

# Kingham Parish Council

## Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 17 April 2019, 7.30 pm

20190417

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

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

**Clerk:** Anne Ogilvie

**Also present:** three members of the public

- 1 **Apologies received from**– Cllr Dare, Cllr Warne, Cllr Hughes
- 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 Car park tenancy agreement with Kingham Royal British Legion Club – It was reported that the Legion will make amendments to the tenancy agreement and return it to the Council.
  - 4.2 Interplanting on Village Green – It was resolved to cancel the order with Nicholsons, as planting was now not possible until the autumn, and the Council would be charged for the saplings to be held over the summer. It was resolved to start the order process again in late summer.  
**Action:** Clerk to cancel the order with Nicholsons.
  - 4.3 Warning signs for HGVs – It was resolved to purchase two signs from OCC's sign manufacturer, 758 x 672mm, costing £161.96 + VAT.  
**Action:** Clerk to progress order.
  - 4.4 Threshers Yard verge damage – A letter has been received from Daylesford advising that tenants will be asked to ensure that deliveries are made in suitably sized vehicles. It was agreed to ask Cllr Hibbert-Biles to chase the issue with OCC.  
**Action:** Clerk to contact Cllr Hibbert-Biles re lack of response from OCC.
  - 4.5 Damage re Church Street development – no update has been received.
  - 4.6 Grounds maintenance purchase order for 2019-20 has been raised and sent. A query had been raised by WODC regarding the allotment wood path. It was confirmed that this is the path from the gate on the corner to the Millennium Wood.
- 5 **Reports from County and District Councillors**
  - 5.1 No reports received.
- 6 **New Business**
  - 6.1 Gigaclear Meeting – a written report was issued to Councillors prior to the meeting. It is possible to arrange a meeting for residents to meet the Gigaclear representative. This will noted in the Newsletter.  
**Action:** Clerk to arrange residents meeting if required.
  - 6.2 Seats by Football pitch require painting – It was resolved that the contractor being asked to carry out Village Hall works would be approached regarding this work. This would also include the seat in Orchard Way.  
**Action:** Clerk to contract potential Village Hall contractor regarding these works.
  - 6.3 Kingham Tidy Up – 18 volunteers signed up for the event. The Council thanked all these volunteers. It was felt that this was a successful activity, clearing the communal areas of the village. It was agreed to plan another event for the end of October.
  - 6.4 Church Street S106 monies – a progress report was received. Options were offered – upgrading the facilities in the playground and/or Village Green, or marking out courts etc in the Village Hall. It was noted that if new equipment were purchased, some of the funding would be required for the new ground surface. It was agreed to ask residents for their views via the Newsletter and website.  
**Action:** Clerk to update website.

Signed

(Chairman)

Date

## Kingham Parish Council

- 6.5** Big Festival Meeting – It was proposed that Cllr Warne represent the Council at the meeting on 01 May.
- 6.6** Risk assessment – the revised risk assessment was approved and signed.
- 6.7** Community Emergency Planning Survey – It was resolved to offer the Village Hall as a temporary place of safety.

**Action:** Clerk to complete and return form.

### 7 Planning

- 7.1** 19/00861/S73 Non compliance with condition 3 of planning permission 17/01306/HHD to allow the retrospective use of reconstituted stone and concrete plain tiles. (Retrospective) - Mathews Cottage, Church Street, Kingham – comment by 03 May 2019  
It was resolved not to comment on this application.
- 19/01119/HHD Demolition of existing detached garage and erection of single storey extension – Duck End, West End, Kingham – comment by 03 May 2019  
It was resolved not to comment on this application.
- 7.2** Previous applications – updates
- 18/03459/HHD Non compliance with condition 2 of the planning permission 17/03631/FUL to allow revised design to viewing gallery – Kingham Hill School, Kingham  
Application – approved 28/03/19
- 19/00550/HHD Construction of a single storey, timber garden room to existing vegetable garden – Kingham House, Church Street, Kingham  
Application – under consideration

### 8 Public Forum

- 8.1** It was raised that that a code is not required to access the defibrillator from the Football Pavilion cabinet. A notice will be put on the cabinet.  
**Action:** Clerk to put up notice.

### 9 Health and Safety

- 9.1** Playground inspections – ongoing.

### 10 Finance

- 10.1** Payments were approved and made for the following:

Oxford Diocese – Adcraft half yearly rent	chq 100830	£84.00
WODC – Village Hall grounds maintenance	chq 100831	£172.37
Witney Signs – Playground/Millennium Woods signage	chq 100832	£147.00
Kingham Village Hall – 100 Club donation	chq 100833	£100.00
Kingham Village Hall – Hall rent Jan – March	chq 100834	£36.00
Roger Lyle – April 100 Club – 1 <sup>st</sup> prize	chq 100835	£50.00
Alan Marshall – April 100 Club – 2 <sup>nd</sup> prize	chq 100836	£20.00
John Griffiths – April 100 Club – 3 <sup>rd</sup> prize	chq 100837	£10.00
Council administration	chq 100838	£69.44

Clerk salary was approved and paid  
HMRC PAYE/NI was approved and paid

- 10.2** Monies received

WODC – Precept and grant - half £13,250.00

- 10.3** Bank account update

Parish Council bank balance as of 17 April 2019 - £29,012.08

- 10.4** 100 Club – There are currently 54 members, and the current sum to be donated to the Village Hall next year is £337.

- 10.5** Budget update to end March 2019, completed budget review, circulated to Council was approved.

- 10.6** Bank reconciliation and finance update circulated to Council were approved.

Signed

(Chairman)

Date

# Kingham Parish Council

## 11 Correspondence

**11.1** Email from resident – Kingham sign on Churchill Road is in need of cleaning or replacement. A member of the public offered to clean the sign.

**11.2** Email from resident – concern that a large dog was not under control, and caused injury. This issue is not under the control of the Parish Council, and there are currently “no dog” signs on the playing field. It was agreed to suggest that the resident reports this issue to the correct authority

**Action:** Clerk to forward Council comments to resident.

**11.3** Letter from Community First – membership renewal request. It was agreed to renew the membership, cost £55.

**Action:** Clerk to renew membership.

**11.4** Email from resident – concern regarding damaged dry stone wall between Fowlers Road and the new development. It has been confirmed by Piper Homes that the wall is not their boundary. It may be Cottsway’s responsibility. It was agreed to suggest that the resident contacts Cottsway.

**Action:** Clerk to forward Council comments to resident.

## 12 To receive items for information only

**12.1** Nil

**Meeting Closed at 8.55 pm**

**Next Meeting to be held on 15 May 2019 – Annual Council Meeting, followed by Parish Council Meeting**

Signed

(Chairman)

Date