

Kingston Bagpuize with Southmoor Parish Council

Minutes of the meeting held in the Village Hall on On Monday 5th of December 2016

Present	Elizabeth Oastler (Chairman)	Brian Forster (Vice Chairman)	David Hancox
	Robert Ian Charlton	Carol Shepherd	Josie Allsworth
		Keith Marley	
	With 12 members of the public and D.Cllr Eric Batts		
	Commenced 1900hrs	Ended 2140hrs	

1. **Apologies:** C.Cllr Melinda Tilley, Stephen Smith
2. **Minutes of last meeting:** the minutes of 7th November 2016 were recorded as being accurate record of proceedings.
3. **Declarations of interest:** none
4. **Public Participation**
 - a. Guy Morgan: wanted to speak about planning application P16/V2982/FUL, but this will be discussed at the next Parish Council meeting.
 - b. Ian Jones: wanted to have noted that the application of 1 Larch Close for a HMO had been refused and to thank the Parish Council for its assistance.
 - c. Barbara Mickland: wanted the Parish Council to know that she has secured an offer from David Wilson Homes to improve the surface of Waggon path and permission was sought from the Parish Council to proceed. The Clerk noted that permission to proceed is required from the Highway Authority (Oxfordshire County Council). A figure of £3000 plus was talked about as the approximate cost of materials. Elizabeth Oastler offered to follow this up.
 - d. Jonathan Shilton: enquired about the state of negotiations between the Parish Council and Taylor Wimpey about the transfer of land for the Tennis Club.
 - e. John Disley on behalf of KBS(14+): gave a verbal presentation of his written report: attendance is slipping, costs the same, the club has been suspended, different model needed, asked the Parish Council for suggestions and assistance.
5. **Reports from District and County Councillors**
 - a. Cllr Melinda Tilley – report attached
 - b. Cllr Eric Batts
 - (i) Planning application for 1 Larch Close for a HMO had been refused and a second application is due.
 - (ii) The Inspectors report has declared the Local Plan as sound and it will be adopted on 7th December 2016 and ratified officially in January 2017.
 - (iii) The precept requests have been sent out.
6. **Planning Applications**
 - a. The following planning applications were considered:
 - (i) P16/V2471/FUL, Webbs Cottage Witney Road Kingston Bagpuize ABINGDON OX13 5AN, Development of three dwellings: AMENDMENT No 1 - revised access – object unanimous
 - (ii) P16/V2886/FUL, Wayside House Beggars Lane Longworth OX13 5BL, Erection of 3 detached dwellings – not to object by vote 6-1
 - b. For updates on previous Planning Applications see attached note.
7. **Accounts**
 - a. Refer to Finance Report

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- b. Quarter 3 (Jul-Sept) finance outturn report. Refer to the summary. The majority of the grounds maintenance budget for the whole year has been spent. Although this work will reduce during the winter there will be some overspend. The donations will be overspent which is mainly due to the £5000 payment to the Village Hall which was not budgeted for. Some budgets for tree trimming and purchases has not been spent which means that the current overall outturn will meet total budget.
- c. Precept 2017/18: notice from VOWH has been received. The deadline is 13th January 2017. It was decided to pass the task of producing a budget and precept recommendation report for 2017/18 to the Finance Working Group to be considered at the next Parish Council meeting.

8. Correspondence/ Matters arising

- a. Josie Allsworth updated the Council on discussions about KBS website for the presentation of Parish Council documents along with agendas and minutes. There is a willingness to present more information but not on political issues, nor will editorial access be allowed. It has been established that the Parish Plan is still shown on the website but it is obsolete. A note will be added to this effect and that the Parish Council asks for support to develop a Neighbourhood Plan.
- b. Brian Forster provided an update on the production of Assets of Community Value list: the forms are still needed from VOWH. The contents of such a list was discussed so a copy of the regulations is needed.
- c. Brian Forster reported that the Remembrance Sunday service went well.
- d. The Clerk reported that on the matter of the transfer of land from Taylor Wimpey, dialogue can be established when letters/emails are replied to.
- e. The Clerk reported that the land transfer from Pye Homes had been completed but formal confirmation documents from the Land Registry had not been received yet.
- f. The Clerk reported that feedback from South and Vale Carers Centre donation decision had not been received.
- g. Bus Shelter damage: the Clerk reported that quotes for the repair had been researched and the insurer informed. It was decided that when the insurer is content with the claim that the Clerk arranges the repair and completes the claim process.
- h. The Clerk reported that there has not been progress on issue of fence on edge of Witney Road and Orchard Gate development
- i. Update on working of Working Groups
 - (i) Finance: 2017/18 budget and precept being prepared
 - (ii) Planning: the process for dealing with planning applications has been amended: Clerk to send alerts, paper copy to BF/IC/CS, and keep tracking database. EO/SS/KM/SH/JA will view details via VOWH website. All Councillors will prepare their own comments and present them at Council.
 - (iii) Resources: Steve Smith will deal with Waggon Path and the Children's Playground repairs (the Clerk has obtained quotes for the repairs)
 - (iv) Personnel: Assistant Clerk issue progressing (EO/JA)
 - (v) Contracts: review of annual contracts with contractors will be undertaken in January 2017
 - (vi) Neighbourhood Plan: progressing
 - (vii) Transport: The Council thanked Josie Allsworth for handling the issue of the road closure to carry out repairs to ensure the bus company was aware.

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- (viii) S106: Carol Shepherd is continuing to secure artwork designs and their implementation.
- j. BT: a notice for the removal of the payphone has been received. Views are sought, deadline for comments is 10th January 2017. It was resolved unanimously not to object.
- k. Informative note: Scottish and Southern Electricity Networks are highlighting to those people that would need assistance and ask them if they would like to be registered with us so we can come out and ensure they are looked after during a sustained outage. It is a free service, and any information provided is strictly confidential.
- l. Membership request has been received from Society of Local Council Clerks (SLCC) and Association of Local Council Clerks (ALCC). Previously the membership has been paid together. This year it has to be paid separately but the cost remains unchanged. Council is asked to authorise payments of £10 and £108 respectively. It was resolved unanimously to renew membership.

9. Requests for Donations or Support

- a. 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 to another meeting whilst David Hancox clarifies some issues with the John Blandy School as to if they would benefit. No progress has been made so it was decided not to make a donation at this stage.
- b. With respect to the presentation made by John Disley in respect of the KBS Youth Club asking the Parish Council for support. After a discussion it was resolved that an initial donation of £500 would be made if progress could be made to secure re-opening.
- c. A request has been received from Wantage Independent Advice Centre for a donation. The centre has a dedicated team of volunteers who provide advice. A specific figure has not been suggested. Council is asked to consider this request. Note that the support letter says that this Parish has previously made donations but the Clerk cannot find a record of this in the last 3 years. A resolution was made not to support this request.

10. Village Amenities

- a. Recreation grounds
 - (i) See item 8.i. (iii)
- b. Burial Ground
 - (i) Burial occurred plot 60

11. Next meetings

- a. Extra meeting 19th December 2016 not needed
- b. Ordinary meeting 9th January 2017
- c. Extra meeting 23rd January 2017 if needed
- d. Ordinary meeting 6th February 2017

SIGNED

DATE:

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PLANNING APPLICATION UPDATES

The following planning applications were approved:

- (i) P16/V1826/FUL, Land off School Lane Kingston Bagpuize OX13 5AJ, Erection of 4 bedroomed detached dwelling with garage and carport
- (ii) P16/V1173/FUL, Land to the rear of Birch House, Erection of 10 dwellings comprising of 3 affordable units and 7 market houses with associated access, parking and open space.
- (iii) P16/V1896/HH, 7 Greenheart Way Southmoor Abingdon Oxon OX13 5DF, Proposed roof conversion
- (iv) P16/V2488/FUL, Development of one dwelling, Land at Springhill Farm Springhill Longworth OX13 5HL
- (v) P16/V2046/FUL, John Blandy Primary School Laurel Drive Southmoor ABINGDON OX13 5DJ, Expansion from 1FE to 1.5FE. Construction of new six classroom building with link canopy. FS canopy and external works to provide new extended hard play and additional car parking.
- (vi) P16/V2650/HH, Proposed single storey and first floor extension, 24 Draycott Road Southmoor ABINGDON OX13 5BY

The following planning applications were refused:

- (i) P16/V2345/LDP, 1 Larch Close Southmoor ABINGDON OX13 5DD, Application for certificate of lawful use. The property is to be used as a C4 dwelling house of multiple occupation

FINANCE REPORT

Invoices outstanding	Recipient	Value
16/11/16	Sorbus invoice 0022: play fort repair	£67.00
Invoices paid	Recipient	Value
24/11/16	Hinds Head – hospitality Remembrance Sunday (chq 01348)	£299.90
24/11/16	Challenor Solicitors – legal process (chq 01349)	£1483.00
24/11/16	A&L - Burial Grounds maintenance (chq 01350)	£70.00
24/11/16	Windsock Ltd – flag pole spares (chq 01351)	£140.40
Receipts	Payee	Value
none		
Donations	Recipient	Value
	KBS Village Hall – works donation (chq 01352)	£5000.00
	1 st Southmoor Guides (chq 01353)	£125.00
	Oxfordshire for the Blind (chq 01354)	£125.00
Clerk Payments		Value
5/12/16	Month November salary	£298.47

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OUTTURN FOR FINANCIAL YEAR 2016/17					
Actual figures up to end Sept	Budget 16/17	%eoy	actual	% outturn	eoy outturn
INCOME	39571	101%	39928	101%	40146
EXPENDITURE					
General Admin	12486	56%	7004	87%	10828
Professional services	3200	16%	500	50%	1600
Grounds maintenance	7453	91%	6761	131%	9750
Rep & Maint	7832	9%	694	37%	2859
Litter	4800	43%	2086	78%	3768
War memorial	0		0		0
Donations	3300	21%	705	189%	6222
Election	500	0%	0	0%	0
TOTAL	39571	45%	17750	89%	35027

REPORT FROM C.CLLR MELINDA TILLEY

KEEP WARM KEEP WELL

Pharmacies across Oxfordshire will be providing people with free thermometers this winter to make sure their homes are warm enough to keep them well. Patients over 60 will be offered information cards, provided by OCC, when collecting prescriptions that will remind them one of the best ways to stay well during the winter is to stay warm, and advise them to have their home heated to at least 18°C. The free hot water bottle shaped card also feature a thermometer to test the temperature of their home to make sure it's warm enough. People with concerns about their heating bills will be advised to contact the Affordable Warmth Helpline on 0800 107 0044. The free helpline provided by an independent charity and funded by local councils offers free advice and guidance on reducing energy bills, heating homes efficiently and affordably, and available grants and financial assistance. For more information or advice on how to keep warm and well this winter visit www.oxfordshire.gov.uk/keepwarm

PLANS FOR REGIONAL AGENCY TO IMPROVE ADOPTION SERVICES

OCC is developing plans to transform its adoption services by joining forces with neighbouring councils. The aim is to create a Regional Adoption Agency (RAA) for the Thames Valley to improve outcomes for both children and adopters – including the ability to match children with families more quickly and improve support services for adopters. It follows a Government paper setting out plans for all adoption services to be delivered through RAAs by 2020. OCC would be the host authority within a partnership known as Adopt Thames Valley, alongside six other councils (Bracknell Forest, West Berkshire, Windsor and Maidenhead, Wokingham, Swindon and Reading) and two Voluntary Adoption Agencies (PACT and Barnardos). All partners have begun work to develop the new shared service across the geographical area covered by the councils. The Government has advised that a grant of £300K will be made available to help set up the new service.

SHARED LIVES SERVICE RECEIVES GLOWING REPORT FROM INSPECTORS

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Families across Oxfordshire who choose to share their lives and homes with adults in need of social care have been given high praise by inspectors. The Shared Lives service in Oxfordshire has been running for more than 25 years and involves those in need of care sharing the home of Oxfordshire residents who have been trained and approved as “shared lives households”.

The Care Quality Commission inspected the service in Oxfordshire, which is managed, by OCC, in early October. There were five key measures in the inspection judging whether the service was safe, effective, caring, responsive and well-led and inspectors spoke to the county council, shared lives families/households and those receiving care. In every single category the CQC rated the Oxfordshire Shared Lives service as “good”. The service supports people across all client groups from 16 upwards and the oldest person the scheme has supported was 103.

There are usually around 120 people using the service at any one time - about 70 people live long term with Shared Lives Carers and the remainder have short breaks or a few hours support during the day. Training and vetting is undertaken very carefully before people/families qualify to become approved in the shared lives scheme.

OXFORD TRANSPORT CHARGING SCHEME STUDY TO BEGIN

A study is to be carried out to look at ways in which an ambitious package of transport measures for Oxford could be funded. OCC's Cabinet has approved a report which gives the go ahead for work to begin on an outline business case for a workplace parking levy scheme and investigate the opportunities for a congestion charging scheme – the first step in a process that will be kept under review and consulted widely on before any final decisions are taken.

OXFORD TO CAMBRIDGE EXPRESSWAY

Plans to improve connectivity between Oxfordshire and Cambridgeshire have been in development for several years. The focus is an 'Expressway' – a motorway-standard road – that would run east-west across part of southern England linking the A34 first to the M40 and then on to the M1. The plans received a boost in the recent 'Autumn Statement'. This initiative is driven by central Government and OCC will have only consultee status. Details can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/571353/oxford-to-cambridge-expressway-strategic-study-stage-3-report.pdf

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Presentation on KBS 14+ (Youth Club) by John Disley, Treasurer

Introduction

The Village Youth Club has been running since 2010; originally set up as a 'drop in' for 14-18 year olds, and meeting in the Old Methodist Church, the nature of the Club has changed over time, and it is now more of a traditional Youth Club. However, despite having thrived for a number of years, the club is now struggling both financially and in terms of use, a situation which has worsened since its move to the Village Hall, a higher cost venue, two years ago. This report outlines the facts about the club, what its options are for the future and proposes a different funding/support model to revitalise the club and enable it to continue operating.

What the Club Does

- Serves the Youth of the village and beyond from school year 8 upwards, i.e. from Age 12
- Provides a safe environment for young people in the village to meet friends and socialise, listen to music, etc.
- Meets every Friday during term time from September through to May half term, between 7.30 and 9.30 pm. Visitors pay £2 a week to enter, with the first visit free
- It is usually run by three adult volunteers (from a pool of about a dozen), all of whom are DBS checked, one of which is first aid trained, plus a Young Leader often attends.
- Offers a range of activities in the main hall, including table tennis, table football, indoor ball games, board games and – separately in the Elkins Room - more 'chillout' activities, including use of a 'Wii' games console.
- Operates a tuck shop, selling soft drinks, crisps, chocolate, etc for a small profit.
- Has also run occasional trips, e.g. for Ice Skating, which are self-funded.

Elements for Which Short Term financial support is needed

Over the past 2-3 years, the club has run at a relatively small operating loss, and has been sustained with the generosity of Parish Council donations (the most recent, £300, in April 2015). Whilst further donations would clearly be welcome and be of benefit, it would be a temporary fix in the present circumstances. The financial facts are:

- The Village Hall costs the club £40/week to hire - £27 for the main hall and £13 for the Elkins Room. There is also a quarterly storage charge for club equipment, about a further £1/week
- Additional annual costs include Insurance (approx. £130) and Oxfordshire Youth Membership (£70). These equating to about a further £7/week. With other costs including replacing worn or damaged equipment, weekly costs therefore total almost £50.
- Just to cover hall hire would require 20 visitors a week, with small profits from the tuck shop covering over costs. In the 2015/16 Academic Year, an average of 16-17 visitors used the club; however since September, use has dropped to an average of 10. The last time more than 20 came was in May. The club is starting to lose money at a faster rate.
- Club funds which totalled over £1,000 at the beginning of 2016 have now fallen to less than £500 (with this autumn's hall hire taken into account). Grant funding would help restore some of the gap at least for the short term.

Increase in Demands – Options for the Future

Ironically, declining use comes at a time of unprecedented village expansion - the club ought to be thriving. However it isn't; the main reason for this is that it is lacking leadership. Its founder and long-time leader stepped down earlier this year, after years of service, and hasn't been able to be replaced. Attempts to find someone to replace her, including advertising in KBS News,

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have not succeeded. In addition, for a combination of reasons, the club's committee has reduced in numbers – although it has a treasurer, secretary and other support, e.g. putting together the volunteer rota.

Discussions have taken place with the Council-funded Oxfordshire Youth to try and reinvigorate the club – OY has access to a range of expertise and support, including running club events and has good experience of what works elsewhere. Their view is that the club has great potential, but is hampered by two main problems – lack of leadership/coordination and extremely high accommodation costs compared to other clubs. OY has made a number of suggestions, including running the club in a more structured way, with activities taking place at specific times each week, and a programme of events, akin to how for example Scouts/Guides operate. However they agree that this requires leadership and that it is difficult to kick-start the club without a 'go to' person who oversees the club, its programme and activities, albeit supported by others.

Common practice at Youth Clubs elsewhere in Oxfordshire is to employ a Youth Leader. However, at an estimated (by OY) cost of around £40/week, this would double the club's weekly cost to more than £80, an unsustainable cost to maintain if we remain reliant on income from fees alone.

A proposed way forward is to suggest that the Community, led by the Parish Council, commits more ongoing support, as opposed to one-off grants, to keep the club running with a paid leader. If this was agreed and contributions guaranteed, it could help lever in other funds locally - for example businesses such as One Stop could be approached. We would also be keen to explore whether any section 106 or other contributions from housing development in the village could be used.

Indeed, the medium term aim of the club is to relocate to a shared building (with Scouts, Guides, etc) an idea which is currently being explored as part of housing development proposals. However, whilst different (and certainly cheaper) premises are probably essential to the future of the club, this is likely to be some time away and won't solve the current issue. The alternative is that the village youth club will need to close, certainly by the end of the financial year (as this is when next year's insurance and OY annual payments will be due), if not before. "Closure" need not be final – the club's bank account can remain open so that it would perhaps more accurate to say the club would be suspended, albeit that it would mean starting again afresh with new voluntary support. There is obviously no guarantee that this would happen.

Conclusion

There are 3 possible outcomes for KBS Youth Club:-

- A volunteer leader is found and the club continues on the current model, albeit one that would benefit from grant support from the Parish Council as previous years.
- A paid leader is employed, with the need for a greater level of ongoing financial support.
- The club stops operating, at least for the foreseeable future.