

Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 18 September 2019, 7.30 pm at Kingham Village Hall 20190918

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

Absent: Cllrs B Hughes and W Blomefield

Clerk: Anne Ogilvie

Also present: Cllr Hibbert-Biles (OCC), 2 members of the public

1 Receive apologies for absence

Apologies were received from Cllrs Hughes and Blomefield.

2 Approve and sign minutes of meeting on 21 August 2019

The minutes of the meeting on 21 August 2019 were approved and signed.

3 Receive declarations of interest from members

There were no declarations of interest.

4 Public participation

It was reported that the vegetation on the old Railway Bridge had been cut, but not removed from the area.

5 Reports from County and District Councillors

OCC Report – Cllr Hibbert-Biles: Cllr Hibbert-Biles reported that Cabinet had passed policy regarding the restoration of road surfaces to OCC standards by utility companies after they have completed their works. OCC is currently preparing for the budget. There will be a traffic volume survey starting in Chipping Norton. The NHS are planning to reform the local hubs. No report was received from the District Councillor.

6 To receive and comment on Clerk's report

The Clerk's report had been circulated to Councillors prior to the meeting, and is appended to the minutes.

Fallen tree in Millennium Wood – the Council has been advised to reduce the size of the remaining part of the tree.

7 Matters arising from previous meeting requiring Council resolution - Nil.

8 Business

a. Telephone box and defibrillator – to receive update from Cllr Warne

The defibrillator and box have been removed from the Wild Rabbit. The defibrillator has been installed into the telephone box. The electric cost for the next few years will be paid for by BT. The external signage has been installed, some of the internal signage still to be installed. Signage has been obtained for the defibrillator on the Pavilion. Permission is required for its installation.

Signage has been obtained to go around the village, advising where the defibrillators are situated.

Action: Cllr Harvey to speak to All Blacks rep re installation of sign on the Pavilion. Cllr Warne to complete installation of signage in telephone box. Cllr Warne to put up signage around the village.

b. Grass verge in Orchard Way, ref parking – to discuss issue and agree action if required

There has been concern about vehicles parking on the grass verge, and sometimes over the pavement. It was **resolved** to revisit this when the workmen have finished the current building project.

Cllr Dare entered the meeting.

c. 100 Club – to agree to run a 100 Club for year beginning October with proceeds being donated to Kingham Village Hall

It was **resolved** to continue running an annual 100 Club from October with proceeds being donated to Kingham Village Hall. It was **resolved** to advertise the 100 Club around the village.

Signed

(Chairman)

Date

Kingham Parish Council

Action: Clerk to produce renewal letters, councillors to distribute. Clerk to produce a flyer for councillors to distribute.

9 Planning

- a. **19/02500/S73 – Non compliance with condition 4 of planning permission 18/01530/HHD to allow rooflights to be clear glazed –
Honeystone Cottage, Cozens Lane, Kingham – comment by 26 September 2019**
The Council had no comment on this application.
- b. **19/02480/LBC – Removal of the modern veranda on the south west elevation. Removal of the internal modern suitcase and adjacent partition wall. Internal reordering of modern utility/pantry area –
Freemans Cottage, West End, Kingham – comment by 03 October 2019**
The Council had no comment on this application.
- c. **New planning applications received since publication of agenda**
None received.
- d. **Previous applications – updates**
Nil.

10 Health and Safety

- a. **Internal playground inspections report - Nil**
- b. **New sleepers – to receive update from Cllr Hartley regarding price for new sleepers**
Options are being investigated. It has been suggested that due to the warping of the current planks, they could be replaced with a plastic tunnel.
- c. **Climbing frame surface area – to receive update from Cllr Hartley regarding options**
It has been determined that the weed growth is due to the area not being used very much. Cllr Hartley will discuss options with Cllr Hughes.

11 Finance

- a. **To approve current expenditure and sign cheques**
Payments were approved and made for the following:

Neville Johnston – September 100 Club – 1 st prize	chq 100880	£50.00
Alan Harding – September 100 Club – 2 nd prize	chq 100881	£20.00
Richard Lithgow – September 100 Club – 3 rd prize	chq 100882	£10.00
Chris Notman Tree Surgery – fallen tree Millenium Wd	chq 100883	£1440.00
Moore Stephens – external audit	chq 100884	£240.00

Clerk salary was approved and paid.
- b. **Monies received**

WODC – precept and grant	£13,250.00
Kingham All Blacks – ground rent	£10.00
- c. **Bank account update** – Parish Council current account balance as of 18 September 2019 - £35,424.97
- d. **100 Club update** – Currently 54 members, £337 to be donated to Village Hall. One winner has requested their prize be donated to the Village Hall.
- e. **To approve budget update** – updates circulated to Council were approved.
- f. **To approve finance update** – updates circulated to Council were approved.
- g. **To approve bank reconciliation** – reconciliations circulated to Council were approved.
- h. **To approve External Auditor Report, and note publication of Notice of Conclusion of Annual Audit**
– It was **resolved** to approve the External Auditor Report and note its contents. The Notice of Conclusion of Annual Audit has been posted on the noticeboard and website.

Signed

(Chairman)

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12 Correspondence

- a. **Invitation from WODC to Town and Parish Forum on 10 October 2019.**
- b. **Request from resident for Councillor's contact details to be published** – It was **resolved** that councillor contact details would not be published. Communications will be forwarded to councillors by the Clerk.
- c. **Email from resident regarding potential usage of the Habitual or Vexatious Complaints Policy by Council**
- d. **Rights of Way query, West End** – It was **resolved** to investigate whether the track has been adopted by OCC.
- e. **Request to use Adcraft Field for Kingham Fireworks, and permission to approach WODD re road closure** – It was **resolved** to allow Kingham Events to use the Adcraft Field for Kingham Fireworks. The council had no objection to the road closure.
- f. **Request to cut back the shrubs in Village Carpark** – It was noted that the maintenance is an ongoing project, and that pruning takes place as appropriate, allowing for the conditions of the planning permission. It was recommended that drivers and pedestrians use caution when using the carpark.

13 To receive items for information only - Nil

Meeting closed at 8.45 pm.

Next meeting to be held on 16 October 2019

Signed

(Chairman)

Date