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

**Held on Thursday 17 June 2021, 7.30 pm - 20210617**

**Present:** Cllrs K Hartley, R Sale, J Hart, J Dewar & W Blomefield

**Absent:** Cllr A Unwin

**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 A Unwin.

**3 To approve and sign minutes of meeting on 19 May 2021**The minutes of the meeting on 19 May 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.

**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 internal audit documents and documents that need to be sent to external auditors.**

 All documents signed ready for external auditors.

**b.** **To discuss a sign being placed in the Village Hall car park re. camping/overnight parking.**

 Cllrs will leave and observe whether it becomes a problem.

**c. To consider letter from Kingham resident with suggestions of Church St parking, in particular outside of the Village Shop.**

 Cllrs discussed the cross-over outside of the Village Shop – what is its purpose? What is the highway law regarding vehicle crossovers?

 Discussed loading/unloading signs.

 Considered signs as visitors enter the village to state that they should use the car parks available.

 Discussed leaving notes on dangerously parked cars on Church Street/Cozens Lane – agreed that this was passive aggressive and would not solve the problem as they are usually one-off visitors to the pubs.

 Focus attention on existing car parks.

 **Action:** Clerk to send email to OCC for advice on problematic parking.

 Clerk to contact WODC planning and ask for further information regarding the car park near Fowlers House – was permission granted for the car park?

 Clerk to contact highways re. law on vehicle crossovers.

 **d. To discuss whether we have any further information re. the history and heritage of the buildings of the holiday cottages and The Wild Rabbit for an employee from Daylesford who is doing some research.**

Cllrs discussed the Archives. Records may be available, but at present we are not able to access the Archives.

Cllr to contact the Archive key holder.

 **e. To consider whether the ‘No Dog’ sign on the Kingham Black field is still valid and whether it should be replaced with a no dog fouling sign on the field where the Kingham Blacks play. Also, whether a no dog fouling sign would be suitable with a fine at the children’s play area.**

Cllrs agreed that the signs should stay the same. The agreement still stands that no dogs should be on the field.

 **f. To discuss the damaged bench opposite the Plough.**

Cllrs agreed to fix the bench and get the inscription transferred to the new bench.

Cllr actioned to research into the costs for a new bench.

**g. To consider purchasing the Local Council Administration book Edition 12 and where the ‘Standing Orders’ and the ‘Financial Regulations’ are located.**

Cllrs agreed that the book should be purchased. The ‘Standing Orders’ and ‘Financial Regulations’ are filed.

**Action:** Clerk to purchase book and to locate the ‘Standing Orders’ and ‘Financial Regulations’. Both need to read and updated where necessary.

**h. To consider the use of the Parish Council debit card.**

Cllrs agreed that the ‘Standing Orders’ and ‘Financial Regulations’ need to be looked at in relation to using a debit card for transactions. All transactions using the debit card must be agreed and noted in the minutes.

1. **To be updated on the parking situation on Church Street.**

Cllrs reviewed the options that were spoken about in point 8c.

Members of the public suggested that we ask members of the Parish to report illegally parked cars to the police, take photos etc – building up a case for problematic parking.

Noted that Bourton-on-the-Water responded in a similar way to parking.

Discussed previously having a Police Liaison Officer and looking into whether we have one now.

**Action:** Clerk to add notice in newsletter to ask that members of the community to report all illegal parking and to include photos where possible.

Clerk to contact local authorities and see whether Kingham has their own dedicated liaison officer.

 **j. To discuss contacting the OCC re. cutting back the verge on Trigmoor Corner since visibility is restricted coming from Churchill to Bledington and wanting to turn right to Kingham.**

Cllrs discussed that this is part of Churchill’s jurisdiction, but to contact OCC regarding the strimming of the verge.

 **Action:** Clerk to contact Helen from Churchill Parish Council re. cutting and also contact the OCC.

 **k. To discuss the state of the Legion Car Park.**

Cllrs discussed the potholes in the car park and agreed that improvements needed to be made. Cllrs suggested shingle.

 **Action:** Clerk to contact suppliers to get cost.

 **l. To further discuss the fencing on Adcraft Field.**

Cllrs discussed finding the boundary plans for Adcraft Field in order to look into the fencing.

 A volunteer has offered to mow Adcraft Field.

 **Action:** Clerk to chase Diocese of Oxford for the Adcraft Field plans.

 **m. To consider the ‘Unsuitable for Heavy Vehicles’ signs.**

The Council already have the signs ready and available, so agreed that they should be put up to see if it makes any difference.

 One sign will be placed coming into the village via Kingham Hill and the other via Trigmoor.

1. **Planning**
2. **21/01327/S73 | Variation of conditions 2 of planning permission 20/02819/HHD to allow increase in height of existing stone walling and changes to the design and location of garden store and wood store | Waywarden West Street Kingham**

No comments – decision had already been made by the planning committee prior to the meeting.

1. **20/01455/S73 | Variation of condition 2 of planning permission 20/03175/HHD to allow changes of the design of the roof from a hipped configuration to a gabled roof | Cooks Cottage West End Kingham**

Cllrs decided to look further into.

Assigned Cllr to look at and refer back.

1. **21/01943/S73| Change of condition 2 for 21/00567/HHD to allow different render for recladding. Conditions(s) Removal: The applicant wishes to reclad the existing building in timber boarding rather than the approved render**

**21/00567/HHD | Erection of a single storey rear extension and new porch, rendering of existing external walls| 4 Orchard Way Kingham Chipping Norton**

No objections.

1. **21/01826/FUL | Conversion of barn into holiday home | Farm building at E326163 N224706**

Application originally rejected due to AONB.

Comments were made regarding permitted development.

Considered whether the Parish Council had objected to the original planning application or whether they had raised a question – this was disputed.

It was noted that inflammatory comments were made during a zoom meeting when the original planning application was being discussed.

No decision re. new planning application made.

1. **21/01121/HHD | Replace current shed with erection of outside building to be used as an office and a gym | The Hopper Station Road Kingham**

No objections.

1. **21/01189/FUL | Change of use of land to increase the domestic curtilage, removal of garden structures and walls. Erection of a pool house and gym, garden store, greenhouse, art studio and an outdoor pool along with associated landscaping | Old Rectory Cottage Church Street Kingham**

Cllr discussed the Orchard – moving from agricultural to domestic, light pollution/noise will affect Cozens Lane/Church Street.

Discussed objecting on grounds of losing green space/trees, scale of build in proportion to the land – subsequent loss of green space.

Notify the council that the Orchard space has been changed to garden.

One Cllr will stay out of discussions and agreed to object on a personal level.

1. **21/01744/FUL | Change of use from annexe to holiday cottage. (Retrospective) | The Old Smithy The Old Forge The Green Kingham**

No objections

1. **21/01728/HHD | Alterations to the rear rood slope including installation of a dormer, addition of one roof lights and replacement of existing rooflights’ | The Old House Church Street Kingham Chipping Norton OX7 6YA**

Council to object on the basis that it will be overlooking someone’s house.

1. **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 new planning proposal – noted that there are the same amount of car parking spaces. An issue that was brought up by the Council as an area of concern during the initial proposal.

**Action:** Clerk to email the Planning Officer – require someone to come and explain the new plans to the Parish Council. Suggest coming to next Parish Council meeting to explain current situation.

1. **21/02039/FUL |Erection of an open fronted barn for agricultural storage |Barn at Churchill Road Kingham**

**Action:** Clerk to send around to Cllrs to get comments.

**10** **Finance**

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

Ubico Ltd – Empty dog bins chq 101046 £16.87

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**b. Monies received**

None

**c. Bank account update**

Parish Council current account balance as of 31st May 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**

Discussed Gigaclear walkaround – need a revised list of issues/complaints.

**Action:** Clerk to email representative from Gigaclear to state that we are still interested in a walkaround.

Clerk to organise notice to be placed in Newsletter to find out which Gigaclear issues are still relevant.

Discussed fallen concrete post in Village Car Park.

**Action:** Clerk to contact Churchill Surfacing to repair.

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

**Meeting closed at 9.40 pm**