

Kingham Parish Council

Minutes of the Meeting of Kingham Parish Council Held on Wednesday 15 July 2020, 7.30 pm via Zoom – 20200715

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

Absent: Cllr Blomefield

Clerk: Anne Ogilvie

Also present: 5 members of the public

1 **Welcome from Chairman**

The Chairman welcomed everyone to the meeting, and thanked three applicants for the councillor positions for attending.

2 **To receive and apologies for absence**

Cllr Blomefield

3 **To approve and sign minutes of meeting on 17 June 2020**

The minutes of the meeting on 17 June 2020 were approved and signed.

4 **Receive declarations of interest from members**

There were no declarations of interest.

5 **To co-opt two new councillors to the Council**

The council heard from three of the applicants as to why they would like to become councillors. The council voted on each vacancy as follows:

Vacancy 1 – Jane Hart

Vacancy 2 – Andrew Unwin

It was **resolved** to co-opt Jane Hart and Andrew Unwin as councillors.

6 **Public participation**

A query was raised about the grass length on Adcraft. Cllr Sale offered to check and arrange for mowing if necessary.

7 **To receive reports from WODC and OCC councillors**

No reports received.

8 **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.

Hedge trimming – It was **resolved** to ask the contractor cutting the Heyden's Field hedges to trim the following: allotment roadside, Millennium Wood roadside, roadside by the Close near the Church and Adcraft boundary by the Mill Hotel. Cllr Warne will arrange these works.

9 **Business**

a. **To note council response to Government's statement that playgrounds can open from 04 July if it is safe to do so, and agree actions**

The Risk Assessment was noted.

It was **resolved** to keep the playgrounds closed until Government guidance can be followed.

It was agreed to create and put up an updated poster.

It was agreed to carry out play equipment inspections and action works as needed.

Action: Clerk create poster.

Cllr Hartley to put up posters.

Cllr Dare to carry out play equipment inspections and report required works to council.

Signed

(Chairman)

Date

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b. To consider whether to run the 100 Club for next year

It was **resolved** not to run the 100 Club for next year (starting October 2020).

It was agreed that alternative methods of fund raising for the Village Hall need to be investigated.

c. To review and approve Standing Orders

It was **resolved** to approve the adoption of the Standing Orders.

d. To review and approve Financial Regulations

It was **resolved** to approve the adoption of the Financial Regulations.

e. To fix dates and times of Ordinary Meetings of the council for the ensuing year. To note that the date for the next Annual Council Meeting will be fixed after the 2021 election date has been confirmed

It was **resolved** to hold meetings on the third Wednesday of the month, starting at 7.30 pm. It was noted that the date for the Annual Council Meeting will be fixed after the 2021 election date has been confirmed.

f. To review 2019/20 expenditure under S137 of the Local Government Act 1972

It was **resolved** to approve the 2019/20 S137 expenditure.

g. To respond to WODC consultation on Community Infrastructure Levy (CIL) Draft Charging Schedule

It was **resolved** to comment that the council believe that 15% capped at £100/dwelling as the parish council proportion of CIL (for councils without a Neighbourhood Plan) is too low a figure.

h. To respond to WODC Draft Affordable Housing Supplementary Planning Document (SPD)

The council had no comment.

i. To comment on LGA Code of Conduct Consultation

The council had no comment.

10 Planning

a. 20/01165/FUL – Redevelopment of site to provide a new 46 bedroom hotel and ancillary facilities including restaurant, spa, gym, swimming pool, alehouse, bakehouse, and servicing together with associated parking and landscaping and reinstatement of former mill leat Mill House Hotel, Station Road, Kingham – comment by 21 July 2020

It was **resolved** to comment on this application, regarding scale, parking, traffic, effluent and sewerage, access, staffing and construction.

b. 20/01301/HHD – Alterations to include erection of replacement front porch and installation of new entrance gate

20/01302/LBC – Internal and external alterations to include replacement front porch, installation of new entrance gate, alterations to fenestration and doors to include new French doors to replace existing bay window to lounge together with general refurbishment works Freemans Cottage, West End, Kingham – comment by 17 July 2020

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

c. 20/01524/HHD – Alterations and erection of single storey rear extension Cornerways, Church Street, Kingham – comment by 30 July 2020

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

d. 20/01535/HHD – Alteration and erection of new front porch, addition of second dormer to front elevation and new glazing

11 Manor Farm Close, Kingham – comment by 30 July 2020

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

e. 20/01412/FUL – Re-cladding and re-roofing of existing building

Farm Building at E426163 N224706, Kingham – comment by 30 July 2020

It was **resolved** to use delegated authority to comment on this application.

Signed

(Chairman)

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

**20/01498/HHD – Erection of detached garage and storage building
The Hayes, Churchill Road, Kingham – comment by 28 July 2020**

It was **resolved** to object to this application regarding construction of a permanent building, and being contrary to the NPPF and West Oxfordshire Local Plan.

20/01519/HHD – Alterations and erection of single storey detached garage and erection of single storey rear extension. Erection of detached storage sheds

Duck End, West End, Kingham – comment by 04 August 2020

It was **resolved** to use delegated authority to comment on this application.

**20/01769/HHD – Extensions and alterations to create chalet bungalow with integral garage
Trevellis, Station Road, Kingham – comment by 04 August 2020**

It was **resolved** to use delegated authority to comment on this application.

g. Previous applications – updates

20/01054/HHD – Erection of a single storey rear extension and construction of porch to front elevation – Rowan Cottage, 12 Manor Farm Close, Kingham – approved – 16 June 2020

11 Finance

a. To approve current expenditure and sign cheques

Payments were approved and made for the following:

| | | |
|---|------------|----------|
| Richard Bailey – July 100 Club, 1 st prize | chq 100968 | £50.00 |
| Roger Lyle – July 100 Club, 2 nd prize | chq 100969 | £20.00 |
| Paul Berrett – July 100 Club, 3 rd prize | chq 100970 | £10.00 |
| WODC – grass cutting, April & May | chq 100971 | £1171.48 |
| Churchill Surfacing Contractors – Village maintenance | chq 100972 | £2160.00 |
| Council administration | chq 100974 | £114.14 |
| Kingham Village Hall – donation for tarmacking | chq 100975 | £1440.00 |
| A Pilkington – grass cutting – churchyard | chq 100977 | £440.00 |

Clerk salary was approved and paid

HMRC PAYE/NI payment approve and paid

b. Monies received

Nil

c. Bank account update – Parish Council current account balance as of 15 July 2020 - £30,513.53

d. 100 Club update – There are currently 53 members, with an anticipated surplus of £316

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.

12 To receive items for information only and for next agenda

a. To note receipt of thank you letter from Oxfordshire Association of the Blind for donation – council noted receipt.

b. To request Tube Survey results are discussed at next meeting.

c. To note that thank-you notes need to be written to the councillors who have recently resigned.

d. To note that a thank-you note needs to be written to resident who tidied up The Green.

13 Next meeting

Wednesday 19 August 2020, 7.30 pm – remote meeting via Zoom

Meeting closed at 9.15 pm

Signed

(Chairman)

Date