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

**Held on Wednesday 18 May 2022, 7.00 pm at Kingham Village Hall 20220518**

**Present:** Cllrs K Hartley, A Unwin, E Campbell, T Hunter, W Blomefield, J Dewar & J Hart

**Absent:** Cllr R Sale

**Clerk**: Gemma Tindsley

**Also present:** one member of the public

**1 Election of Chairman of the Council**Cllr Hartley was proposed by Cllr Dewar, and seconded by Cllr Hart. He was elected by a show of hands.

**2 Acceptance of Office of Chairman**  
The Acceptance of Office of Chairman was signed by Cllr Hartley.

**3 Election of Vice-Chairman of the Council**Cllr Unwin was proposed by Cllr Hart, and seconded by Cllr Hartley. He was elected by a show of hands.

**4** **Receive apologies for absence**  
Apologies were received from Cllr Sale.

**5 Receive declarations of interest from members**There were no declarations of interest.

**6 Approve and sign minutes of previous meeting**  
The minutes of the meeting on 20 April 2022, were approved and signed.

**7** **Creation of committees and sub-committees required, including appointment of members to serve**  
Not required.

**8 Agreement of committee and sub-committee terms of reference**  
Not required.

**9 Review and adoption of Standing Orders**  
The Standing Orders were reviewed, and it was **resolved** to adopt them.

**10 To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year, and the next Annual Council Meeting**  
It was **resolved** to set the following dates and times for the meetings, all to be held at Kingham Village Hall:  
  
Wednesday 15 June 2022, 7.30 pm  
Wednesday 20 July 2022, 7.30 pm  
Wednesday 17 August 2022, 7.30 pm  
Wednesday 21 September 2022, 7.30 pm  
Wednesday 19 October 2022, 7.30 pm  
Wednesday 16 November 2022, 7.30 pm  
Wednesday 21 December 2022, 7.30 pm  
Wednesday 18 January 2023, 7.30 pm  
Wednesday 15 February 2023, 7.30 pm  
Wednesday 15 March 2023, 7.00 pm  
Wednesday 19 April 2023, 7.30 pm  
Wednesday 17 May 2023, 7.30 pm – Annual Council Meeting

**11 To agree and sign the Annual Governance Statement for the year ending 31 March 2022**  
The internal audit report was received and noted.  
The Annual Governance Statement for the year ending 31 March 2022 was completed, approved and signed.

**12 To approve and sign the Accounting Statements for the year ending 31 March 2022**  
The Accounting Statements for the year ending 31 March 2022 were approved and signed.

**13 To set the date for the commencement of the Exercise of Public Rights**The date for the commencement of the Exercise of Public Rights was set as Monday 06 June 2022.

**14 Public participation**  
None

**15 Reports from County and District Councillors  
WODC** – rebate for energy out this week

**OCC** – New 5 year Library & Heritage Strategy is out now – look on the website for the report [Library and heritage strategy consultation 2022 - 2027 | Let's Talk Oxfordshire](https://letstalk.oxfordshire.gov.uk/library-heritage-strategy-2022-2027)

**16 To receive and comment on Clerk’s reports**

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

1. **Business**
2. **To consider the playground options sent from Wicksteed and Discovery**

**Action:** Clerk to display the two options on the website and ask for any opinions. Councillors will await any feedback and a decision will be made during the next Council meeting.

Clerk to contact Wickstead to go ahead with Buddy Board

1. **To discuss the Jubilee Picnic**

There will be a couple of competitions taking place during the run-up to the Jubilee picnic.

A three-verse poem competition for the adults – prize is a 2 x night stay at The Rabbit.

Decorate a crown/bake & decorate a biscuit competition for the children – prize is a £50.00 voucher from Daylesford.

Hot dog/burgers BBQ – organised by the Legion.

We will use the 2 x fire extinguishers from attic in the Village Hall for the event.

Sunday 22nd May – a tidy-up of the village playing field will take place in preparation for the Jubilee celebrations.

A tree has fallen on the playing field and will need to be removed – Chairman to contact Cllr Sale to see if he is able to remove. If unable to, Clerk will contact KGS to see if they are able to remove.

First Aid Kit will be provided.

Risk assessment going ahead.

6 x bins will be placed around the playing field.

1. **To discuss the speed that cars travel into the village, particularly by the school – clearer signs coming into the village or signs that tell vehicles their speed**

**Action:** Clerk to investigate costs for possible speed restrictions/flashing light signs. Clerk to email Cllr Saul about whether we need planning permission for signs to be placed coming in via the school and from Daylesford.

Double yellow lines discussed again by the Church on the blind corner.

**Action:** Clerk to email Traffic Officer again about the possibility of placing yellow lines there and the cost implications.

The Cllrs discussed about the possibility of adding some signs near the church to stop cars from parking there and encourage them park in Legion car park.

Cllrs were asked whether the Legion car park could be used for a wedding on 17th July. Cllrs agreed that this was a good idea.

**18 Planning**

**a. 22/00965/HHD | A Wooden Garden Room | The Maltings West End Kingham**

No comments

Cllrs discussed with WODC and OCC about the lack of feedback provided once planning applications decisions have been made, specifically regarding the ones that KPC have commented on.

Cllr Beaney will send Clerk details of how we can sign up to get alerts on certain planning applications.

**19** **Health and Safety**

**a. Playground inspections** – Ongoing, new rota to be circulated.

**20** **Finance**

**a. Payments to be approved and cheques to signed**Payments were approved and made for the following:

Gemma Tindsley - Expenses chq 101124 £18.97

Gemma Tindsley chq 101125 £518.85

Gemma Tindsley - Expenses chq 101126 £43.07

Ubico Ltd chq 101127 £16.87

Ubico Ltd chq 101128 £16.87

Jubilee Orders chq 101129 £59.98

Gemma Tindsley – Expenses chq 101130 £12.50

**b. Monies received** – none

**c. Bank account update** – Parish Council current account balance as of 30 April 2022 - £51,823.13

**d. To approve budget update** – Updates circulated to Council were approved.

**e. To approve bank reconciliation** – Updates circulated to Council were approved.

**f. To approve finance update** – Updates circulated to Council were approved.

**21 AOB**

New email addresses to be sorted for Cllrs this month.

Bury Close – bat boxes have come down. Kindly ask the residents to reinstate them.

The owl box in Millenium Wood has come down.

Clerk to follow up with Cllr Saul about the potholes reported on fixmystreet.com as the white lines around the potholes have faded due to wet weather.

**Meeting closed at 8.25 pm**

**Next meeting to be held on 15 June 2022**