

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

MINUTES

Present: Cllr Bello, Cllr Charlton, Cllr Forster, Cllr Grant, Cllr Pearce (left meeting after item 47 for health reasons), Cllr Smith, Cllr Swale, Cllr Warr, Cllr Weeks

3 members of the public

- 34. Apologies:** County Cllr Anda Fitzgerald-O'Connor (IT difficulties)
- 35. Report from** District Councillor Cllr Eric Batts: the VOWH District Council has been holding meetings remotely during the pandemic, and are working to allow access to meetings for members of the public. It is beginning work on a new local plan and corporate plan. There was a meeting of the Climate Emergency Advisory Committee, who have declared a goal of reducing carbon emissions for the district council by 75% by 2025 and to be carbon neutral by 2030 and for the Vale of White Horse district itself the same goals by 2030 and 2045 respectively.
- 36. Approval of minutes of the meeting of 1 June 2020.** Cllr Weeks requested an amendment to item 31b to replace "ROSPA" with "ARD Playgrounds", and to state that only a single net has been replaced by person(s) unknown. As this meeting is being remotely held and the chairman has not yet received the official hard copy of the minutes, the clerk will make the necessary changes and circulate to the council.
- 37. Public Participation: an adjournment of 10 minutes to allow the public to ask questions.** Harry Browning had requested to address the council about his appeal for it to fund installation of public exercise equipment in the recreation ground. As Mr Browning was detained at work the chairman postponed this item until his arrival. Mr Browning outlined his plans to the meeting, following up on his emails which had been circulated in advance and provided quotes for equipment such as pull-up bars, parallel bars and grass matting. The council expressed its interest in the project and the Recreational Facilities Committee will discuss details such as the type and specification of equipment, location and how funding will be met at its forthcoming meeting. This will inform the wording of an agenda item on this matter for next month's full council meeting.
- 38. Declarations of interest:** none declared.
- 39. Planning Applications for consideration:**
- a. **P20/V1221/HH Swan House**, Spring Hill, OX13 5HL - extension of existing first floor, flat roof porch, alterations to rear elevation fenestration. No objections were raised.
- 40. Planning Applications results:**
- a. **P20/V0739/HH**, 1 Birch Close, Kingston Bagpuize, erection of a double storey side extension - **permission granted.**
- b. **P20/V0483/HH**, Paddock End, Beggars Lane, construction of detached double garage – **withdrawn.**
- c. **P20/V0314/HH**, 1 Field Close, Proposed single storey extension and new entrance porch - **permission granted.**

- d. **P20/V1094/FUL:** land Between 2 Worcester Place and 34 Blenheim Way Change of use of open land (previously used as a "ransom strip") to a garden area across two properties - **permission granted**

41. **Update from Planning Committee** with report (to be circulated to councillors in advance): appendix 1

42. **Accounts:**

Payments

Date	Method of payment	Payee	Details	Amount (£)	VAT (£)
03/06/2020	SO	Village Hall	Office rental (June & July)	420.00	
06/06/2020	DC	Giffgaff	Mobile phone (June & July)	10.00	2.00
04/06/2020	DC	Zoom	Monthly plan (June & July)	23.98	4.80
11/06/2020	BACs (paid)	TMA Bark	Bark top-up	370.50	74.10
26/06/2020	DC	HP	Printer ink	44.97	8.00
05/06/2020	DC	Office Furniture Online	Office chair for clerk (WFH)	59.00	11.80
07/07/2020	BACs	Clerk	Salary	987.26	
07/07/2020	BACs	OCC Pensions	Pension contributions	292.41	
07/07/2020	BACs	PAYE/NI	Q1	310.42	
07/07/2020	BACs	BGG x 2	Litter (May & June)	540.00	108.00
07/07/2020	BACs	McCrackens x 2	Grass cutting (May)	2879.00	575.80
07/07/2020	BACs	A&L x 3	Burial ground maintenance (April, May & June)	292.50	
07/07/2020	BACs	SLCC	CiLCA registration	350.00	
07/07/2020	BACs	Ubico	Dog bins	150.42	30.08
07/07/2020	BACs	ARD Playgrounds	Bark spreading	350.00	70.00
07/07/2020	BACs	Arrow Accounting	Internal audit	281.00	
07/07/2020	BACs	Village Hall	Meeting room hire Jan-Mar	51.00	
07/07/2020	BACs	Rialtas	Accounting software	124.00	24.80
07/07/2020	BACs	Parkinson Partnership	VAT advice	600.00	
07/07/2020	BACs	Autela Payroll	Payroll services (3 months)	50.20	10.04
07/07/2020	BACs	Sorbus	Cut back path to rec (south side)	20.00	4.00

Receipts

Date	Method of Receipt	From	Details	Amount (£)
		None		

43. **Councillors to be appointed to authorise the month's online payments:** Cllr Bello and Cllr Weeks agreed to authorise payments.

44. **Asset register: Council to approve the updated asset register.** The council resolved to approve the updated Asset Register, dated June 2020.

45. **External Audit and Accounts 2019-20:**

- a. **Internal audit report: Council to receive and note the Internal Audit Report and Internal Audit Annual Governance & Accountability Return (AGAR) form.**

This was duly noted by the council.

- b. **Annual Governance statement (AGAR Part 3, section 1): Council to acknowledge receipt of a copy of the statement and approve it; chairman to sign the document (clerk will already have signed it).** The chairman signed the document and showed it on screen to the meeting.
 - c. **Accounting statement (AGAR Part 3, Section 2): Council to acknowledge receipt of a copy of the statement and to approve it; chairman to sign the form.** The chairman signed the form and showed it on screen to the meeting.
 - d. **Clerk to advise of period of exercise of public rights.** This will commence 24 August 2020. (During the Covid-19 pandemic the requirement for the public inspection period to include the first 10 days of July has been removed).
- 46. Council to consider adopting proposed grants policy and application form devised and circulated by the clerk:** the council agreed to the requirement for a policy to be adopted to allow a fair and consistent consideration of all grant applications and donation requests. Cllr Charlton requested that a rider was included to state that the council retains the right in exceptional circumstances to act outside the policy with regard to grant donations. The clerk will amend the policy accordingly and recirculate. To be added to the August agenda for approval. Also to be included in the August agenda will be the consideration of limiting the frequency of grant applications and donation requests throughout the year.
- 47. Council to consider quotes from contractors to install fence on sports field along Edward Strauss Way (circulated prior to meeting).** At the council meeting of 1 June the council had resolved to accept a quote from DHL for installation, but the contractor was subsequently unable to fulfil the requirements and withdrew the quote. The previous ceiling of £2500 agreed by the council to cover both installation and materials proved inadequate once the specification was confirmed and new quotes obtained. Therefore the council resolved that further funds would need to be allocated. The cricket club had requested that smaller gauge mesh was used along a portion of the fence to prevent balls exiting onto the road and parked cars. As this did not increase the overall price discernibly the council resolved to accept the quotation from JH Blackwell Tractor & Plant Hire and pay the full cost. Cllr Swale requested that her objection to the council paying over £2,500 was noted.
- 48. Council to consider granting permission for installation of mosaics as part of the Millennium Green mosaic trail on the council-owned section of land at the Millennium Green (design document circulated in advance).** The council resolved to grant permission for the installation.
- 49. Recreation and Play Facilities: update from Cllr Weeks on recreation ground and playground:** the bark safety surface under the jubilee fort was topped up in June to required levels. Resistograph testing has also been carried out on the load-bearing timbers of timber apparatus the results of which showed a slight deterioration since last February's previous testing. Cllr Forster asked at what percentage of loss of density/rot would require the equipment to be taken out of use. Cllr Weeks to advise once he has the information. The Recreational Facilities Committee to meet later in the week to discuss how to meet government guidelines to re-open the playground.
- 50. Village Amenities**
- a. **Trees and shrubs:** the path from playground to recreation ground – on the north side

overhanging vegetation is still a problem. Clerk had requested of both the school and the pre-school to cut back their respective sections. The school were reported to have carried out the work on their section. The pre-school trustees are not engaging in the request to cut back – the council asked the clerk to request that they organise the work within 14 days or the council will commission the work and invoice the pre-school the costs.

- b. Dog and litter bins: dog bins are now emptied once a week with three bins being emptied twice a week.
- c. Burial Ground: report from burial ground working party (document circulated prior to meeting): the working party for the burial ground held a Zoom meeting on 16 June to discuss the proposed burial ground rules and regulations and then met at the site on 19 June to view and discuss the land and remaining plots. There is limited space left for burial plots and Cllr Weeks recommended to the council that further land is sought out as soon as possible for a further burial ground. Cllr Weeks recommended that legal advice is sought regarding exclusive rights of burial deeds which are currently not provided to families of those buried. Cllr Weeks and Cllr Smith are to meet to organise a working party to help maintain the site, and will request expert advice regarding the trees which border the remaining plot space and their impact on potential future burials. A further report will be forthcoming.
- d. War Memorial: Cllr Forster raised an objection to Hodsons estate agents who have installed a For Sale sign on the memorial crescent. Cllr Grant to contact Hodsons to follow up the clerk's email requesting they remove the sign.
- e. Faults: none reported.

51. Next meetings:

Monday 3 August

Monday 7 September

Meeting concluded at 8.30pm

Clerk: Sarah Bates

Signed Chairman, Date: