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

**Held on Wednesday 16 May 2021, 7.00 pm via Zoom – 20210516**

**Present:** Cllrs K Hartley, R Sale, J Hart, A Unwin, J Dewar & A Beaney

**Absent:** Cllr W Blomefield

**Clerk**: Gemma Tindsley

**Also present:** Four 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 W Blomefield.

**3 To approve and sign minutes of meeting on 17 March 2021**The minutes of the meeting on 28 April 2021 were approved and signed.

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

**5** **Public participation**

 None.

**6 To receive reports from WODC and OCC councillors**WODC – No report.
OCC – No report.

 **Action:** Clerk to draft and send letter to Cllr Hibbert-Biles to thank her for the help and advice.

**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 witness and sign the Declarations of Acceptance of Office and discuss the Vice Chairman role.**

 Completed.

 Agreed that Cllr Hartley will continue as Chairman and Cllr Unwin agreed as Vice Chairman.

**b.** **To discuss the Adcraft Field re. reinstating the fence line.**

Discussed whether the Church Commission have got a plan of where the fence is located on Adcraft Field.

 **Action:** Clerk to establish where the fence line should be. Contact Diocese of Oxford.

**c. To consider how to make use of the ‘Relief in Need’ funds.**

 Discussed the funds and what the terms of the trust are. Cllrs agreed that the Archive cabinet keys need to be sourced.

Cllr Unwin to informally approach one of the keepers of the keys to see if the terms of the ‘Relief in Need’ trust are located in the cabinet.

 **d. To consider letting Broughton Castle Sportive use a corner of the Village Car Park as a water station/aerial site for their event on 11th July.**

 All Cllrs agreed that Broughton Castle Sportive could use a corner of the Village Car Park.

**Action:** Clerk to reply to Broughton Castle Sportive.

 **e. To discuss whether anyone will be accompanying the RoSPA inspector in July and to also discuss play area check rota system.**

Play area rota needs to be done. **Action:** Clerk to check whether this needs to be monthly or weekly.

 Agreed that there is no need for the someone to accompany the RoSPA inspector for the annual playground inspection.

 **f. To consider putting a notice in the Newsletter re. the delayed meeting in April – the same as was placed on the website.**

Agreed that a notice regarding the delayed meeting should be placed in the Newsletter.

**Action:** Clerk to send notice to Cllr Unwin to be placed in the Newsletter.

1. **Planning**
2. **21/01642/S73 | Variation of conditions 2 and 3 of Listed building consent 20/01302/LBC to allow for the rendered South East gable to be clad with natural stone | Freemans Cottage West End Kingham**

 No objections/comments.

1. **21/01273/HHD | Single storey rear extension and 2 dormer windows to replace existing Velux windows | 2 Blacksmiths Court Kingham Chipping Norton**

No objections/comments.

1. **21/01369/HHD | Extension to form 3 bed dwelling with elderly relative’s annexe| 8 West End Kingham Chipping Norton**

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 discussed the parking issue further – parking inadequate for the hotel’s size.
* Cllr Beaney noted that the meeting to confirm/deny planning will take place on 1st June. The main concerns of the Parish Council will be discussed – parking and sewage.
* S106 money will also be discussed on this date – Network Rail Kingham bridge suggestion – unlikely to be passed.

**10** **Finance**

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

Gemma Tindsley Clerk Salary P1 chq 101040 £536.15

 Gemma Tindsley Expenses chq 101041 £26.76

Adcraft Field – ½ Year Rent chq 101042 £84.00

Chipping Norton Green Gym chq 101043 £100.00

WODC – Ground Maintenance April 2021 chq 101044 £592.19

Ubico Ltd – Empty dog bins chq 101045 £16.87

**b. Monies received**

WODC – Precept (half year) £14,644.00 OCC – Grass cutting £707.25

**c. Bank account update**

Parish Council current account balance as of 30th April 2021 - £47,842.27

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.

1. **To receive items for information only and for next agenda**

Swailbrook Place – on appeal for planning – one of the conditions was that the developer should be maintaining the landscaping. There is no weed barrier.

WODC required to get contractor (Piper Homes) to conform. **Action:** Clerk to chase and also find out about conditions of weeding.

Discussed yellow lines in village – cost for initial consultation is £3,255.00 and Cllrs have been informed that there would likely be many objections from residents due to parking outside of homes.

**Action:** Clerk to email the Plough and the Wild Rabbit again re. parking, particularly regarding staff parking on the street. Remind their staff to use the village car parks available.

**12 Next meeting**Wednesday 16 June 2021 at 7.30 pm.

**Meeting closed at 8.15 pm**