

# Kingham Parish Council

## Minutes of the Meeting of Kingham Parish Council

Held on Wednesday 20 May 2020, 7.30 pm via Zoom – 20200520 - DRAFT

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

**Absent:** Cllr Dare

**Clerk:** Anne Ogilvie

**Also present:** 2 members of the public

### 1 Welcome from Chairman

The Chairman welcomed everyone to the meeting.

He advised that the meeting would be following the format of a normal council meeting. New legislation permits councils to hold meetings “remotely” if they cannot be held physically. The decisions made hold the same weight as those made a physical meeting. He explained the method of taking part and voting.

### 2 To agree deactivation of Clerk’s delegated powers approved on 18 March 2020 as per the High Consequence Disease Policy, and reversion to the delegated powers specified in Standing Orders

It was **resolved** to retain the Clerk’s delegated powers approved on 18 March 2020 until the next convened meeting of the Council, and not to revert to the delegation scheme specified in Standing Orders.

### 3 Virtual Meeting Procedure – to approve the adoption of the Virtual Meeting Procedure

It was **resolved** to approve the adoption of the Virtual Meeting Procedure.

### 4 Receive apologies for absence

No apologies have been received.

### 5 To note resignation of Cllr Hughes and commencement of Co-option Policy to fill vacant councillor position

It was noted that Cllr Hughes resignation had been received, and logged with WODC. No request had been received to hold an election for the vacant position. The co-option process has commenced. A notice has been placed on the noticeboard and website. A request has been made for the vacancy to be included in the next edition of the Newsletter.

### 6 Approve and sign minutes of meeting on 18 March 2020

The minutes of the meeting on 18 March 2020 were approved and signed.

### 7 Receive declarations of interest from members

There were no declarations of interest.

### 8 Public participation

Nil

### 9 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.

### 10 Business

#### a. To approve actions taken by Council using delegated powers since meeting on 18 March 2020.

It was **resolved** to approve the actions taken by Council using delegated powers since meeting on 18 March 2020.

#### b. Dog waste bin for Adcraft – to approve purchase and installation of dog waste bin for Adcraft field

It was **resolved** to purchase two dog waste bins from WODC on a supply only basis. Council will organise installation.

**Action:** Clerk to organise purchase of two dog waste bins.

Signed

(Chairman)

Date

## Kingham Parish Council

**c. Signage for Adcraft field – to approve purchase and installation of signage reminding public to place litter in bins or take it home**

It was **resolved** to purchase signage reminding public to place litter in bins or take it home. Council will organise installation.

**Action:** Clerk to organise purchase of signage.

**d. Donation request from Oxfordshire Association of the Blind – to consider donation request**

It was **resolved** to give a £25.00 donation to Oxfordshire Association of the Blind.

**Action:** Clerk to send donation.

**e. To note insurance is due for renewal at the end of May**

It was noted that the insurance is due for renewal at the end of May, for year commencing 01 June 2020.

**f. To consider purchase of new computer for the Clerk**

It was **resolved** to purchase a new computer for the Clerk, plus an annual “365 personal” subscription and internet security.

**Action:** Clerk to purchase new computer and software.

**g. Neighbourhood Watch – to receive update from Cllr Blomefield, and agree actions (deferred from March meeting)**

Cllr Blomefield reported that he had not been successful in contacting the Neighbourhood Watch organiser from Chipping Norton. He will provide the Clerk with the details of “Nextdoor App” which residents might like to use keep abreast of local community news.

**h. To note revised risk assessment will be required with reference to the Coronavirus outbreak and legislation changes**

It was noted that the risk assessment will need to be revised. This work will be undertaken by the Clerk and provided to Council to approve at a future meeting.

**Action:** Clerk to update risk assessment.

**i. To approve councillor job description**

It was **resolved** to approve the shorter councillor job description circulated to Council.

### 11 Planning

**a. 20/01054/HHD – Erection of a single storey rear extension and construction of porch to front elevation**

**Rowan Cottage, 12 Manor Farm Close, Kingham – comment by 28 May 2020**

Council **resolved** to comment that they felt stone to match existing would be more appropriate than white render for the walls.

**b. New planning applications received since publication of agenda, if any**

**Licensing Act – Application for Variation of Premises Licence**

**W/20/00278/PRMV - Plough Inn, The Green, Kingham**

**Requesting sale of takeaway alcohol – for customers to consume in own homes, away from the pub**

The council had no objection to this application.

**Licensing Act 2003 – pre-application consultation – Variation of License**

**The Wild Rabbit, Kingham**

**In so far as the hours for sale to non-residents is concerned the hours proposed are as follows:**

**In the Chicken Shed/Private dining rooms – on each day of the week from 11.00 to 01.00 the morning following**

The Council objected to sale of alcohol continuing to 1.00 am. Council commented that ending service at midnight would be more appropriate in a residential area.

**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

Signed

(Chairman)

Date

# Kingham Parish Council

Street, Kingham – Approved – 07 April 2020

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/LBC – Internal and external alterations (amended plans and description)

Freemans Cottage, West End, Kingham – Approved – 27 April 2020

20/00689/HHD – Alterations and erection of single storey rear extension

20/00690/LB – Alterations and erection of single storey rear extension

Wells Cottage, West End, Kingham – Approved – 11 May 2020

## 12 Finance

### a. To approve payments made between 18 March 2020 and 20 May 2020

Payments listed below were approved

Chipping Norton Theatre – donation	chq 100942	£50.00
Diocese of Oxford – Adcraft field rent	chq 100944	£84.00
Gillian Harvey – April 100 Club, 1 <sup>st</sup> prize	chq 100945	£50.00
Doreen Attewell – April 100 Club, 2 <sup>nd</sup> prize	chq 100946	£20.00
Jill Johnson – April 100 Club, 3 <sup>rd</sup> prize	chq 100947	£10.00
Council administration expenses	chq 100948	£18.63
Kingham Village Hall	chq 100949	£36.00
Paul Berrett – May 100 Club, 1 <sup>st</sup> prize	chq 100950	£50.00
William Townsend – May 100 Club 2 <sup>nd</sup> prize	chq 100951	£20.00
Keith Hartley – May 100 Club, 3 <sup>rd</sup> prize	chq 100952	£10.00
Avast renewal	chq 100954	£59.99

Clerk salary was approved and paid

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

Payments were approved and made for the following:

Richard Sale – reimbursement for walling stone	chq 100953	£282.00
Council administration expenses	chq 100955	£21.71
Zurich Municipal – insurance renewal	chq 100957	£706.53

Clerk salary was approved and paid

### c. Monies received

WODC - Precept	£19,959.50
OCC – Grass cutting	£707.25

**d. Bank account update** – Parish Council current account balance as of 19 May 2020 - £37,198.19

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

**f. To approve budget update** – updates circulated to Council were approved.

**g. To approve finance update** – updates circulated to Council were approved.

**h. To approve bank reconciliation** – reconciliations circulated to Council were approved.

## 13 To receive items for information only

a. Adcraft Wall – it was noted that part of the wall has moved off its foundations.

b. Gigaclear remedial works – it was noted that West Street has not been replanted yet.

## 14 Next meeting

Wednesday 17 June 2020, 7.30 pm – remote meeting via Zoom

**Meeting closed at 8.30 pm**

Signed

(Chairman)

Date