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

**Held on Wednesday 17 May 2023, 7.00 pm at Kingham Village Hall 20230517**

**Present:** Cllrs K Hartley, A Unwin, T Hunter, R Sale & J Hart

**Absent:** Cllr W Blomefield and Cllr A Wilson

**Clerk**: Gemma Tindsley

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

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

**4** **Receive apologies for absence**
Apologies were received from Cllr W Blomefield and Cllr A Wilson.

**5 Receive declarations of interest from members**Cllr Sale declared an interest in item 9a.

**6 Approve and sign minutes of previous meeting**
The minutes of the meeting on 19 April 2023, 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 21 June 2023, 7.00 pm
Wednesday 19 July 2023, 7.00 pm
Wednesday 16 August 2023, 7.00 pm
Wednesday 20 September 2023, 7.00 pm
Wednesday 18 October 2023, 7.00 pm
Wednesday 15 November 2023, 7.00 pm
Wednesday 20 December 2023, 7.00 pm
Wednesday 17 January 2024, 7.00 pm
Wednesday 21 February 2024, 7.00 pm
Wednesday 20 March 2024, 7.00 pm – Annual General Meeting
Wednesday 17 April 2024, 7.00 pm
Wednesday 15 May 2024, 7.00 pm – Annual Council Meeting

**11 To agree and sign the Annual Governance Statement for the year ending 31 March 2023**
The internal audit report was received and noted.
The Annual Governance Statement for the year ending 31 March 2023 was completed, approved and signed.

**12 To approve and sign the Accounting Statements for the year ending 31 March 2023**
The Accounting Statements for the year ending 31 March 2023 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 Tuesday 06 June 2023.

**14 Public participation**
None

**15 Reports from County and District Councillors
OCC** – potholes – there have been several complaints about the pothole contractors and their poor workmanship. Cllr Saul has sent email to the Highways Officer about quality issues.

Over the last 4 months there has been a spike in defects due to cold snaps and rain. It has been difficult to keep up with demand for pothole repairs and there is a backlog.

 Kingham has a small amount of S106 money – it is already designated to traffic regulation orders and yellow lines.

Edge strengthening is taking place in between Kingham and Cornwell.

 **WODC** – Have been busy with local elections this month.

Cllr Beaney mentioned the bin that needs to be moved outside the Village Shop and one to be placed back near Threshers Yard.

Councillors discussed the white lines being drawn on Church Street. Cllr Saul will contact the correct person from OCC to find out what is happening about the white lines.

Councillors also asked Cllr Saul about the 20mph speed limit – should find out later on in the year – currently working through different areas.

**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 discuss the benches being treated in the village.**

The metal benches on The Playing Field were discussed. One may need replacing – Cllr Unwin and Cllr Hunter will investigate and get back to the rest of the Councillors. They may need sanding and repainting.

The Green benches need refurbishing – varnishing/protecting.

**Action:** Clerk to contact Cllr Beaney to see whether WODC be contracted to refurbish the benches.

Clerk to potentially add notice in newsletter and on Village Store noticeboard to see if anyone can treat the benches in the village.

Councillors also discussed the trees on The Playing Field and who the Councillors could contact about them.

**Action:** Clerk to contact Treetech and see whether it was something they could do.

**18 Planning**

**a. 23/00736/HHD | Replacement of roof and erection of single storey timber extension to the existing stone barn at rear of property (Retrospective) | Wells Cottage West End Kingham**

**Comments in by: 18th May 2023**

Councillors questioned whether it was for commercial use? It’s used domestically at the moment – only used as holiday home by family members.

Neighbours can see it.

 Councillors agreed that it should only be used as accommodation ancillary to the main building – Councillor to draft email.

 **Action:** Clerk to send email to the Planning Officer and submit on the Planning portal tomorrow.

1. **Licensing Application Consultation C/23/00603/PRMA**

**Daylesford Organic Limited New Farm Daylesford Adlestrop Moreton-In-Marsh Gloucestershire GL56 OYG**

**Comments in by: 6th June 2023**

Councillors discussed whether 2am is too late – agreed that 2am was too late for a rural area.

Discussed that access is unsafe – problems with vision.

**Action:** Clerk to forward email from Cllr Sale to Cllr Hart regarding concerns.

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

**a. Playground inspections** – Ongoing, rota has been circulated.

**20** **Finance**

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

1 and 1 IONOS Direct Debit £16.82

Julian Paul (Kingham Garden Services) Bacs Transfer £500.00

Adobe Software Direct Debit £19.97

1 and 1 IONOS Direct Debit £3.00

Adobe Software Direct Debit £9.98

WODC – Temporary Event Notice (King’s Coronation) Debit Card £21.00

Brunel Engraving Debit Card £60.30

Oxford Diocesan Board Bacs Transfer £84.00

Discovery Timber Play Equipment (Zip Wire) Bacs Transfer £3,555.00

Amazon (King’s Coronation supplies) Debit Card £253.78

HP Instant (Printing) Direct Debit £4.49

Treetech (Tree maintenance) Debit Card £4,453.93

Amazon (King’s Coronation supplies) Debit Card £53.95

1. **Monies received**

Oxfordshire County Council (Mowing allowance) £707.25

Adobe Software (refund) £15.84

West Oxfordshire District Council (Precept payment) £15,079.00

**d. Bank account update** – Parish Council current account balance as of 30 April 2023 - £43,996.62

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

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

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

**21 AOB**

Potential new trees on The Green were discussed. A tree in memory of Chris Harvey to be placed on the little green area.

Cllr Sale will converse with Gillian Harvey – potentially a Haythorn tree.

The Stockwells would like to donate a tree to the village – on The Green. There is an empty space.

**Action:** Cllr Hartley to show Clerk the spot and Clerk to contact the Stockwells to show them the space.

**Meeting closed at 7.45 pm**

**Next meeting to be held on 21 June 2023**