

# Kingham Parish Council

## Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 15 May 2019, 7.30 pm at Kingham Village Hall 20190515

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

**Absent:** Cllr B Hughes

**Clerk:** Anne Ogilvie

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

**1 Election of Chairman of the Council**

Cllr Hartley was proposed by Cllr Sale, and seconded by Cllr Warne. He was elected by a show of hands.

**2 Acceptance of Office of Chairman**

The Acceptance of Office of Chairman was signed by Cllr Hartley.

**3 Election of Vice-Chairman of the Council**

Cllr Harvey was proposed by Cllr Dewar, and seconded by Cllr Hartley. She was elected by a show of hands.

**4 Receive apologies for absence**

Apologies were received from Cllr Hughes.

**5 Receive declarations of interest from members**

There were no declarations of interest.

**6 Approve and sign minutes of previous meeting**

The minutes of the meeting on 17 April 2019, were approved and signed.

**7 Creation of committees and sub-committees required, including appointment of members to serve**

It was agreed that no committees or sub-committees were required.

**8 Agreement of committee and sub-committee terms of reference**

Not required.

**9 Creation of working parties required and appointment of members to serve**

It was **resolved** to set up a working group to investigate the options using the S106 monies from the Church Street Development on play facilities – Cllrs Warne and Dewar were appointed.

**10 Agreement of working party terms of reference**

Church Street Development s106 monies (play facilities) working group – Terms of reference: to investigate options and report recommendations to full council.

**11 Appointment of lead councillors for specific purposes**

It was **resolved** to appoint the following:

Cllr Dewar – Planning

Cllr Hughes – Playground inspections

Cllr Warne – Internet/website/Computer matters

Cllr Hartley – Millennium Wood

**12 Agreement of lead councillor terms of reference**

Terms of reference - To investigate issues and options, and report recommendations and issues to full council.

**13 Appointment of trustees to serve on outside bodies**

The Parish Council is the sole trustee for the following charities:

Fuel Allotment Charity – 206248

Charles Edward Baring Young Charity – 285351

Signed

(Chairman)

Date

# Kingham Parish Council

Kingham Village Hall Charity – 294561

Cllr Sale is the Parish Council representative on the Relief in Need Charity.

## **14 Review of delegation arrangements to staff**

The current delegation arrangements to staff were reviewed and approved.

## **15 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

Legal agreement with OCC regarding grass cutting – review not required.

Tenancy agreement with Diocese of Oxford for Adcraft Field – review not required.

## **16 Review and adoption of Standing Orders**

The Standing Orders were reviewed, and it was **resolved** to adopt them.

## **17 Review and adoption of Financial Regulations**

The Financial Regulations were reviewed, and it was **resolved** to adopt them.

## **18 Review of Council's policies, procedures and practices in respect of its obligations under Freedom of Information and data protection legislation**

The policies, procedures and practices were reviewed and approved.

## **19 Review of Council's employment policies and procedures**

The employment policies and procedures were reviewed and approved.

## **20 Review of Council insurance policy**

The insurance policy was reviewed. It was **resolved** to renew the insurance with the current provider, Zurich Municipal, on the three-year Long Term Agreement for £693.73 per year.

**Action:** Clerk to renew insurance policy on the above terms.

## **21 Review of Council asset register**

The asset register was reviewed and approved.

## **22 Review of Council's subscriptions to other bodies**

The Council's subscriptions to other bodies were reviewed. The 2018-19 memberships were as noted below.

SLCC – proportion of Clerk's membership fee           £96.19

OALC – annual subscription                               £115.81

Community First Oxfordshire – annual subscription   £55.00

It was **resolved** to continue these subscriptions.

## **23 Review of Council's complaints procedure**

The Complaints Procedure was approved and adopted.

## **24 Review of Council's policy for dealing with the press/media**

The Press and Media Policy was approved and adopted.

## **25 Review of Council's expenditure under s137 of the Local Government Act 1972**

Section 137 expenditure for 2018-2019 was reviewed. The maximum expenditure permissible was £4,535.22. The actual expenditure was £3,630.88. This was recorded separately in the accounts system. The permissible expenditure for this financial year is £4,685.24.

## **26 Appointment of Internal Auditor for this financial year**

It was **resolved** to appoint Barry Barker as the Internal Auditor.

## **27 To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year, and the next Annual Council Meeting**

It was **resolved** to set the following dates and times for the meetings, all to be held at Kingham Village Hall:

Signed

(Chairman)

Date

# Kingham Parish Council

Wednesday 19 June 2019, 7.30 pm  
Wednesday 17 July 2019, 7.30 pm  
Wednesday 21 August 2019, 7.30 pm  
Wednesday 18 September 2019, 7.30 pm  
Wednesday 16 October 2019, 7.30 pm  
Wednesday 20 November 2019, 7.30 pm  
Wednesday 11 December 2019, 7.30 pm  
Wednesday 15 January 2020, 7.30 pm  
Wednesday 19 February 2020, 7.30 pm  
Wednesday 18 March 2020, 7.00 pm  
Wednesday 15 April 2020, 7.30 pm  
Wednesday 20 May 2020, 7.30 pm – Annual Council Meeting

**28 To agree and sign the Annual Governance Statement for the year ending 31 March 2019**

The internal audit report was received and noted.

The Annual Governance Statement for the year ending 31 March 2019 was completed, approved and signed.

**29 To approve and sign the Accounting Statements for the year ending 31 March 2019**

The Accounting Statements for the year ending 31 March 2019 were approved and signed.

**30 To set the date for the commencement of the Exercise of Public Rights**

The date for the commencement of the Exercise of Public Rights was set as Monday 03 June 2019.

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**31 Public participation**

A representative of Kingham Archives reminded the Council that they were in possession of one of the Archive's documents and requested it be returned.

**32 Matters arising from previous meeting**

**a. Car park tenancy agreement with British Legion** – The British Legion require another copy of the Tenancy Agreement, which will be amended, signed and returned.

**Action:** Clerk to send copy of Tenancy Agreement.

**33 Reports from County and District Councillors**

None received.

**34 New Business**

**a. Report following Big Festival Meeting** – Cllr Warne re-iterated the main points of the report he had sent to Council. Traffic is still a potential issue. It was suggested the Councillors meet with the organisers before the event to run through signage and route problems. Live music will end at 11pm on Friday and Saturday, and at 10 pm on Sunday. There will be a parking fee this year. The Council will need to decide how the £1000 donation is to be used.

The next meeting is on 17 July at 6pm. Cllrs Harvey and Warne agreed to attend the meeting.

**b. To adopt and sign the Co-option Policy** – The Co-option Policy was signed and adopted.

**c. Damage to WWI commemoration sapling on Fowler Road** – A replacement sapling was offered, to replace the damaged sapling.

**35 Planning**

**a. 19/00969/HHD – Proposed sauna within existing garden curtilage – Far End West End, Kingham – comment by 16 May 2019**

It was **resolved** not to comment on this application.

**b. New planning applications received since publication of agenda**

None received.

Signed

(Chairman)

Date

# Kingham Parish Council

## c. Previous applications – updates

19/00550/HHD – Construction of a single storey, timber garden room to existing vegetable garden – Kingham House, Church Street, Kingham. Application – under consideration.

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. Application – under consideration.

19/01119/HHD – Demolition of existing detached garage and erection of single storey extension – Duck End, West End, Kingham. Application – under consideration.

APP/D3125/W/18/3217373/18/02350/FUL – Planning appeal – Conversion of stable building to a 1 bed dwelling, and associated works – Barn at Churchill Road, Kingham. Application – in progress.

## 36 Health and Safety

a. **Playground inspections** – Ongoing, no problems reported.

## 37 Finance

### a. Payments to be approved and cheques to signed

Payments were approved and made for the following:

Community First Oxfordshire – annual subscription	chq 100842	£55.00
OALC – Allotment management training	chq 100852	£102.00
Ivor Townsend – May 100 Club – 1 <sup>st</sup> prize	chq 100853	£50.00
William Townsend – May 100 Club – 2 <sup>nd</sup> prize	chq 100854	£20.00
Richard Lithgow – May 100 Club – 3 <sup>rd</sup> prize	chq 100855	£10.00
Council administration	chq 100851	£54.99

Clerk salary was approved and paid.

HMRC PAYE/NI was approved and paid.

b. **Monies received** – Nil.

c. **Bank account update** – Parish Council current account balance as of 15 May 2019 - £28,060.91.

d. **100 Club update** – Currently 54 members, £337 to be donated to Village Hall.

e. **To approve budget update** – Deferred to next meeting.

f. **To approve bank reconciliation** – Deferred to next meeting.

g. **To approve finance update** – Deferred to next meeting.

## 38 Correspondence

a. **Letter from Robert Courts, MP – Government scheme for village halls**

b. **Email from resident – Filming in the village** – The Council had no view.

c. **Email from resident – comment regarding wall by Fowler Road** – The Council **resolved** to contact Cottsway and advise that the wall, which it is believed they are responsible for, is in need of repair.

d. **Email from OCC – Traffic Sensitive Streets** – The Council **resolved** to ensure that Church Street and New Road were logged.

## 39 To receive items for information only

a. **S106 monies** – Suggestions have been received: a) to install a baby/toddler swing in the playground, b) to replace the whirligig on the Green with a new item.

b. **Danger from blind corner on Daylesford Road** – It was noted that the hedge is causing issues for traffic, and that it might be appropriate for a warning signage to be installed.

c. **Defibrillator training** – It was suggested that the Council write to thank the organisers for the recent defibrillator training. It was suggested that it might be appropriate to move the Wild Rabbit defibrillator to the telephone box. Cllr Warne will report to the next meeting.

**Meeting closed at 8.55 pm**

**Next meeting to be held on 19 June 2019**

Signed

(Chairman)

Date