

# Kingham Parish Council

## Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 18 March 2020, 7.00 pm at Kingham Village Hall 20200318

**Present:** Cllrs J Warne, R Sale and K Hartley

**Absent:** Cllrs Hughes, Harvey, Dewar, Dare and Blomefield

**Clerk:** Anne Ogilvie

**Also present:** WODC Cllr Colston, 6 members of the public

### 1 Welcome from Chairman

The Chairman welcomed everyone to the meeting.

Cllr Harvey has resigned as Vice-Chairman of the Council.

Cllr Warne was elected as the new Vice-Chairman until the next Annual Council Meeting.

### 2 Receive apologies for absence

Apologies were received from Cllrs Hughes, Harvey and Dewar, and OCC Cllr Hibbert-Biles

### 3 Approve and sign minutes of meeting on 19 February 2020

The minutes of the meeting on 19 February 2020 were approved and signed.

### 4 Receive declarations of interest from members

Cllr Sales declared an interest regarding item 8b.

### 5 Public participation

Nil

### 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.

**Grass cutting by WODC** – The Council **resolved** to approve the quotation received from WODC for the 2020-21 grass cutting, but agreed to manage the cutting of the Adcraft Field internally, so removed that item from the agreed works.

**Action:** Clerk to send purchase order for 2020-21 grass cutting agreed works to WODC.

**Playground maintenance** – the tunnel repair work has taken place.

**Village Litter Pick** – it was agreed to cancel this event due to the Coronavirus outbreak.

**Parish Council noticeboard** – Council will investigate and arrange repair work required.

### 7 Business

#### a. Neighbourhood Watch – to receive update report from Cllr Blomefield, and agree actions.

This item was deferred until the next meeting.

#### b. Coronavirus – to approve delegation to the Clerk for payments and decisions which cannot reasonably be deferred, in the event that the council is unable to meet due to the coronavirus outbreak, to last until the next convened meeting of the council.

It was **resolved** to adopt the High Consequence Infectious Disease Policy.

It was **resolved** to extend the delegation of council decisions to the Clerk during any period of restricted activity declared by the Government or Parish Council in respect of the COVID-19 virus, such delegation to enable the council to fulfil its responsibilities and carry out its functions. This includes decisions which cannot reasonably be deferred and must be made to comply with a commercial or statutory deadline. This will be carried out, where possible, in consultation with the Chairman and Vice-Chairman, or at least three other councillors, by electronic means or telephone. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing, listed in the minutes of the next convened meeting, and must be published in accordance with relevant regulations. This delegated authority ceases upon the first meeting of the

Signed

(Chairman)

Date

## Kingham Parish Council

council after the council meeting at which the delegation was put in place.

It was **resolved** to approve the Scheduled Payments List.

**c. Village maintenance – to approve works from estimate from contractor, dated 11 February 2020**

It was **resolved** to order the following works: Church Street works, The Green works, School Car Park works, for £1,100 + VAT. It was **resolved** to request extra posts for the verge opposite Threshers Yard.

**Action:** Clerk to order works.

It was **resolved** to request a meeting with Gigaclear to discuss reparation works required after the installation works had been completed.

**Action:** Clerk to request meeting.

**d. Training – to approve contribution to Website Accessibility training for the Clerk**

The training has been cancelled by OALC.

**e. Training – to consider booking a place on OALC's Play Area training on 13 May 2020**

It was **resolved** to book a place on the next available Play Area training run by OALC.

**Action:** Clerk to book training place.

**f. Banking – to consider changing current account to an alternative provider**

The Clerk had circulated a report on Unity Trust Bank to councillors before the meeting.

It was **resolved** to set up a current account with Unity Trust Bank.

It was **resolved** to set up a 2-signature mandate.

It was **resolved** that Cllrs Hartley and Warne be the councillor signatories.

It was **resolved** to make the Clerk a signatory, without permission to make payments.

It was **resolved** to apply for a debit card for the Clerk.

It was **resolved** to transfer funds to the new account, leaving the Co-operative Current Account open for the timebeing.

It was **resolved** to request the precept from WODC be paid into the new account.

**Action:** Clerk to apply for bank account and act as above.

### 8 Planning

**a. 20/00658/S73 – Non-compliance with condition 2 of Listed Building Consent 19/020480/LBC to allow formation of opening in first floor stud walling and provision of en-suite facility 19/02480/LCB – Internal and external alterations (amended plans and description) Freemans Cottage, West End, Kingham – comment by 27 March 2020**

The council had no comment on this application.

**b. New planning applications received since publication of agenda, if any 20/00689/HHD – Alterations and erection of single storey rear extension 20/00690/LBC – Alterations and erection of single storey rear extension Wells Cottage, West End, Kingham – comment by 08 April 2020**

The council had no comment on this application.

**c. 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.

20/00450/HHD – Alterations and erection of two storey side extension – Felloes Barn, Church Street, Kingham – Under consideration

### 9 Health and Safety

**a. Internal playground inspections report**

No issues reported.

The tunnel repair work in the playground has taken place.

Signed

(Chairman)

Date

# Kingham Parish Council

## 10 Finance

### a. To approve current expenditure and sign cheques

Payments were approved and made for the following:

OALC – annual membership subscription	chq 100932	£153.02
John Cassie – March 100 Club, 1 <sup>st</sup> prize	chq 100933	£50.00
Tom Cantwell – March 100 Club, 2 <sup>nd</sup> prize	chq 100934	£20.00
Neville Johnson – March 100 Club, 3 <sup>rd</sup> prize	chq 100935	£10.00
Kingham Garden Services – bench repositioning	chq 100936	£200.00
Chipping Norton Green Gym – Mill wood clearing	chq 100937	£60.00
Kingham Garden Services – Village Green trees	chq 100938	£2625.00
Council administration expenses	chq 100940	£8.54

Clerk salary was approved and paid.

### b. Monies received

Allotment rent £7.00

c. **Bank account update** – Parish Council current account balance as of 18 March 2020 - £25,442.36

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.

h. **To note and respond to Internal Financial Check report** – The results of the December 2019 Internal Financial Check report were noted.

## 11 Correspondence

a. Letter – planning re Churchill Road. This item was deferred to the next meeting.

b. Letter – WODC – Town and Parish Council meeting with WODC on 26 March. This meeting has been cancelled.

c. Letter – The Theatre, Chipping Norton – funding request. It was **resolved** to give a £50 donation.  
**Action:** Clerk to arrange and send payment.

d. Letter – regarding Council response to Stow Rugby Club. Comments were noted.

## 12 To receive items for information only

a. Road closure – road running through Sarsden Halt – 16 - 18 June 2020, 24 hour per day closure.

b. Request received to attend a meeting to discuss proposals for the Mill House Hotel site. It was agreed to send an invitation to meet at the Village Hall.

**Action:** Clerk to arrange meeting.

c. Coronavirus Community Help

A group of co-ordinators with a representative from the Council (Cllr Warne), the Church and an active Whatsapp will be created.

A Facebook page and a Telephone Tree will be created. There will be a dedicated phone number.

A leaflet will be created to be distributed to all houses in Kingham by volunteers, giving details of how to obtain or offer help.

## 13. Next meeting

To be confirmed

## Meeting closed at 8.05 pm

It was **resolved** by Cllrs Hartley, Sale and Warne to activate the High Consequences Infectious Disease Policy and extend the delegation of council decisions to the Clerk, as per item 7b.

Signed

(Chairman)

Date