

Kingston Bagpuize with Southmoor Parish Council

Minutes of the meeting held in the Village Hall on On Monday 6th of November 2017

Present	Brian Forster (Chairman)	Robert Ian Charlton	David Hancox
		Stephen Smith	
	With 17 members of the public and C.Cllr Mrs Anda Fitzgerald O'Connor, D.Cllr Eric Batts		
	Commenced 1905	Ended 2135	

1. **Apologies** – Josie Allsworth, Carol Shepherd
2. **Minutes of last meeting:** the minutes of 2nd November 2017 were recorded as being accurate records of proceedings
3. **Declarations of interest** - none
4. **Public Participation**
 - a. Mr Frost: raised a complaint about the revised road markings on the A420/ A415 roundabout. This has been discussed previously and OCC have been made aware.
 - b. Guy Morgan: Notes that the Local Plan Part 2 is at the publicity stage and raised the question of whether one can still raise an objection. Cllr Batts advised that comments can be submitted due to the fact that the submission has been revised.
 - c. Roy Wolfe: enquired about the progress of the sports field lease. The Council is still waiting to get a response from Abbey Homes. Cllr Batts advised that the s106 was still being renegotiated.
 - d. Jonathan Shorter: asked the Council about the risks of accepting the covenant that Taylor Wimpey requires. The Clerk outlined the actions the Council are taking. It was agreed that a meeting would be arranged to start discussing the lease between the Council and the Tennis Club.
 - e. Elizabeth Oastler: questioned that the previous minutes did not reflect what she said. It was agreed to amend the minutes accordingly. Also the number of Councillors with respect of an increased population was questioned. The current membership is 9, 6 residing (3 vacancies) and a quorum is 3.
5. **Reports from District and County Councillors**
 - a. C.Cllr Mrs Anda Fitzgerald O'Connor
 - i Driver-less car technology is being pioneered in Oxfordshire.
 - ii It is time to enrol 3 and 4 year old children for school. Applications can be done at www.oxfordshire.gov.uk/admissions.
 - iii Trading Standards are being assisted by trained dogs which can locate illegally held tobacco.
 - iv OCC have launched a campaign to recruit 'digital helpers' in libraries to boost confidence and skills.
 - v The new Westgate Centre in Oxford has opened.
 - vi The public present raised the issues with respect of the design of the A420/A415 roundabout, the loss of shrubbery at the same location, and the gross lack of maintenance of streets.
 - b. D.Cllr Eric Batts
 - i The planning application on Fallow Fields Hotel is on hold while affordable housing contributions are agreed.
 - ii The importation of large amount of soil has been raised on the Bloor Homes site. This is for the noise abatement bunds.

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- iii The Hinds Head public house is now closed.
- iv A series of local meetings have been arranged in respect of the Local Plan Part 2. In that respect some meetings are being arranged on the issue of the potential of 600 new homes on the land east of Kingston Bagpuize (in Fyfield Parish).
- v The Community Infrastructure Levy (CIL) is now in force (1st November 2017) which applies to developments over 10 houses.
- vi There are still some issues with respect of refuse collections. VOWH has asked for batteries not to be put into the bins as there has been instances of fires in the vehicles due to batteries. (note that members of the public stated at the meeting that they had witnessed the operatives throwing batteries in the cart)
- vii Anti-social behaviour seems to be on the increase. The public are reminded that if they witness this sort of behaviour to report it through 101 and get a crime number.
- viii Over the Christmas period there will be free parking at VOWH car parks in Abingdon, Wantage and Faringdon.
- ix Cllr Batts thanked Steve Smith and the group of volunteers who carried out the repair works on Waggon Path.

6. Planning Applications

- a. The following planning applications were considered:
 - i P17/V2370/FUL, Alpenhaus Faringdon Road Southmoor Abingdon OX13 5AF, Convert garage to hair salon: resolved not to object unanimously.
 - ii P17/V2617/HH, 7 Hayes Avenue Southmoor ABINGDON OX13 5BD, Proposed single storey Side and Rear Extensions; Proposed two-storey Side Extension: resolved not to object unanimously.
 - iii P17/V2788/HH, Hamilton House Charney Road Longworth ABINGDON OX13 5HW, Construction of single storey extension comprising bedroom, dressing area and bathroom: resolved not to object unanimously.
- b. For updates on previous Planning Applications see attached note.
- c. A letter has been received from VOWH regarding the Local Plan Part 2 publicity stage. Comments will be received up to 22nd November 2017. It was proposed by BF that the Council repeat previous objections, seconded by IC and the Council resolved unanimously to do so.

7. Accounts

- a. Refer to Finance Report including quarter 2 account report.
- b. The result of the External Audit has been received. The Annual Return has been issued with a qualification which demands that the errors are rectified: risk assessment not minuted in the current year, the fixed assets list should be amended according to proper practices, standard information should be displayed and submitted in the proper form. The Internal Audit also highlighted issues with complying with the Transparency Act. The relevant documents have been displayed on KBS On-line. It is important to note that the Parish Council needs to review and resolve acceptance of critical documents which include the Asset Register and Risk Assessment for the current year.
- c. In light of advice the Transparency Act and continuing best practice to make Parish documents easily available the Chairman proposed that the Parish Council does have its own website, seconded by IC, resolved unanimously. The costs will be included in the 2018-19 budget and hence precept.

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8. Correspondence/ Matters arising

- a. Keith Marley tendered his resignation as Councillor on 26th October 2017. Council is asked to formally accept the resignation. VOWH must be notified and the vacant position advertised publicly. If more than one person responds then an election contest must occur. If only one responds they will automatically become a member. If no-one comes forward then the Council can either co-opt someone to continue with the reduced numbers but only if the number of Cllrs remaining is not less than 5. The Chairman thanked Keith (in his absence) for his help and contributions.
- b. The recruitment of a new Clerk is progressing. The current Clerk's employment will cease at the end of December 2017. Two candidates have been interviewed. To ensure the best handover, assuming that the new Clerk is appointed and can start immediately, the Clerk asked for permission to do what is necessary including setting up training courses, which was accepted unanimously.
- c. The Council resolved unanimously that Arrow Accounting is employed again to undertake the internal audit for 2017-18 at a cost of £255 plus travel expenses, and £150 to attend a Council meeting if required. Please note that BDO will not undertake the External Audit for 2017-18. The Government is yet to publish the allocated auditor.
- d. Data Protection: Recent publications from the Dept. of Culture, Media and Sport on the subject and circulated from OALC indicates that the Parish Council should appoint a Data Protection Officer. It has been proposed by Ian Charlton that the Clerk is appointed and a Data Protection process document is produced and agreed. David Hancox seconded the motion and was accepted unanimously.
- e. Freedom of Information: In a similar vein to Data Protection, Freedom of Information should be treated similarly. David Hancox seconded the motion and was accepted unanimously.
- f. Roy Wolfe, on behalf of KBS News, has asked the Parish Council to take over the maintenance of another defibrillator, location to be determined. Steve Smith proposed that examination of the location and costs, including electricity supply, weekly checking and consumables needs to be undertaken. David Hancox seconded the motion which was accepted unanimously.

9. Requests for Donations or Support

- a. There has been some discussion about the Parish Council having its own website to be able to manage the increasing amount of data which needs to be published. Currently KBS On-line is used. It is proposed by Ian Charlton that the use of KBS On-line is continued while investigating creation of a new website. As KBS On-line is operated by volunteers then it is proposed that a donation of £200 is made. Ian Charlton proposed the £200 donation, seconded by Steve Smith and resolved unanimously.
- b. Acquire wreaths for Remembrance Sunday by making a donation. David Hancox proposed a donation for wreaths of £120, seconded by Steve Smith and resolved unanimously.
- c. A request has been received from Wantage Independent Advice Centre for a donation. After a discussion Steve Smith proposed a donation of £50, seconded by David Hancox and resolved unanimously.
- d. A request for a donation from Be Free Young Carers has been received. After a discussion David Hancox proposed a donation of £150, seconded by Ian Charlton and resolved unanimously.

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- e. With regard to the request from the Pre-School further information has been received. They submitted an application to the VOWH for a Capital Grant for the sum of £2,074.00 for 2 x Desktop PC's, Monitors, Keyboards, Mice and 1 x multi-function printer. They need this purchase for a new administrator. The current equipment, one desktop PC and one laptop, are in need of updating. After a discussion David Hancox proposed a donation of up to £500 on the principle that it is matched, seconded by Steve Smith and resolved unanimously.

10. Village Amenities

- a. General
 - i The roof to the shelter adjacent to Latton Close has suffered damage. A repair has been arranged. The Chairman thanked John Willoughby for carrying out the repair promptly and professionally.
- b. Recreation grounds
 - i The trees planted in the area of grass adjacent to Wellington Way (land from Pye Homes) are struggling to survive. The support guards have been removed as many had rotted. Some revetment work is needed to care for the trees. It was agreed that the exact needs is established and reported back to Council.
- c. Burial Ground
 - i The prices for burials and interments have not changed since 2011. The current set of charges is labelled 2015 but there is no record of them being agreed in 2015. Taken forward from the last Parish Council meeting a review of the charges has been undertaken. The revised prices are a balance between the current fees from the Diocesan table of Parochial fees 2017 and a reasonable price rise. The Parish Council is asked to agree the revised table of charges. After a discussion it was decided to defer to the next meeting.

11. Next meetings

- a. 4th December 2017
- b. 8th January 2018
- c. 22nd January 2018 (if needed)
- d. 5th February 2018
- e. 19th February 2018 (if needed)

SIGNED

DATE:

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PLANNING APPLICATION UPDATES

The following planning applications were approved:

- i P17/V2345/HH, Burnside Beggars Lane Longworth ABINGDON OX13 5BL, Single storey rear extension and extension of a dormer on First floor
- ii P17/V2414/HH, 16 Larch Close Southmoor ABINGDON OX13 5DD, Single storey front extension

The following planning application notices:

- (i) P17/V2593/DIS, Fallowfields Faringdon Road Southmoor ABINGDON OX13 5BH, Discharge of conditions 4 - tree protection, 6 - drainage details, 7 - drainage details, 8 - Biodiversity Mitigation and Enhancement Strategy, 9 - contamination, 10 - construction traffic & 14 - slab levels on application ref. P17/V0431/FUL Variation of condition 2 of Planning Permission P15/V0251/O: Outline application (for access only) for the erection of 43 dwellings and creation of a new access off Faringdon Road, together with open space and landscaping and all enabling and ancillary works.
- (ii) P17/V2119/DIS, Land East of A415 and South of A420 Witney Road Kingston Bagpuize Abingdon, Discharge of condition 15 (footpath and cycle-path) of Planning Permission P15/V1808/O Outline application for the development of up to 280 dwellings with access from Witney Road and Oxford Road and associated open space and landscaping. (as amended by plans and information received 12 November 2015)
- (iii) P17/V2748/DIS, 26 Stonehill Lane Southmoor ABINGDON OX13 5HU, Discharge of condition 4 - drainage details on application ref. P14/V1925/FUL Demolition of existing house and garage. Erection of detached dwelling and detached carport and garage to rear of existing dwelling, including new access from existing private drive and removal of existing access from parking courtyard to the rear.

The following planning applications have been withdrawn:

- (i) P17/V2452/FUL, Wayside House Beggars Lane Longworth ABINGDON OX13 5BL, The site has planning permission for 3 detached houses. This application is for 3 amendments. 1. Extend the proposed path so it links to the existing path at Brook View 2. Increase the space between the proposed garage and house 3. New drive access for plot 1
- (ii) P17/V2100/A, The Hinds Head Witney Road Kingston Bagpuize ABINGDON OX13 5AN, Display of 9 illuminated and non-illuminated signs.
- (iii) P17/V2102/FUL, The Hinds Head Witney Road Kingston Bagpuize ABINGDON OX13 5AN, Variation of condition 2 of planning permission P17/V0361/FUL, to vary the approved drawing to allow for minor alterations to the shopfront, ATM location, and approved plant. 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. (Amended plans and supporting documents (relating to transport, noise, bats) received 1 March 2017.) (Additional letter received 31 March 2017) (Additional highway information received 3 April 2017). (As amended by plans and road safety audit received on 26 April 2017) (Ecology survey received 24 May 2017)

The following planning application decisions have been appealed:

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

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FINANCE REPORT

Invoices outstanding		Recipient	Value
		None	
Invoices paid		Recipient	Value
23/10/2017	01428	Sovereign Design Play Systems – second interim payment	£2755.94
23/10/2017	01429	KBS Village Hall Jul-Aug invoice	£51.00
23/10/2017	01430	A&L Garden Maintenance invoice 196	£72.00
23/10/2017	01431	BDO LLP external audit invoice 1655869	£396.00
23/10/2017	01432	BGG Garden and Tree Care invoice 549/17	£240.00
23/10/2017	01433	Mc Cracken & Son Ltd, invoices 8155 and 8156	£997.20
23/10/2017	01434	Sorbus, invoices 0367 and 334	£1734.00
23/10/2017	01435	Mr Brian Forster September 2017 expenses	£13.65
23/10/2017	01436	VOWH dog bins invoice 90100573	£321.48
06/11/2017	01437	BGG Garden and Tree Care invoice 658/17	£180.00
06/11/2017	01439	Abingdon Stone and Marble Ltd invoice 24401	£186.00
Receipts		Payee	Value
		None	
Donations		Recipient	Value
		None	
Clerk Payments			Value
06/11/2017	01438	Month salary (inc expenses)	£448.03

OUTTURN FOR FINANCIAL YEAR 2017/18						
Actual figures up to end Sept	Budget 16/17	%eoy	actual	% outturn	eoy outturn	
INCOME	49003	97%	47601	98%	47819	
EXPENDITURE						
General Admin	15682	46%	7256	86%	13453	
Professional services	6000	5%	281	55%	3281	
Grounds maintenance	8771	86%	7581	128%	11234	
Rep & Maint	9250	16%	1515	64%	5891	
Litter	5000	40%	1986	91%	4546	
War memorial	300	0%	0	0%	0	
Donations	4000	8%	300	58%	2300	
Election	0		0		0	
TOTAL	49003	39%	18919	83%	40705	