**Minutes of the Meeting of Kingham Parish Council**

**Held on Wednesday 17 March 2021, 7.30 pm via Zoom – 20210317**

**Present:** Cllrs K Hartley, J Warne, R Sale, J Hart, W Blomefield, A Unwin, M Dare & H Hibbert-Biles

**Absent:** Cllr J Dewar

**Clerk**: Gemma Tindsley

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

**1 Welcome from Chairman**The Chairman welcomed everyone to the meeting.

**2 To receive apologies for absence**
Apologies were received from Cllr J Dewar.

**3 To approve and sign minutes of meeting on 17 February 2021**The minutes of the meeting on 17 February 2021 were approved and signed.

**4 To receive declarations of interest from members**None.

**5** **Public participation**

 Michael has mentioned the state of the road from Daylesford Farm to the Stow turning and the amount of potholes present.

 **Action:** Clerk to contact Gloucestershire County Council re. conditions of that stretch road.

**6 To receive reports from WODC and OCC councillors**WODC – No report.
OCC – West Oxfordshire District Council is number 1 for recycling.

 Reminded to fill in Census on or before 21st March.

 Oxfordshire County Council are exceeding their quota for cutting greenhouse gases.

 89.99% of pupils were given their first choice for school places.

COVID – concerns about third spike – warned to keep following the current restriction rules.

**7 To receive and comment on Clerk’s report**

The Clerk’s report had been circulated to Councillors prior to the meeting. No comments.

**8 Business**

**a. To discuss Diane Triff’s email about a new community group re. traffic.**

 Cllrs discussed the state of the roads and the increase in traffic through Bledington.

 Cllrs queried how long the temporary HGV ban through Burford was going to be – Cllr Hibbert-Biles informed us that it would be for 18 months.

 Agreed that a member of the Parish Council would attend the first meeting in May – any queries that the Parish Council wish to raise are to be sent to that Cllr prior to the meeting.

**b.** **To discuss whether there is any further information regarding the bench on West Street.**

Clerk has been in touch with OCC re. the installation of a bench. OCC have recommended a site visit be carried out.

 Discussions were had regarding whether the donor of the bench wanted a plaque. Cllr to be in touch with donor to ask.

 If the bench is approved, nearby residents will need to be contacted by the Clerk.

 **Action:** Clerk to organise date/time of site visit with OCC representative.

**c. To discuss Elections and deadline for nomination forms.**

 Clerk reiterated the strict deadline date and need for the forms to be filled in promptly.

 ‘Notice of Election’ posters to be displayed on the noticeboard and Kingham website once they have been delivered to the Clerk.

 Electoral numbers can be obtained from the Clerk, if needed.

 **Action:** Clerk to take completed nomination packs to the Returning Officer in Witney.

 **d. To consider the increase in potholes and possible reparative work.**

 Clerk has been in contact with the OCC and a site visit is to be conducted to review the state of the potholes and kerbs.

**Action:** Clerk to fix a date for the site visit.

Member of the public queried the potholes on the road towards Stow from Daylesford, noting that it was in a bad state of repair.

**Action:** Clerk to contact Gloucester County Council.

 Cllr Hibbert-Biles confirmed that Kingham is currently on the list for the drainage flushing programme. This has already been carried out on drains in West Street and the same programme will be carried out on the remaining drains in Kingham.

1. **Planning**
2. **21/00262/HHD |Erection of detached timber garden room (Retrospective) | Bricks House Church Street Kingham**

 No objections/comments.

1. **21/00372/FUL | Demolition of existing bungalow and erection of replacement dwelling | Trevellis Station Road Kingham**

No objections/comments.

1. **Previous applications/updates**

20/01165/FUL | Redevelopment of site to provide a new 33 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 Chipping Norton Oxfordshire OX7 6UH

* Cllrs noted that the planning application hasn’t been updated for a while. Cllr Hibbert-Biles confirmed that Planning are currently under a lot of pressure and behind due to COVID. There has also been an issue with the planning portal.

**Action:** Clerk to email for a further progress update.

* Discussed contacting James Wright and Mike Worsley (OCC and WODC) and a representative from Network Rail to set up a meeting re. the railway bridge walkway.

**Action:** Clerk to set up meeting. Clerk and one Cllr to attend and report back.

**10** **Finance**

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

OALC Annual Membership Subscription chq 101027 £154.22

 Gemma Tindsley Salary P11 chq 101028 £564.97

K J Millard Ltd Skip Hire chq 101029 £12.00

Gemma Tindsley Clerk Expenses chq 101030 £23.80

Gemma Tindsley Clerk Expenses chq 101031 £26.40

Ubico Limited chq 101032 £566.59

WODC Hedge Cuttings - £463.20 – disputed by Cllrs. Hedge cuttings were carried out by a third party company this year.

**Action:** Clerk to contact WODC to query.

**b. Monies received**

None

**c. Bank account update**

Parish Council current account balance as of 28th February 2021 - £37,372.58

1. **To approve budget update**

Updates circulated to Council were approved.

1. **To approve finance update**

Updates circulated to Council were approved.

1. **To approve bank reconciliation**

Reconciliations circulated to Council were approved

**11** **To receive items for information only and for next agenda**

Discussed Swailbrook Place and landscaping – to add to the agenda for next month. **Action:** Clerk to contact WODC re. the approved plans for hard/soft landscaping.

Discussed the litter present on the road verges as you come out of the village - to add to the agenda for next month. **Action:** Clerk to contact WODC re. lending equipment for litter picking.

Allotment plot 6a – the chicken coop has will very kindly be removed by another allotment holder. The plot will be offered to the next 2 people on the allotment waiting list, with the understanding that they will have to clear the remaining waste from the site. **Action:** Clerk to contact next two people on the allotment waiting list and offer them the split plot.

Current unsigned tenancy agreements for allotment plots. **Action:** Clerk to contact and give them until the end of the month before offering to the next people on the allotment waiting list.

Discussed the old laptop – charities need a higher spec of computer. **Action:** Clerk to scrap old laptop.

Considered the Parish Council having their own Facebook page – to add to the agenda for next month.

Discussed the ‘Relief In Need’ charity fund – expenditure to use and how the Parish Council is going to use it – to add to the agenda for next month. **Action:** Clerk to check the Village Hall for paperwork re. ‘Relief In Need’.

Considered a debit card for the Clerk to make transactions easier. **Action:** Clerk to call the Cooperative Bank to enquiry.

Discussed the repairs to the wall between Swailbrook Place and Orchard Way. **Action:** Clerk to chase Cottesway.

**12 Next meeting**Wednesday 21 April 2021 at 7.30 pm.

**Meeting closed at 9.00 pm**