action: Clerk to deliver saplings and supports etc to Cllr Sale to pass to Cllr Warne.
Action: Cllr Warne to plant the saplings at the end of Fowler Road.
 - 4.11 Policy for group usage of Council website – The draft policy had been circulated to Councillors prior to the meeting. There was a discussion regarding usage of the website by other parties, and interaction with the Newsletter. It was resolved to defer the policy decision and discussions about usage of the website by other parties until after the Newsletter editors had had a meeting in January.
 - 4.12 Village Car Park usage – an email requesting a note be included in the parent newsletter at Kingham Primary School has been sent.
 - 4.13 Stone wall repair work – has been completed. Twelve posts have also been replaced on the Village Green.

Signed

(Chairman)

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- 4.14** Wild Rabbit existing parking planning query – The query has been received by the Enforcement Team, who will update the Council in due course.
- 4.15** Christmas Tree from Bruern Farms – a request has been emailed. It was resolved to chase request.
Action: Clerk to chase request.

5 Reports from County and District Councillors

Report from County Councillor

Cllr Hibbert-Biles reported that a motion had been passed at the last Council meeting to have a severe crackdown on contractors who have not replaced road surfaces properly after undertaking works. The by-election at Grove and Wantage had been won by the Liberal Democrats. There is a by-election in Wheatley at the end of November. OCC have started to look at the budget for next year. £7.5 million had been received from Central Government for pothole repair. The Director of Public Health has retired, the position will be covered by the Deputy until March. The Director of Law and Governance will be shared with Cherwell. The weight limit in Burford had been agreed this week, but Burford Town Council have to raise the £80,000 for the signage required, before the 18 month trial will begin.

No report had been received from the District Councillor.

Cllr Hibbert-Biles left the meeting.

6 Councillors Forum

- 6.1** Cllr Sale reported that the picnic table had been set up on the playing field.
- 6.2** Cllr Sale reported that the salt delivery had arrived. It was resolved to purchase a salt bin for the Village Hall.
Action: Clerk to purchase salt bin for the Village Hall.
- 6.3** Cllr Hartley proposed that the Council interplant saplings between the mature trees on the Village Green. It was resolved to investigate cost of sizes of broadleaved saplings, and sapling guards.
Action: Cllr Hartley to investigate cost of sizes of broadleaved saplings, and sapling guards.

7 New Business

- 7.1** Construction parking on Church Street – The ongoing issue of contractor parking on Church Street was discussed. Cllr Dewar had circulated a draft letter before the meeting. It was resolved to send the letter to WODC, with a copy to Piper Homes
Action: Clerk to send letter regarding parking issues to WODC, copy to be sent to Piper Homes.

8 Planning

- 8.1** 18/02894/FUL – Alterations and extension to garden room to create self contained living accommodation. Construction of replacement conservatory to main dwelling – Gulliver House, Church Street, Kingham – comment required by 11 December.
The Council made the following comments: query regarding the trees on site, query regarding the use of the unit, query regarding parking, query regarding reason for change of use of the garden studio.
Action: Clerk to send letter to Planning Department.
- 8.2** Previous applications – updates
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 larger new window) – Honeystone Cottage, Cozens Lane, Kingham.
Application has been approved.
18/02605/S73 – Removal of conditions 5A, B, C and D (Contamination Report) on Planning Permission 16/01522/FUL – Land west of Mill House Hotel, Station Road, Kingham.
Application has been approved.

Signed

(Chairman)

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9 Public Forum

9.1 A local resident was concerned about the white sheeting panels which had been placed obscuring the view from the footpath onto Station Road by the Mill House Hotel building contractors. It was resolved to contact the contractor and request the panels obscuring the view be removed.

Action: Clerk to contact the building contractor and request the panels obscuring the view be removed.

9.2 A local resident was concerned that signage had been put up outside Weavers Cottage, on the corner of West Street and Cozens Lane, stating that there was a reserved parking space. It was resolved to forward the concern to WODC and OCC.

Action: Clerk to contact WODC and OCC regarding the reserved parking space signage.

10 Health and Safety

10.1 Playground inspections – ongoing

10.2 Tunnel roof on play area – Cllr Hughes had reported that the tunnel roof was a potential health & safety hazard. It was resolved to investigate, cordon off the area if required, and source a contractor to carry out works if required.

Action: Cllr Hartley to investigate tunnel roof, cordon off area if required, and source a contractor to carry out works if required.

10.3 New surface under climbing frame. A quote had been received for surface under the climbing frame which met with H&S standards, £3120 + VAT. Councillors requested to see previous costings before they made a decision. It was resolved that when the prices had been made available to Councillors, they will decide whether to go ahead.

Action: Clerk to forward current and previous quotes to Council

Action: Councillors to inform Clerk if they are happy to proceed with the new quote.

Action: Once quorum agreement has been received, Clerk will place work order for new surface.

11 Finance

11.1 Payments were approved and made for the following:

Anthony Mann – October 100 Club – 1 st prize	chq 100770	£50.00
Cathy Stebbings – October 100 Club – 2 nd prize	chq 100771	£20.00
Isabel Buist – October 100 Club – 3 rd prize	chq 100772	£10.00
P Bernard – November 100 Club – 1 st prize	chq 100773	£50.00
Ivor Townsend – November 100 Club – 2 nd prize	chq 100774	£20.00
Rosemary Dewar – November 100 Club – 3 rd prize	chq 100775	£10.00
M Ody – Noticeboard repair	chq 100776	£485.00
Kingham Village Hall – Heydens field rent	chq 100777	£210.00
WODC – Grass cutting August & September	chq 100778	£540.36
ICO – Annual Data Protection Fee	chq 100779	£40.00
A Pilkington – Churchyard grass cutting – Sept – Nov	chq 100780	£330.00
A Barnard – Dry stone wall repair, post replacement	chq 100781	£300.00
WODC – Small Society Lottery annual renewal	chq 100782	£20.00
SSE – Village Green electric	chq 100783	£50.00
Kingham Village Hall – donation to cover electric	chq 100786	£1351.00
Barry Hughes – Solder silhouette	chq 100787	£150.00
NGI – Website development	chq 100788	£67.50
Council administration	chq 100789	£6.96
James Warne – website expenses	chq 100790	£25.29
Clerk salary was approved and paid		
HMRC PAYE/NI was approved and paid		

11.2 Monies received

Big Feastival – Donation	£1,000.00
OCC – Councillor Priority Fund	£3,000.00

Signed

(Chairman)

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Kingham Gardening Club – donation £150.00

Kingham Royal British Legion Club – car park rent £50.00

11.3 Bank account update

Parish Council bank balance as of 21 November 2018 - £28,199.93

11.4 100 Club – There are currently 53 members, and the current sum to be donated to the Village Hall next year is £313.

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

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

11.6 Budget for year 2019/20 – The draft budget for 2019/20 which has been circulated was discussed. It was resolved to defer the decision until the December meeting, to allow more time for Councillors to investigate spending options and agree on spending priorities. The Clerk will resend out the draft budget with the absolutely necessary expenditure highlighted.

Action: Clerk to resend out draft budget with the absolutely necessary expenditure highlighted.

Action: Councillors to decide on spending priorities in preparation for agreeing the budget at the December meeting.

11.7 Precept for year 2019/20 – It was resolved to defer agreeing the precept until the budget has been agreed at the December meeting.

12 Correspondence

12.1 Letter from Chipping Norton Theatre – thank you for donation

12.2 Letter from Kingham Gardening Club – donation to Council for tree planting.

Action: Clerk to thank the Gardening Club for their donation and advise that as the Trees for Remembrance Project had supplied saplings for Fowlers Road, the Council intend to use this donation for interplanting on the Village Green.

12.3 Email from resident – concern about building contractor parking on Church Street. This issue had been discussed in point 7.1.

12.4 Email from Wychwood Project – invitation to AGM

12.5 Email from resident – query regarding Wild Rabbit hotel accommodation. It was resolved to inform the resident that the Council cannot advise on the issue, but suggests that WODC are contacted.

Action: Clerk to inform resident that the Council cannot advise on the issue, and suggest that WODC are contacted.

12.6 Email from Cottsway – query regarding ownership of items on land on Orchard Way. The Council own the bench and bin listed. It was resolved to inform Cottsway.

Action: Clerk to inform Cottsway that the bin and bench are owned by the Council.

12.7 Email from Cotswold Line Promotion Group – requesting support for the installation of a lift at Kingham Station. It was resolved to forward this information to the Newsletter.

Action: Clerk to forward information to the Newsletter.

12.8 Email from resident – concern regarding parking on the small triangular section of the Village Green. It was resolved to ask the school to request that parents do not park on this area.

Action: Clerk to ask school to request that parents do not park on small triangular section of the Green.

13 AOB

13.1 Cllr Warne suggested that the Events Committee were thanked for the Fireworks Display. It was resolved to thank the Events Committee.

Action: Clerk to thank Events Committee.

13.2 Cllr Hartley requested that quote for the allotment hedges be chased. Clerk suggested that the Council consider payment for the works be made from the Fuel Allotment Charity.

Action: Clerk to chase for quotation from WODC.

Meeting Closed at 9.30 pm

Next Meeting to be held on 18 December 2018

Signed

(Chairman)

Date