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

**Held on Wednesday 21 February 2024, 7.00 pm - 20240221**

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

3 members of the public.

**Absent:** Cllrs W Blomefield and J Warne

**Clerk**: Gemma Tindsley

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

Clerk apologised to members of the public for the publication of the agenda being late this month.

**2 To receive apologies for absence**
Cllrs W Blomefield and J Warne.

**3 To approve and sign minutes of meeting on 17 January 2024**The minutes of the meeting on 17 January 2024 were approved and signed.

**4 To receive declarations of interest from members**Cllr Hunter declared an interest with item numbers 8g/8h/AOB.

Cllr Hartley declared an interest with item number 9c.

 Cllr Hart declared an interest with item number 9b – it is a neighbour’s planning application.

**5** **Public participation**

 None.

**6 To receive reports from WODC and OCC councillors.**

 OCC - Budget setting meeting was yesterday. The budget was accepted, and it balanced which is a reasonable achievement.

Budget focus - insistence on fixing the roads (potholes specifically) – minor borrowing in order to achieve this.

 extra money for SEN (Special Educational Needs) programme.

 feasibility to bring back buses under franchising system – bidding to run the service, not the bus company led service.

 Members of the public discussed the issues with the roads in the village and the road leading to Daylesford – Cllr Saul to investigate for the Parish Council.

 It was reiterated that residents should report issues to fixmystreet.com, including bad road surfacing and potholes.

WODC - 5 year land supply back up and running.

 Chipping Norton – roman villa found in the area – has stopped development work.

 Saltcross – residents won an appeal to halt work due to changes in the commitment to zero carbon.

 Budget will be discussed during the next meeting.

**7 To receive and comment on Clerk’s report.**

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

1. **Business**
2. **To discuss potential project ideas for the Parish Council**

A potential project idea:

* Upgrading the kitchen facilities in the Village Hall. It requires an overall refurbishment. Commercial equipment does tend to be more expensive. Parish Council agreed to initially get a quote from a commercial kitchen company.

**Action:** Clerk and Councillors to research commercial kitchen companies.

1. **To discuss the role of the Lengthsperson going forward.**

The PC discussed whether 6 months @ 20 hrs per week would be too many hours.

The general public agreed that they were very happy with the work done so far. The consensus around the village is that they have done a great job.

The PC discussed the issue with using weedkiller – a licence is required for using these chemicals.

Cllr Beaney suggested getting a quote from WODC – they have a “bubble machine” which is fully licenced.

**Action:** Clerk to contact Cllr Beaney to get a quote.

PC agreed to continue with the Lengthsperson for the next 3 months – taking us into Spring and then reassess.

1. **To discuss the issues with the 20mph speed limit reduction.**

The PC felt that the consensus around the village was that the 20mph speed limit was wanted.

The formal consultation was with OCC, and they received no complaints.

After a request from a resident, the PC asked the OCC whether the 20mph speed limit can be recanvased. Cllr Saul confirmed that this is not an option – the consultation has already gone through, and the signs are now up.

The PC also discussed the locations of the 20mph signs. Cllr Saul will look into this for us.

**Action:** Clerk to walk around the village with Cllr Hunter and email Cllr Saul with the locations of all the speed signs and confirm which ones we have issues with.

Clerk to put a notice in newsletter to ask residents to send any comments they have about post locations.

1. **To consider posts on verge in West Street.**

The PC has obtained a quote for posts to be erected on the verges on West Street - £1,680 ex VAT.

The PC discussed whether the residents would be happy with wooden posts on the verges.

**Action:** Clerk to draft a letter to everyone on West Street to get the opinions of the residents before going ahead.

1. **To discuss the quote for the disabled bay.**

The Cllrs agreed the quote for the disabled bay and the paving to school gates, however, will not fund the paving from inside the school gates to the playground.

**Action:** Cllr to confirm go ahead with Contractor.

1. **To discuss the new dishwasher for the Village Hall.**

This was discussed under item number 8a. A quote from a commercial kitchen company will be obtained.

1. **To discuss the outside lights at the flats on New Road.**

The lights are too bright.

The lights are not the responsibility of the PC; however, they do have contact details of the housing association that are responsible.

**Action:** Clerk to contact the housing association and let them know that the lights are too bright.

1. **To consider a summer party on the Playing Field in August.**

Kingham Events would like to organise a summer party on the Playing Field.

Cllrs all agreed that this was ok, if the responsibility of insurance and liability is with Kingham Events and not the PC.

1. **Planning**
2. **24/00101/FUL | Construction of pre-fabricated school outbuilding for learning purposes| Kingham County Primary School The Green Kingham**

**Comments in by: 22nd February 2024**

No comments/objections.

1. **24/00255/HHD | Erection of greenhouse | 22 Manor Farm Close Kingham Chipping Norton**

**Comments in by: 27th February 2024**

No comments/objections.

1. **24/00333/FUL | Demolition of residential property and stores and erection of 3no. holiday cottages together with provision of off street parking and associated work | Barclays Cozens Lane Kingham**

**Comments in by: 5th March 2024**

This application has already been scaled down – it had been initially an application for 4 cottages, and they have reduced it to 3.

Comments were made about parking, although they have allocated a parking space to each holiday cottage.

Changed staff accommodation into cottages again – this may be worth mentioning to Planning.

There must be a Construction Management Plan for this project, especially due to the location of the planning.

**Action:** Cllr to draft a letter to the Planning Officer re. a Construction Management Plan.

**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 £21.88

 TreeTech £1,346.40

 Adobe Subscription £14.98

 Gemma Tindsley £42.24

 Pw Brown Ltd £1,382.40

 HMRC £10.37

 HMRC £178.10

 HP Instant £4.99

 IONOS £3.00

 WH Smith £14.99

 Churchill Surfacing Contractors £840.00

 Gemma Tindsley Salary P10 £731.42

**b. Monies received**

SSE £40.00

**c. Bank account update**

Parish Council current account balance as of 31st January 2024 - £46,431.26

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**

 Updates circulated to Council were approved.

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

Church mowing was discussed – it has been suggested again that it is being mown too much.

The Cllrs agreed that there were already parts on the churchyard that were unmown and left overgrown.

**Action:** Clerk will add to the agenda for next month.

Fencing – at Adcraft Field. Suggestion to get small gate in middle of the wall.

**Action:** Cllr to get quote for a gate to discuss during next meeting.

Allotments – a Willow Tree has fallen by the gate entrance to the allotments.

**Action:** Clerk to go and view on Friday – following on to contact TreeTech to come and look at the tree.

**Next meeting**Wednesday 20 March 2024 at 7.00 pm.

**Meeting closed at 08.20pm**