

Kingston Bagpuize with Southmoor Parish Council

Minutes of the meeting held in the Village Hall on On Monday 3rd of July 2017

Present	Brian Forster (Chairman)	Keith Marley (Vice Chairman)	David Hancox
	Robert Ian Charlton*	Carol Shepherd	Josie Allsworth
	Stephen Smith		
	With 15 members of the public and C.Cllr Mrs Anda Fitzgerald O'Connor, D.Cllr Eric Batts		
	Commenced 1705	Ended 2210	* arrived 1955

1. Apologies

2. Minutes of last meeting: the minutes of Monday 5th June 2017 were recorded as being accurate records of proceedings with amendment to paragraph 4 (d)

3. Declarations of interest: none

4. Public Participation

- a. A presentation from Thames Water was expected however their attendance was cancelled after the agenda was published.
- b. Guy Morgan: wanted to have it recorded that Part 2 of the Local Plan seems to besiege the Parish with yet more developments which are not acceptable.
- c. Mr & Mrs Downs: raised the issue of the development on the site of the telephone exchange. The building is not being constructed to the approved plans and now there is a planning application for the building being constructed. The windows being built overlook their property and there is only one parking space. This is a breach of the conditions and VOWH appears to be doing very little. They wanted a response from VOWH on this and wanted to know what happens now. Eric Batts stated that the Parish Council should have been more proactive on this issue. This statement was received with disbelief as it is the job of VOWH to track such issues. Eric Batts then stated that he has spoken to the Planning Officer and OCC Highways on this. The Parish Council wanted to know what VOWH is doing about this. Eric Batts stated that VOWH enforcement has been asked to act.
- d. Elizabeth Oastler: said that having raised the issue of bringing the notice board on Faringdon Road back into use. The Clerk replied that it is on the list to be done and that it would be done as soon as possible taking into consideration other workload.
- e. Elizabeth Oastler: wished to ask why the Clerk had been paid to attend the Village Fete instead of Councillors and the he did not engage with the public. The Chairman replied: there were no Councillors available and to have the Clerk there at least maintained a Parish Council presence, and that is was an appropriate and justified use of the Clerk's time. Ian Charlton noted that the Clerk was indeed engaging with the public. The Clerk added: in the periods when not engaging, several priority letters and emails were drafted out.
- f. Sadie Spreadbury: wanted to know if the Parish Council was going to take on the ownership of School Lane. The Chairman replied that this will not be the case.
- g. John Blackwell: David Wilson Homes and Bloor Homes were paying for various highway improvements but what about the pedestrian crossing? The Clerk replied that a recent email had been sent to OCC for an update on this.
- h. John Weston: requested that he might be able to fly a small helicopter on the Millennium Green. The question of the use of drones was also raised since the

Cont: Minutes of the KBS PC meeting held in the Village Hall on On Monday 3rd of July 2017

there are laws regarding the use of drones and hence the Council felt that this precluded such use in this case.

5. Reports from District and County Councillors

- a. C.Cllr Mrs Anda Fitzgerald O'Connor: read through a printed report but a copy was not made available to be attached.
- b. D.Cllr Eric Batts:
 - (i) Has been in contact with Yvonne Constance for a review of highways issues in the Parish.
 - (ii) Mark Stone has been appointed interim Chief Executive of VOWH.
 - (iii) As a result of the fire at Grenfell Tower in London a review of claddings has been undertaken and appropriate actions taken.
 - (iv) VOWH had endorsed a CIL scheme and it will apply from September 2017. Some monies will be directly payable to Parish Councils.
 - (v) An invitation to the Town and Parish Partnership has been extending the KBS Parish Council.
 - (vi) The collection of waste was interrupted due to the excess heat. The operatives were not allowed to work on this occasion. The members of public present and Councillors were not impressed with this revelation.
 - (vii) Thames Water were again pursuing the reservoir proposal near Abingdon. VOWH is still objecting.

6. Planning Applications

- a. The following planning applications were considered:
 - (i) P17/V0662/RM, Land to the east of Witney Road Kingston Bagpuize, Reserved matters application following outline approval P15/V1808/O for the construction of 280 dwellings, access, appearance, landscaping, scale and layout: Amendment No 1: it was resolved to object unanimously repeating previous comments.
 - (ii) P17/V1377/FUL, TRS Farindon road Southmoor OX135AF, Variation of conditions 5 & 6 of planning permission P15/V0473/FUL to vary the materials used. Change of use to residential dwelling. Amendment No 1 variation to condition 2: it was resolved to object unanimously on the grounds that the permitted development was not being built and the proposal was unacceptable because of overlooking widows and parking was inadequate.
 - (iii) P17/V1624/MPO, Land at Appleby House Kingston Bagpuize Oxfordshire OX13 5AP, Modification of Obligation on application P14/V1321/O to vary mortgagee in procession provision of section 106: it was resolved unanimously not to object
 - (iv) P17/V1625/HH, Yalunga Springhill Longworth Abingdon, Variation of condition 3 of planning application P16/V0490/HH to remove the flat roof and extend the roof to finish as a gable above the extension. Extension and alterations to existing dwelling. Construction of new 4-bay garage with annex above: it was resolved unanimously not to object
 - (v) P17/V1649/FUL, Weybread Cottage Faringdon Road Longworth ABINGDON OX13 5HN, Replacement dwelling: it was resolved unanimously not to object
 - (vi) P17/V1667/PDH, Magnolia View Faringdon Road Southmoor OX13 5AF, Single storey rear extension Depth 4m Height 3.8m Height to eaves 3m: it was resolved unanimously not to object

**Cont: Minutes of the KBS PC meeting held in the Village Hall on
On Monday 3rd of July 2017**

- (vii) P17/V1765/LDP, Pinewood Faringdon Road Southmoor ABINGDON OX13 5AF, Permitted Development Rear Extension Replacing Existing Conservatory: it was resolved unanimously not to object

b. For updates on previous Planning Applications see attached note.

7. Accounts

a. Internal Audit result: The Clerk outlined recommendations (report attached) which was unanimously endorsed. Also, a list of the documents held by the Parish Council was presented. In the current year, the essential documents need to be updated.

b. Refer to Finance Report

8. Correspondence/ Matters arising

a. The Chairman suggests that every PC meeting that the Clerk presents a brief report on actions take. It is felt that this will keep Councillors and the public better informed. It was decided that the Clerk should keep an ongoing task list and send out weekly to Councillors.

b. Land transfer from Taylor Wimpey: a draft transfer and tennis club lease are now available. They have been forwarded to Councillors who can forward comments to the Clerk. The Clerk will be checking them. The Clerk will be allowed to proceed with the land transfer as soon as possible, and then then proceed with the lease to the tennis club (in tandem with the Village Hall lease). The draft transfer and lease were discussed. It was resolved unanimously to amend the prevailing minute (9 (b) (i) 1. 2016-19 page 86) to have the land leased to the Village Hall at a peppercorn rate) who will then lease it to the Tennis Club.

9. Requests for Donations or Support: none

10. Working Groups

a. Finance: none

b. Planning: none

c. Resources: none

d. Personnel: Recruitment

(i) Parish Clerk: it was noted that a resolution was made to recruit an Assistant Clerk on 6th February 2017, and as yet, while having discussed the skill set required and number of hours, an advert has still not been place formally. However, an informal statement has been made through the Parish Council page in the KBS Newsletter. It is now known that the current Clerk does not wish to continue but will do so to enable finding a replacement. It was decided to formally place an advert for a Clerk (60 hours plus overtime), whilst formulating a job description and person specification.

(ii) Councillors: it was noted that there are two vacancies

e. Contracts: none

f. Neighbourhood Plan: none

g. Transport: none

h. S106: none

11. Village Amenities

a. General :

i There is a noticeable lack of maintenance of the Village streets, week growth in particular the gutters. It was noted that Oxfordshire County Council Highways are responsible for this and problems should be notified to them using the 'Fix My Street' option on their website.

ii Nothing has been done by VOWH/ OCC about the safety barrier issue

**Cont: Minutes of the KBS PC meeting held in the Village Hall on
On Monday 3rd of July 2017**

between A415 and Orchard Gate. The Clerk confirmed that Oxfordshire County Council and VOWH had been contacted and had not replied. This will be repeated.

- b. Recreation grounds: none
- c. Burial Ground: none
- d. War Memorial: none
- e. Faults:
 - i. A number of complaints have been received about the overhanging hedgerows on the public path between Draycott Road and Waggon Path. The PC feels that the responsibility remains with Taylor Wimpey. Under the circumstances and after discussion it was decided to have the work undertaken. The Clerk may instruct a suitable contractor to undertake the work if the price is acceptable.

12. Next meetings

- a. 17th July 2017 Swallow Room: extra meeting if needed (Clerk not available)
- b. 7th August 2017 Swallow Room: Ordinary meeting
- c. 21st August 2017 Swallow Room: extra meeting if needed (Clerk not available)
- d. 4th September 2017 Swallow Room: Ordinary meeting

SIGNED

DATE:

PLANNING APPLICATION UPDATES

The following planning applications were approved:

- i. P17/V0448/FUL, Appleby Cottage Witney Road Kingston Bagpuize ABINGDON OX13 5AN, Erection of a one-and-a-half storey dwelling house between Appleby Cottage and the neighbouring property to the south (Webbs Barn) and creation of parking amenity space, blocking up of existing access to the highway and the creation of a new access to serve Webbs Barn and the new dwelling house.
- ii. P17/V0940/RM, Land at Bullocks Pit Lane Longworth, Reserved matters application following outline application P15/V2920/O - Erection of 4 dwellings
- iii. P17/V0361/FUL, The Hinds Head Witney Road Kingston Bagpuize OX13 5AN, Redevelopment of site including partial demolition of existing public house and demolition of outbuildings and redevelopment to form a retail store (375.6sqm) with associated access and parking.

The following planning applications were refused:

- (i) P17/V0593/FUL, Land between 34 Blenheim Way & 2 Worcester Place Southmoor, Development of a one bedroom dwelling

The following planning application notices:

- (i) P17/V1425/DIS, Barns, Lower Lodge Farm Charney Road Longworth Abingdon OX13 5HW, Discharge of condition 3 (Contamination) on P14/V2190/PAR and 11 (contamination) on application P16/V0348/FUL (Conversion of existing barn,

**Cont: Minutes of the KBS PC meeting held in the Village Hall on
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- including new ancillary buildings)
- (ii) P17/V1455/DIS, Corner House Oxford Road Kingston Bagpuize ABINGDON OX13 5AP, Discharge of condition 4 - Archeological WIB on P16/V2460/FUL Sub division of the garden to The Corner House to allow construction of new 5 Bed Detached House, together with wider access to Highway.
 - (iii) P17/V1636/DIS, TRS Faringdon Road Southmoor Abingdon OX13 5AF, Discharge of condition 5- Materials on application P15/V0473/FUL Change of use from commercial to residential and erection of one detached dwelling. (Re-submission of previously withdrawn application P14/V2164/FUL)
 - (iv) P17/V1700/DIS, iddle Barn Bullocks Pit Lane Longworth ABINGDON OX13 5HJ, Discharge of Condition(s) 2 (slab levels) and 3 (tree protection) of Planning permission P17/V0940/RM Erection of 4 dwellings

INTERNAL AUDIT REPORT 2016-17

Although the Auditor reports that the Major Contracts, Financial Regulations, Risk Assessments, and Asset Register were okay. I had reviewed them which is acceptable but they should have been verified at Council.

The Risk Assessment for 2016-17 was adopted in 2017-18, which is an audit offence given that it was highlighted in 2015-16.

Section 137 spending is not recorded properly in the accounts but will be corrected.

Transparency Act:

This is a major non-compliance. It is no longer sufficient to post a notice on the notice board. The Council must make the following available on the website:

- Expenditure over £100
- Annual Return
- Explanation of variances
- Annual Governance Statement
- Internal Audit Report
- List of Councillors responsibilities
- Details of Public Land and Building Assets
- Meeting Minutes
- Meeting Agendas

It is highly recommended that urgent action is taken:

- All the above documents need to be put on the website
- to review all the Council's documents and get them reviewed and adopted,
- arrange for the above documents are put onto the website, and,
- put into place process to keep all the above up to date

The Clerk

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ESSENTIAL DOCUMENTS LIST

(V2)

DOCUMENT	PRODUCED	ADOPTION REQUIRED	LAST ADOPTED	ADOPTION REQUIRED FOR 2017-18
standing orders	Annual	Annual	2010	Yes
financial regulations	Annual	Annual	2010	Yes
contracts	Annual	Annual	2016-17	Yes
budget for the current year	Annual	Annual	March 2017	Done
Policies for equal opportunities and health and safety	Annual	Annual	None	Yes
Grievance and disciplinary procedures	Annual	Annual	None	Yes
Complaints procedure	Annual	Annual	None	Yes
Bullying and harassment (dignity at work) policy	Annual	Annual	April 2017	Done
Risk assessment policy	Annual	Annual	None	Yes
Assets register (list of property)	Annual	Annual	2014	Yes
Schedule of council charges and fees for services and facilities (currently only Burial Ground)	Annual	Annual	2015	Yes
Publications/ Transparency policy	Annual	Annual	2003	Yes
Leases	Copies held on file	n/a		
Insurance policies	Copies held on file	n/a		
The cash book for recording receipts and payments	Copies held on file	n/a		
Partnership agreements	Copies held on file	n/a		
Schedule of meetings for the coming year	Annual	n/a		
Council's code of conduct	As per contemporary statute and guidance (4 th Edition)	n/a		
contact details of Councillors and the Clerk (but note, only contact the clerk during working hours), on all emails and letters headings	When Councillor and/ or Clerk changes	n/a		
minutes of meetings that took place during the previous year, printed and countersigned.	Monthly	n/a		

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FINANCE REPORT

Invoices outstanding		Recipient	Value
16/6/17		A&L Garden Maintenance	£72.00
4/6/17		Pestforce	£245.00
30/6/17		BGG	£240.00
Invoices paid		Recipient	Value
8/6/17	01397	Brian Forster expenses	£20.58
8/6/17	01398	Sorbus inv 218	£111.00
8/6/17	01399	BGG inv 138/17	£300.00
8/6/17	01400	McCracken & Son inv 7970 & 7966	£1495.20
Receipts		Payee	Value
none			
Donations		Recipient	Value
none			
Clerk Payments			Value
6/6/17	01396	Month salary (inc expenses)	£478.20