

**KINGSTON BAGUIZE WITH SOUTHMOOR PARISH COUNCIL MEETING
MONDAY 5 OCTOBER 2020, 6PM
VIA ZOOM REMOTE MEETING PLATFORM**

MINUTES

Present: Cllr Bello, Cllr Forster, Cllr Grant (Chairman), Cllr Pearce, Cllr Smith, Cllr Swale, Cllr Warr, Cllr Weeks

Clerk: Sarah Bates

County Cllr Anda Fitzgerald O'Connor (joined meeting at 7pm)

District Cllr Eric Batts (left meeting at 7.15 pm)

3 members of the public

86. Apologies: Cllr Charlton (on holiday)

87. Reports from District Councillor Cllr Eric Batts and County Councillor Anda Fitzgerald-O'Connor

District Cllr Batts:

- The planning application for business park is coming back for review.
- Hoping that the pavilion application will be approved soon, but waiting on Sport England's input.
- Lioncourt (land East of Kingston Bagpuize) application will take some time to come to committee.
- The district council will be objecting to the government's proposed planning policy reforms.
- Cllr Batts advised that if there is a planning application that the parish council votes to object to that goes to the Vale's planning committee, a parish council representative should attend.
- Cllr Warr asked for an update on the NAP Grab Hire/Swannybrook Farm application – County Cllr Fitzgerald and District Cllr Batts did not have further news and agreed to meet to find out and report to the parish council next month.
- Cllr Forster asked about the Vale's commitment to sweep streets every 8 weeks, which currently does not appear to happen. Cllr Batts committed to finding out.

County Cllr Fitzgerald-O'Connor:

- Further to last month's concerns expressed by users of the Sunrise Nursery of the speeding on the A415 Abingdon Road, Cllr Fitzgerald had contacted County Highways' safety officer to arrange a meeting but this has not happened yet. Cllr Fitzgerald has suggestions for the nursery in the meantime to cut back the vegetation obscuring the visibility splays, and also to suggest that parents exiting the grounds turn left and do a U-turn at the business park. To update the parish council at the next meeting.
- Cllr Forster asked about weeds in gutters around the villages, which should be dealt with by Highways. Cllr Fitzgerald committed to following this up to report back at the next meeting.

88. Public Participation: an adjournment of 20 minutes to allow the public to ask questions. No queries or matters were raised.

89. Approval of minutes of the meeting of 7 September 2020. These were agreed to be a true and accurate record of the meeting.

90. Clerk's report:

- The council has received £520.25 from KBS14 and Drop-in Youth Club (now defunct) which represents repayment of grants paid by the parish council some years ago which were not used. Hope was expressed that the sum can be used to benefit young people in some way.
- Fence on south side of the sports ground now complete.
- Speed surveys – still awaiting results which should have been received mid-September and clerk has sent an email to query this. Once received council can make decisions on purchase and location of SIDs.
- The top of a bin in the recreation ground has been damaged beyond repair and had to be removed. The clerk to arrange purchase of a replacement under delegated powers in agreement with the chairman.
- Pre-school staff members have done a preliminary cut back of the hedge along the path to the recreation ground to make it safe. It is hoped to be completed this week by their contractor.
- New notices reminding dog walkers to pick up after their dogs have been purchased and are now displayed in the recreation ground.
- A single football net for the goals in the recreation ground has been purchased. This is awaiting installation once the frame has been painted.

91. Declarations of interest: none received.

92. Planning Applications for consideration:

- P20/V2185/HH**, 15 Hawksbeard Way, Southmoor, Single storey side & rear extensions. The council voted no objections.
- P20/V2305/FUL**, 1 Little London Lane, Southmoor, Variation of Conditions 2 (Approved Plans) and 3 (Material Samples) of application P16/V2488/FUL for the addition of second floor plan and change in roof material. The council voted no objections.
- P20/V1972/FUL**, Southmoor Tennis club The installation of new low level LED floodlighting to three existing outdoor tennis courts. While the parish council wishes to support this local club there were concerns expressed about inaccuracies in the planning application and the impact the lighting will have on nearby properties. District Cllr Batts advised requesting a holding objection to ask for further consultation and details. District Cllr Batts to speak to the planning officer in this respect. The council voted to accept Cllr Batts' advice. The clerk will contact the planning department.

93. Planning Applications results:

- P20/V1221/HH**, Swan House Springhill Longworth Abingdon OX13 5HL, Extension of existing first floor, flat roof porch, alterations to rear elevation fenestration. Permission granted.

94. Accounts: the council to approve payments presented by the clerk, and acknowledge receipts

Payments

Date paid	Method of payment	Payee	Details	Amount (£)	VAT (£)
07/09/2020	DC	Decathlon	Basketball net & postage	8.32	1.66
02/10/2020	DC	Post Office	Stamps	9.12	
03/10/2020	SO	Village Hall	Office rental	210.00	
04/10/2020	DC/SO	Zoom	Remote meeting platform	11.99	2.40

Date paid	Method of payment	Payee	Details	Amount (£)	VAT (£)
			monthly licence		
06/10/2020	DC/SO	Giffgaff	Mobile phone minutes/data	5.00	1.00
07/10/2020	BACs	JH Blackwell	Fencing for sports field	3278.40	655.68
07/10/2020	BACs	Young's Tree Services	Tree surgery & maintenance in rec	420.00	84.00
07/10/2020	BACs	Pitchworks	1 goal net & carriage	72.10	14.42
07/10/2020	BACs	BGG	Litter picking	260.00	48.00
07/10/2020	BACs	Redlynch	New surfaces for playground	8658.00	1731.60
07/10/2020	BACs	Artisan Print	Signs for rec	56.00	11.20
25/10/2020	BACs	Clerk	Salary		
25/10/2020	BACs	OCC Pension	Pension contributions		

Receipts

Date	Method of Receipt	From	Details	Amount (£)
11/09/2020	BACs	Vale of White Horse DC	Precept (2 nd half)	37,500
30/09/2020	Cheque	KBS14 & Drop-in	Refund of grants paid several years ago, not used	520.25

The payments were approved by the council and receipts acknowledged.

- 95. Councillors to be appointed to authorise the month's online payments.** The council resolved that Cllr Grant and Cllr Warr will authorise payments by 5pm on Wednesday 7 October. The clerk to email a checklist and copy of the invoices.
- 96. Recreation and Play Facilities:**
- a. Cllr Weeks to provide update on play and recreation facilities and inspections.** Missing basketball net has been replaced and new surfaces installed under the swings, sputnik roundabout and agility trail. The annual inspection of the Fir Tree Close play area and the School Lane recreation ground were carried on 12 August by RoSPA. A total of 11 findings were recorded, 9 of the findings are already covered in the playground and recreation ground action log. There were 2 new findings, 1 has already been closed (new basketball net). The monthly inspection was carried out by Cllr Weeks and Cllr Forster. Two new minor findings: the bark surface is compacting and needs raking over; half of the basketball court has been marked out in red paint, therefore the council needs to consider cleaning surface and possibly marking out permanently. To be added to the agenda for the November meeting.
 - b. Councillors to be appointed for this month's play and recreation inspection.** Cllrs Weeks and Swale volunteered to carry this out, agreed by the council.
 - c. Council to consider proposal by Cllr Weeks to form a working group to review actions required from monthly inspections and their disposition based on a list of specified criteria.** Cllrs Grant, Weeks and Smith volunteered to form the group, which was agreed by the council.
- 97. Bus shelter cleaning contract:** Council to consider approving terms of proposed contract drawn up by the clerk, with a view to inviting quotes: The council voted to accept the proposed contract. The clerk will invite quotes from prospective contractors to be considered at the November meeting.
- 98. New parish council website:** the council to consider approval of commissioning design of a new website by Netwise in order to comply with Web Content Accessibility Guidelines 2.1 at a cost of £599 design cost, plus £299 annual fee (details of the package circulated to

councillors). The council voted to approve the proposals. The clerk will action this.

- 99. Council to consider proposal from Cllr Forster to provide lunch for distinguished guests after the Remembrance Sunday service up to £350.** After discussion on the present rule of 6 for social contact during the coronavirus pandemic the council agreed that it was not advisable to host this event this year, therefore the council voted not to accept the proposal.
- 100. Council to consider quotes provided by the Millennium Green Trust** to remove overgrown vegetation as discussed in item 82b of the meeting of 7 September 2020, with a view to paying 75% of the costs. AD Maclean £750, Young's Trees £300. The council voted to accept Young's Trees' quote. Clerk to request that the parish council receive a separate invoice for its 75% of the cost.
- 101. Health & Safety policy:** Council to consider adoption of the policy circulated by the clerk. The council voted to adopt the policy to include an amendment to the lead sentence to section 2 to read "To provide *as far as is reasonably practicable*". To be reviewed in two years or when in the case of new legislation. The clerk will make the amendment and publish on the website.
- 102. Equality, Diversity and Inclusion policy:** Council to consider adoption of the policy circulated by the clerk. The council voted to adopt the policy with a review in two years or in the case of new legislation. The clerk will publish on the website.
- 103.** Council to note that following conclusion of National Joint Council for Government Services pay award of 2.75% the clerk's salary will be adjusted and backdated to April and a new contract has been issued and signed. Full details were circulated to councillors at the time of notification of the award. This was duly noted by the council.
- 104.** Council to consider closing the meeting to the public to discuss item 105 (under the Public Bodies (Admission to Meetings) Act 1960). The council voted to close the meeting.
- 105. Clerk's contract:** council to consider approval of request by clerk to bring her annual leave allowance into line with the NJC 'Green Book' terms as stated in her contract. As the NJC terms stated an entitlement of 21 days' leave which has now risen to 22 day in 2020-21 by agreement of NJC employers but the clerk's contract states an allowance of only 20 days, the council voted to increase the clerks entitlement to 22 days for the year 2020-21 from April, going forward. A letter outlining this change in her contract will be sent to the clerk by the chairman.

106. Next meetings:

Monday 2 November 2020

Monday 7 December 2020

Meeting concluded at 8.15pm

Signed..... Chairman, date