Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council - DRAFT
Held on Wednesday 19 February 2020, 7.30 pm at Kingham Village Hall 20200219

Present: Cllrs J Dewar, J Warne, R Sale, K Hartley, J Harvey, W Blomefield
Absent: Cllrs Hughes and Dare
Clerk: Anne Ogilvie
Also present: WODC Cllr Colston, 3 members of the public

1 Receive apologies for absence
Apologies were received from Cllrs Hughes and Dare, and OCC Cllr Hibbert-Biles

2 Approve and sign minutes of meeting on 15 January 2020
The minutes of the meeting on 15 January 2020 were approved and signed.

3 Receive declarations of interest from members
There were no declarations of interest.

4 Public participation
a. Village carpark – a member of the public queried if the volunteers managing some areas had been informed of the agreement with Kingham Garden Services, and if they had been thanked for their work. The Chairman noted that they would be informed and thanked for their work.
b. Tin roof in Swailbrook Place – it was queried whether the tin roof met with planning conditions. Cllr Colston will raise the matter with WODC.

5 Reports from County and District Councillors
WODC – Cllr Colston – nothing to report.

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. There were no comments.

7 Business

a. Neighbourhood Watch – to receive update report from Cllr Blomefield, and agree actions.
Cllr Blomefield noted that the burglary peak was in November. He has not contacted the Chipping Norton rep yet, but will do so shortly. Neighbourhood Watch details will be sent to the Clerk for the website.

b. OCC Tree Report re West Street – to note and comment on OCC Tree Report regarding the trees in West Street
The council noted receipt of the report and its contents. The report is available to view on the council website. A member of the public thanked the Clerk for sending out a copy of the report to them, and the Council for following up this issue.

c. Village maintenance – to receive report from Cllr Hartley regarding maintenance issues in the village and agree actions
Cllr Hartley had obtained a quotation from Churchill Surfacing Contractors for the following: replacing broken posts in Church Street, the Green and the Car Park, to supply new posts for the Green, to make good top soil on verge edge opposite Threshers Yard, Church Street, to supply and lay concrete to extend the area of hard standing in the Village Hall car park, to make good grass area at end of Cozens Lane to level up posts. It was **resolved** to request price breakdown for the hard standing and verge edge. It was **resolved** that the Clerk would send the breakdown to the Council, and the Council would agree actions.
Cllr Warne had investigated the pathway on the Close by the Church. It was **resolved** to obtain a quotation for improving the path at the church end, and the football field end.
Action: Breakdown of Churchill quote to be obtained and forwarded to Council. Quotation for works to pathway by Church to be obtained.

Signed (Chairman) Date

d. Village Litter Pick – to confirm date and time of March Litter Pick and agree actions
It was **resolved** to hold the litter pick on Sunday 29 March at 10.00 am. Litter pickers and hi-viz jackets will be requested from WODC. Poster and information will be put on noticeboard, website and Facebook.
Action: Clerk to request litter pickers and hi-viz jackets. Clerk to update noticeboard, website and Facebook.

e. Parish Council Election in May – to note important dates for the Parish Council Election in May
The election is on Thursday 07 May. Kingham has 8 councillors, the election is for all these positions.
31 March – Nomination forms available from the Clerk or WODC
08 April, 4pm – Deadline for councillor nominations to be given in BY HAND to WODC
21 April – Deadline for receiving applications to be included in register of electors for election
07 May – Polling day (if more nominations have been received than councillor positions)
11 May – Current councillors retire/New councillors come into office

f. Adcraft Field – to consider response to request to rent Adcraft Field and agree actions
It was **resolved** to defer this item, and to request further information from the interested party.

8 Planning

a. New planning applications received since publication of agenda, if any
20/00450/HHD – Alterations and erection of two storey side extension
Felloes Barn, Church Street, Kingham – comment by 11 March 2020
The council had no comment on this application.

b. Previous applications – updates
19/03204/FUL – Use of the site as a woodyard for the storage, processing and distribution of timber products (B8/B2 Use Class) (Retrospective) – Woodyard and Ancillary Structures, Churchill Road, Kingham – LPA has requested that this application be withdrawn until reports are received.
19/03266/HHD – Alterations to include single-storey extension to rear to replace existing conservatory/garden room, replacement of existing canopy over front door – 42 West End, Kingham – Approved 17/01/2020
19/03427/HHD – Loft conversion including two new rear dormer windows and three new rooflights at the front – Crispin House, Field Road, Kingham – Approved 20/01/2020
19/03451/HHD – Alterations erection of rear garden room – 21 Manor Farm Close, Kingham – Approved 13/02/2020
19/03319/HHD – Construction of replacement shed – Kingham Lodge, West End, Kingham – Approved 07/02/2020

9 Health and Safety

a. Internal playground inspections report
No report received.
Quotation received to replace the damaged wood boards of the tunnel in the playground - £300 + VAT. It was **resolved** to accept the quotation and order the works.

10 Finance

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

SSE – Village Green electricity	chq 100925	£48.37
Kingham Village Hall – hall hire Oct – Dec	chq 100926	£36.00
Community First Oxfordshire – annual sub	chq 100927	£55.00
John Dewar – February 100 Club, 1st prize	chq 100928	£50.00
Gina Cassie – February 100 Club, 2nd prize	chq 100929	£20.00
Doreen Attewell – February 100 Club, 3rd prize	chq 100930	£10.00
Anne Ogilvie – grant for SLCC Practitioner Conf.	chq 100930	£100.00

Signed (Chairman) Date

Clerk salary was approved and paid.
HMRC payment was approved and paid.

b. Monies received - Nil

c. Bank account update – Parish Council current account balance as of 19 February 2020 - £29,216.09

d. 100 Club update – There are currently 52 members, with an anticipated surplus of £292

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.

11 To receive items for information only

a. Ubico had asked if the council was planning to renew their contract. The Clerk has requested pricing which will be forwarded to council.

b. Request had been received by local Rugby club to use the Village Green temporarily for training. It was agreed that the Playing Field would be a more suitable venue, and the Clerk will advise the Club of this.

c. Hedge at Daylesford Road junction – The Coucil has been advised that a small section of hedge will be removed as a highway safety measure.

Meeting closed at 8.40 pm.

Next meeting to be held on 18 March 2020.

DRAFT

Signed (Chairman) Date