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

**Held on Wednesday 20 September 2023, 7.00 pm - 20230920**

**Present:** Cllrs K Hartley, R Sale, J Hart, D Plant, T Hunter, G Saul and A Beaney

1 member of the public.

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

**Clerk**: Gemma Tindsley

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

**2 To receive apologies for absence**
Cllr W Blomefield, A Unwin and A Wilson

**3 To approve and sign minutes of meeting on 16 August 2023**The minutes of the meeting on 16 August 2023 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**

 OCC - Analysis of freight routing and weight restrictions – looking at various areas in the district to look at traffic restrictions.

 Henley and Windrush Valley (Witney, Burford and Chipping Norton) – scoping work will be done this year.

 Discussed the Burford weight restriction project – Cllr Saul explained that it didn’t work. It clogged up neighbouring villages.

 Discussed the traffic lights on the blind bend near the church in Kingham – must contact the Traffic Officer (Jamie) to ask that it be sorted.

 Special needs Ofsted Report was bad – problems with the way that OCC and NHS run them, but also the lack of government funding.

WODC - Cllr Wilson is on holiday.

 Cozens Lane building work on Orchard House was discussed – residents are having issues with builders – they have been asked to make a log of the builder’s activity for a week and send over to WODC. Questioned whether they have a management plan? Cllr Beaney to investigate further for us.

**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**

1. **To discuss whether more salt is required for the salt bins.**

**Action:** Cllr Hartley to take a look at the salt bins and get back to Cllr Sale.

1. **To discuss the trees along the walkway opposite Adcraft Field – do they need trimming/removing?**

**Action:** Clerk to contact Rev David Salter – concerned about the small trees that are dead on the pathway. What action is being taken?

Councillors also discussed the wall near Adcraft Field.

**Action:** Clerk to contact a different waller to see if they can come and repair the wall.

1. **To consider a donation to Citizens Advice.**

Councillors agreed on a £50.00 donation to the charity.

**Action:** Clerk to make the BACs payment.

1. **To discuss the guttering for the football pavilion estimate.**

Councillors agreed to pay for the guttering for the pavilion.

**Action:** Clerk to contact the football club and let them know and arrange payment.

1. **To discuss the newsletter.**

The Parish Council had been asked whether they would fund the running of the newsletter – a writers paid role, as it was difficult to find volunteers to keep the newsletter going.

The Councillors agreed that this wasn’t possible as they are currently looking to employ a Lengthsman and there are several other big upcoming expenditures for the village maintenance.

1. **Co-opt Donna Plant as a new Councillor.**

Cllr Hartley proposed and Cllr Hart seconded.

**Action:** Cllr Plant to read and sign documentation, and Clerk to send back to the WODC

1. **Planning**
2. **23/02239/LBC | Relocation and rebuild of a temporarily dismantled gate pier to allow wider vehicle access. Rebuilding of a section of boundary wall | Old Rectory Cottage Church Street Kingham**

**Comments in by: 21st September 2023**

No objections/comments.

1. **23/02403/FUL| Change of use of land to residential garden| Squirrel Cottage The Green Kingham**

**Comments in by: 3rd October 2023**

No objections/comments.

1. **23/02330/HHD| Replacement of windows and doors on the back and side elevations; relocation of roof lights on rear range to opposite roof pitch**

**23/02331/LBC | Replacement of windows and doors on the back and side elevations; relocation of roof lights on rear range to opposite roof pitch | Judges Cottage Church Street Kingham**

**Comments in by: 5th October 2023**

No objections/comments.

**10** **Finance**

**a. To approve current expenditure and sign cheques**The following payments this month were approved for BACs transfer/debit payment via email and in person:

IONOS £16.82

 Gemma Tindsley Salary P4 £661.49

 WODC – Ground maintenance £683.98

 Adobe Subscription £0.65

 Castle Water - Allotments £129.61

 HP Instant – printing subscription £5.99

 Adobe subscription £9.98

 IONOS £3.00

 WODC – bin waste collection £1,305.71

**b. Monies received**

SSE £192.20

 BT Openreach £9.44

**c. Bank account update**

Parish Council current account balance as of 31st August 2023 - £35,379.47

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**

Councillors asked that the church mowing be put on next month’s agenda.

It was noted that horses had been seen on Adcraft Field – the residents should be made aware of this as a lot of them use the field to walk their dogs and it could be a safety issue.

**Action:** Clerk to look at our insurance for Adcraft Field and what it covers.

A quote of £680.00 was obtained for the maintenance of the wooden benches, horse and picnic benches.

**Action:** Councillors all agreed to go ahead with the quote.

Lengthsman – have found a candidate – agreed on a salary of £15.00 per hour.

All road drains are blocked – particularly on Cozens Lane, Church St and West Street. All have repeatedly been reported on FixMyStreet.

**Action:** Cllr Saul to get in touch with Highways Officer and try to fast track the clearing of the drains.

The Beech Tree outside the Old Rectory is causing issues on the public footpath – overhanging branches and the number of leaves dropping onto pavement.

**Action:** Clerk to contact – Cllrs to find out email address of owners.

Councillors discussed the clearing/tidying of the Village car park.

**Action:** Clerk has been given contact details for a new gardener to call and view the car park garden.

Councillors discussed the Allotment water bills and the need to make payments back to the Parish Council bank account from the Fuel Allotment account.

**Action:** Clerk to get cheques signed and pay them into Parish Council account.

**Next meeting**Wednesday 18 October 2023 at 7.00 pm.

**Meeting closed at 08.05pm**