

Kingston Bagpuize with Southmoor Parish Council

Minutes of the meeting held in the Village Hall on

On Monday 5th of September 2016

Present	Elizabeth Oastler (Chairman)	Brian Forster (Vice Chairman)	David Hancox (arr 1915)
	Robert Ian Charlton	Carol Shepherd	Josie Allsworth
	Stephen Smith	Keith Marley	
	With 32 members of the public		
	Commenced 1900	Ended 2225	

1. Apologies: Cllr Eric Batts, C.Cllr Melinda Tilley

2. Minutes of last meeting:

a. the minutes of 1st August 2016 were recorded as being accurate records of proceedings with the following amendments:

i end time added

b. the minutes of 15th August 2016 were recorded as being accurate records of proceedings with the following amendments:

i EO apologies for absence added

3. Declarations of interest - none

4. Public Participation

a. Simon Froud, Ian Burrell, June Barker, Jo Jones, Andre King, Mandy Gardner, Jean and Vince Burgess, Peter Avis, Dawn Cox – on P16/V0271/HH, No 1 Larch Close

i The permitted development is not being built as permitted. VOWH showing a lack of support. Oxford County Council has allowed the vehicular crossing to be widened.

ii Ian Burrell is former owner has alleged that the planning application was put in his name without his knowledge and without serving a certificate of lawful development. The Police have been informed on this issue. The new owner is continuing to construct something which is not permitted. He along with many other neighbours are asking what is going on and what support the Parish Council can bring to lobby VOWH who appears to be taking no action

b. Patricia Effer – on P16/V0446/FUL, Crossroads Garage

i Very concerned that the potential and character of this application. There is no need for this. It encourages yet more traffic and not suitable for the village.

c. J Morgan

i Concerned about the litter from the Burger van on the roundabout at top of Springhill

ii There are a lot of visitors coming to Charlbury Farm by bus and appearing on Springhill without any further assistance. They are calling at the nearby houses which is a nuisance.

5. Reports from District and County Councillors

a. Cllr Melinda Tilley see attached report

b. Cllr Eric Batts – report not received

6. Planning Applications

a. The following planning applications were considered:

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- i P16/V1826/FUL, Land off School Lane Kingston Bagpuize OX13 5AJ, Erection of 4 bedroomed detached dwelling with garage and carport: It was resolved not to object (vote 7-1).
 - ii P16/V0446/FUL, Crossroads Garage Faringdon Road Southmoor Abingdon OX13 5HE, Demolition of Crossroads Garage showroom and sales offices, retaining workshops at the rear, with one being altered to act as new reception/office. New local supermarket with associated storage/office space, plant, refuse area and parking. 4no. flats above supermarket with associated amenity space and shared refuse/bike storage. AMENDMENT No2 11/8/16: it was resolved to object (unanimous vote)
 - iii P16/V2015/HH& P16/V2016/LB, Little Pelham Rectory Lane Kingston Bagpuize ABINGDON OX13 5AT, Proposed new rear dormer windows, new driveway access & entrance gates, and alterations to previously approved single storey ancillary garaging to rear of main house: it was resolved to object (vote 6-1, 1 abs).
 - iv P16/V0271/HH, Larch Close Southmoor Abingdon OX13 5DD, Two-storey side and single-storey front extension:- It appears that alterations being built differ to that permitted. It appears that an attempt is being made to create an additional dwelling. The Council considered that there is a potential fraud, the building is not being built as permitted, and an application for a house under multiple occupation being made on top of all of this. More than one dwelling will lead to insufficient car spaces, flooding issues, and overcrowding. The Council resolved to object to the application (unanimous).
- b. Update on recent VOWH changes to the consultation process: the Clerk has enquired twice now on how the VOWH can make the initial planning application alerts more informative to assist in the way parish Councils work.
 - c. For updates on previous Planning Applications see attached note.

7. Accounts

- a. Refer to Finance Report
- b. The external audit issues continue. The Clerk outlined the situation: the Annual Return needs to be altered again. This stems from the way the financial information is represented on the Annual Return. It was agreed that the Clerk can sign off the alterations in consultation with the Chairman.

8. Recruitment of Assistant Clerk

- a. The advert deadline has passed. The shortlisting and interviews are proceeding. As a result of having an Assistant Clerk a number of new and updated documents are needed. The Clerk will give a verbal update and outline which documents need to be ratified by the Council (see Notes on New Documents). Also ratification is required on the employment contract for the Assistant Clerk and Clerk. The following was agreed:
 - i Sick pay will not be paid (in accordance with HM Revenue guidance ie employees claim the sick pay)
 - ii Length of notice required changed from 4 weeks to 8 weeks
 - iii Remove Grievance and Discipline - Dispute Resolution and Disciplinary Rules and replace with ACAS documents
 - iv Add eye test policy
 - v Assistant Clerk reports to the Council but is managed by the Clerk.
 - vi With the above amendments the Employment Contract, Job description,

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Person specification, Staff Appraisal template, Agreement to use the ACAS model Discipline and Grievance Procedure and Home Working Risk Assessment template were agreed.

9. Correspondence/ Matters arising

- a. The availability of a room on a permanent basis (ex Vet's room) was discussed. The Council has viewed the room. The effects on the finances were discussed: the increase in costs are not accounted for in this financial year, but with savings made in other areas, overspend will be manageable. The precept may need to be increased next financial year if the increase from the extra housing is not sufficient. The Council agreed that the room shall be hired for permanent use. Keith Marley was tasked to negotiate a slightly better deal if possible.
- b. An invitation has been received from Local Impact Oxfordshire for the PC to participate. Brian Forster proposed that the PC joins. This was accepted unanimously.
- c. Melinda Tilley had forwarded some information from the Junior Citizens Trust together with a request for a donation towards its cause at a previous meeting. The issue was discussed and resolved to defer again.
- d. Bench to commemorate QEII: decision required to install or not. (note that the Clerk meeting OCC shortly to discuss placing of benches – location and permission process). The choice and price of a bench was discussed. With a plaque and base the cost will be higher than the grant received. It was agreed that the Parish Council will provide the difference. The location is intended to be on the Pye Homes land when it is transferred.
- e. New Public Consultations: Local Plan 2031 Part 1 Main Modifications & Draft Statement of Community Involvement. The deadline is 14th September but for which a response needs to be formulated. It was agreed not to make a return.
- f. Art work designs for Orchard Gate. The designs have been circulated and the resolution is required to choose one of the designs. This was discussed. It was decided that Carol Shepherd would go back to the artists to clarify some issues and narrow down the field.
- g. Taylor Wimpey transfer of land to the Tennis Club (email regarding VOWH allowing early transfer). There are various emails and letters on this issue. Cllr Eric Batts raised this at the previous meeting. A resolution is required to determine the actions of the Parish Council. Deferred.
- h. VOWH has asked the Parish Council to consider Kingston Gardens to be used for the new street on the redevelopment of Southmoor House. This was discussed and it was decided to offer the name of Southmoor Gardens instead.
- i. With regard to the transfer of land from Pye Homes, Elizabeth Oastler has met with Pye Homes and outlined the discussion: the deed of transfer has been altered to include them undertaking drainage works to the grass area if required. It was agreed to proceed on this basis.
- j. Remembrance Sunday: The Council discussed this year's arrangements. It was confirmed that the Services from Dalton barracks will be in attendance. The Clerk will arrange for the road closure. It was agreed to provide 5 wreaths for a donation of £108. Hospitality expenses was deferred.

10. Village Amenities

- a. General
 - i A list of facilities which would benefit from being listed as Assets of Community Value was submitted by Brian Forster: deferred.

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- ii Update on Waggon Path: deferred.
 - b. Recreation grounds
 - i PoSPA report on Children's Playground: deferred.
 - ii Sorbus has supplied a quote of £120 to repair the stop post to the gate to the recreation ground off the footpath. The quote is to reset the post so the gate closes properly. It was agreed to accept this quote.
 - c. War Memorial
 - i The flag poles need some maintenance due to wear and tear. Brian Forster has proposed a quote for repairs. Deferred.
 - d. Faults
- 11. Next meetings**
- a. Extra meeting 19th September 2016 if needed
 - b. Ordinary meeting 3rd October 2016
 - c. Extra meeting 17th October 2016 if needed
 - d. Ordinary meeting 7th November 2016

SIGNED

DATE:

PLANNING APPLICATION UPDATES

The following have been approved:

- i. P16/V1180/LDP, 24 Stonehill Lane Southmoor ABINGDON OX13 5HU Rear extension.
- ii. P16/V1727/HH, 1A Redwood Close Southmoor abingdon Oxon OX13 5DH, new entrance porch.

FINANCE REPORT

Invoices outstanding	Recipient	Value
Direct Payments		
1/9/16	Phone PAYG top up	£30.00
1/9/16	Oxford Print Centre – binding of 2013-2016 minutes	£30.00
Invoices paid	Recipient	Value
5/9/16	McCracken invoice 7595	£1324.80
5/9/16	McCracken invoice 7596	£170.40
5/9/16	BGG invoice 323/16	£300.00

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Receipts	Payee	Value
none		
Donations	Recipient	Value
none		
Clerk Payments		Value
5/9/16	August salary	£441.63
	Expenses (Travel/ Accommodation etc)	None
	Reclaimed (Stationary etc)	£60.00
		£501.63

NOTES ON NEW DOCUMENTS (RECRUITMENT)

The following documents have been revised/ updated and need to be authorised to use:

1. Employment Contract
2. job description
3. person specification
4. Staff Appraisal template
5. Agreement to use the ACAS model Discipline and Grievance Procedure
6. Home Working Risk Assessment template

Items 1-3 have two forms, (Assistant Clerk and Clerk)

It is advised that the Employment Contracts should be independently checked. These will be sent to NALC for advice.

Parts to agree on:

- Principles of travel/ subsistence allowances
- Working from home allowances
- Flexibility as whether working at office in Village hall or at home.
- Sickness absence and Statutory sick pay levels

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REPORT FROM CLLR Melinda Tilley

UNITARY DEBATE

There have been reports suggesting that proposals for reform are off the table due to the lack of agreement between the City and District Councils, and the County. While it is true that Government wishes to proceed by consensus where possible, OCC hopes that the debate is not over – particularly when Grant Thornton has put forward a new compromise proposal, which has yet to be fully discussed. With £200,000 spent on independent advice, and with both reports showing that savings in excess of £100m are possible over a five-year time period through a single strategic authority for Oxfordshire, it is everybody's interest that the debate continues. The OCC Leader has asked officers to bring a paper to Council on 13th September, and Cabinet on 20th September, to ensure that Councillors have been able to express a view on this debate, and how OCC should move forward.

LIBRARIES MINISTER SEES “GREAT EXAMPLE” AT BICESTER

Plans to expand Oxfordshire's Home Library Service and joining up services 'under one roof' were among the hot topics at Bicester Library, during a fact-finding visit from Minister for Civil Society Rob Wilson MP. The flagship county council facility offers a wide range of council services and activities, and has attracted more than 2,000 new members since opening in April.

Heralded as a “great example” by Mr Wilson, Bicester exemplifies an emerging identity for Oxfordshire's libraries as focal points for a broad range of services, help and advice. The council has also announced plans to grow its Home Library Service so that people with mobility problems who can't get to a library can have books and other items delivered to their door.

RESIDENTS CAN GET THEIR ELECTRIC BLANKETS CHECKED FREE

Now is the time for residents to book their blanket in for a free check in October. Oxfordshire County Council's Fire & Rescue Service and Trading Standards are urging electric blanket owners to get their blankets tested free of charge ahead of the approaching colder months. Testing electric blankets annually is important as all electrical systems have the potential to go wrong. In 2015 a total of 22 per cent of the electric blankets failed the safety test and were declared unsafe to use. They can be perfectly safe to use provided they are in good condition and have the necessary overheating safeguards incorporated into the design. Station Manager Chris Barber of Oxfordshire County Council's Fire and Rescue Service said: “Like any other piece of electrical equipment, it is vitally important that electric blankets remain in safe working order, last year nearly a quarter.” Testing is by pre-booked appointment only, strictly on a first come, first served basis. Residents should call Trading Standards on 01865 815 000 option 4 to arrange an appointment or email communityengagement@oxfordshire.gov.uk.

SUPPORT FOR YOUNGSTERS MAKING NEXT STEPS AFTER EXAMS

Help is at hand for young people considering their next steps after receiving exam results this month. Oxfordshire County Council is giving advice and support for 16 to 19-year-olds about staying in learning, finding a job or starting an apprenticeship. Throughout the results period and beyond, staff will be available via the web chat service on the Oxme website or over the phone (01865 328460) to talk to young people and parents about the wide range of learning

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and employment opportunities available in Oxfordshire, and to help with applications.

OXFORDSHIRE COMET: A BOOKABLE TRANSPORT SERVICE

The Oxfordshire Comet is a not for profit, bookable transport service for those who can't access suitable public transport. It can be booked for any type of trip, whether it's to meet friends in town, travel across the county, attend an appointment or pop to the shops. The service is available 10.15am - 2.30pm Monday to Friday (not Bank Holidays). It uses vehicles that normally take children to school and adults to day care centres. (OCC identified the times of the day when they weren't being used and are making them available so that residents can make the journeys they want.) Because OCC already owns these vehicles, the Council only has to cover running costs, meaning charges are low for passengers. More information can be found here: <https://www.oxfordshire.gov.uk/cms/content/oxfordshire-comet>

CARERS' STRATEGY AND CARERS' PERSONAL BUDGETS CONSULTATION

OCC and Oxfordshire Clinical Commissioning Group work in partnership with other organisations to identify and support many of the 61,000 family, informal or unpaid carers in Oxfordshire. Both organisations do this because they recognise and value the important role that carers have in the lives of the more vulnerable members of our communities. A joint consultation is taking place in two parts: Part 1 of this consultation is about the Oxfordshire Carers' Strategy. This is a document about priorities for carers' support and the outcomes desired for carers of all ages. It also gives an overview of how carers are supported in Oxfordshire. Part 2 of this consultation is about the proposed options for carers' personal budgets. There is no longer enough money for OCC to carry on doing things in the existing way, so OCC wants to find the best way of spending the funding available to meet the needs of as many carers as possible. Please take part by completing the online questionnaire here <https://consultations.oxfordshire.gov.uk/consult.ti/Carers/answerQuestionnaire?qid=4183363> or by attending one of three workshops. Please first read the strategy and supporting documents available as part of this consultation. If you require a paper copy of these documents, please contact OCC by email on carerssupportreview@oxfordshire.gov.uk or phone 01865 323410.

Consultation workshops

All taking place from 10.30am - 1:00pm on the following dates:

- 13th September at Didcot Civic Hall
- 15th September in Banbury Town Hall
- 29th September in Oxford Town Hall

To attend, please phone 01865 323410 or email carerssupportreview@oxfordshire.gov.uk