

**KINGSTON BAGUIZE WITH SOUTHMOOR PARISH COUNCIL  
MEETING 1 JUNE 2020  
6PM VIA ZOOM REMOTE MEETING PLATFORM**

**MINUTES**

Present: Cllr Bello, Cllr Charlton, Cllr Forster, Cllr Grant, Cllr Smith, Cllr Swale, Cllr Warr, Cllr Weeks

3 members of the public

**19. Apologies:** Cllr Pearce (unwell)

**20. Reports from** District Councillor Cllr Eric Batts and County Councillor Anda Fitzgerald-O'Connor – councillors did not attend (following meeting Cllr Fitzgerald reported not receiving meeting details). Cllr Grant reported to the council that she and the clerk had held a meeting with Steve Parkinson, VAT advisor, regarding the VAT implications for building the pavilion and providing sporting facilities. A full report is awaited that will outline the options that the council will have in this regard. Cllr Swale has reported that John Blandy Primary School and its staff have prepared to receive children back according to government guidelines during the Covid-19 pandemic and that the building work is progressing well.

**21. Approval of minutes of the meeting of 4 May 2020.** These were agreed to be a true and accurate record of the meeting.

**22. Public Participation: an adjournment of 10 minutes to allow the public to ask questions.** No questions had been received in advance of the meeting.

**23. Declarations of interest:** Cllr Smith, item 29.

**24. Planning Applications for consideration:**

- a. **P20/V1094/FUL**, 2 Worcester Place Southmoor, change of use of open land (previously used as a "ransom strip") to a garden area across two properties. The council voted not to object.
- b. **P20/V0739/HH**, 1 Birch Close, Kingston Bagpuize, erection of a double storey side extension. The council voted not to object.

**25. Planning Applications results:**

- a. P20/V0802/HH, 4 Blandy Avenue, Single storey conservatory to the rear of the property – **permission granted**
- b. P20/V0836/HH, Cherbury House Charney Road, single storey rear extension to replace existing conservatory – **permission granted**

## 26. Accounts:

### Payments

Date	Method of payment	Payee	Details	Amount (£)	VAT
03/05/2020	SO	Village Hall	Office rental	210.00	
22/05/2020	BACs	Planning	Planning application (pavilion)	2727.00	20.83
28/05/2020	DC	The Laptop Power Supply Shop	Replacement laptop charger	32.48	6.50
01/06/2020	BACs	BGG	Litter picking	240.00	48.00
01/06/2020	BACs	OCC Pension Fund	Pension contributions	292.41	
01/06/2020	BACs	Clerk	Salary	987.46	
01/06/2020	BACs	Rospa Play Safety	Op Inspection	158.00	31.60
01/06/2020	BACs	McCrackens	Grass cutting	1439.50	287.90
01/06/2020	BACs	Ubico	Dog bins	150.42	30.08

**Councillors to approve online payments for May:** Cllr Grant, Cllr Warr

### Receipts

Date	Method of Receipt	From	Details	Amount (£)
27/05/2020	Cheque	OCC	Grass cutting grant	1441.56

- 27. Council to consider for approval the updated Financial Regulations with additions of rules and procedures for using internet banking** (annotated document circulated with agenda). The Council agreed to adopt the regulations pending removal of Item 6.11 as it is now spurious. As the Council is now using internet banking and currently conducting meetings through video conferencing it was agreed that members should provide confirmation to the clerk that their online security was up to date.
- 28. Council to note and approve updated asset register** (annotated document circulated with agenda). The council considered the asset register and concluded that a number of additions are required: the burial ground needs to be added but no documentation can be found and it is not registered with the land registry. Other items include the shelter in Millennium Green, two benches in playground. The playground equipment pieces nomenclature to be made consistent with the regular inspection reports. Query regarding the valuation of the Millennium Green land which is shown to be worth £11,708 but it is unclear where this valuation came from as it appears historically. Asset register to be further updated and re-presented to council.
- 29. Council to consider options and quotes for installing fencing along the south side of the sports field along Edward Strauss Park (approx 180m)** (circulated with agenda, except to Cllr Smith whose company Sorbus has quoted). Cllr Smith was 'put in waiting room'. Council resolved to accept DSL's quote but with clerk to confirm what spacing between posts is accounted for and to get written quote from Oxford Fencing for the materials including two types of stock fencing. The council resolved that the maximum spend should be £2500.
- 30. Update from Cllrs Weeks and Warr on the Sports Field Committee.** Following a request at the last PC meeting, a meeting was held on 16 May to restart the Kingston Bagpuize Sports Field Committee, which had not met for several years due to the uncertainties caused by the proposed redevelopment of the Sports Pavilion and ground usage. This

committee is not a Parish Council committee but consists of two parish councillors and two members from each of the cricket and football clubs. During the meeting officers were elected, terms of reference drawn up and banking arrangements confirmed. The clerk is to enquire of the council's VAT adviser whether the formation of this committee including parish councillors will in any way affect how VAT is applied when it comes to building the pavilion.

**31. Recreation and Play Facilities:** Update from Cllr Weeks on the play area and recreation ground: The Q2 operational inspection was carried out on 7 May by RoSPA. Most of the findings are already covered in the playground and recreation ground action log. The following were brought to the council's attention:

**a. Jubilee Fort - Bird fouling present.**

The RoSPA report recommends that playground equipment is regularly checked for bird fouling and, if found, the affected items should be cleaned with a disinfectant solution. It was agreed play area should be cleaned and sanitised prior to re-opening (following government advice during Covid-19 pandemic).

**b. Basketball Court – missing net.**

Basket ball nets were previously removed following advice from the ARD Playgrounds inspector but a single net has been replaced by person(s) unknown. Cllr Weeks suggested council should debate whether it wishes to retain these nets at a future meeting.

**c. Resistograph Testing:** clerk has placed order following council resolution last month to proceed and is awaiting a date for work to be done.

**32. Village Amenities:**

**a.** Trees and shrubs:

**b.** Dog and litter bins: **council to consider proposal from Cllr Forster to increase number of dog bins by two to be installed on the eastern end of Oxford Road and on Wellington Way, cost of which to be covered by CIL monies.** The Council resolved that for now the dog bins at Wellington Way, east side of the recreation ground and Oxford Road will be emptied twice a week. The clerk had obtained a quote for this from Ubico which was circulated to councillor prior to the meeting. The added expenditure of £9.63 per week was agreed.

**c.** Burial Ground: Cllrs Weeks and Forster had collated a draft document outlining burial ground policy, but this process raised a number of questions. A working party consisting of Cllrs Weeks, Swale, Charlton, and Forster and the clerk to meet to go through the document prior to presentation to the general council.

*At this time the clerk's internet connection became unstable and she was unable to hear the proceedings and therefore unable to minute. However, there were no further decisions required from the agenda at this point. Clerk to discuss guidelines with chairman for this eventuality in future meetings.*

**d.** War Memorial:

**e.** Faults:

**33. Next meetings:**

Monday 6 July

Monday 3 August

Meeting concluded at 8.15pm

Clerk: Sarah Bates

Chairman..... , date .....