



Kingston Bagpuize with Southmoor
Parish Council
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**ANNUAL MEETING OF THE PARISH COUNCIL
9 MAY 2022, 6.30pm, Swallow Room, Village Hall**

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

County Cllr Juliette Ash

2 members of the public

MINUTES

1. **Election of chairman:** Virginia Grant was proposed by Cllr Pearce, seconded by Cllr Forster, Cllr Grant was duly voted in as chairman.
2. **Election of vice chairman:** Brian Forster proposed by Cllr Grant, seconded by Cllr Pearce, Cllr Forster was duly voted in as vice-chairman.
3. **Distribution to councillors of register of interests form.**
4. **Confirmation of committees and representatives, terms of reference and responsibilities:**
 - a. Planning Committee: Cllr Warr (chairman), Cllr Forster, Cllr Pearce, Cllr Grant, Cllr Swale: terms of reference to be ratified at the June meeting.
 - b. Recreational Facilities Committee: Cllr Weeks (chairman), Cllr Bello, Cllr Grant, Cllr Swale.
 - c. Finance Committee: Cllr Grant (chairman), Cllr Charlton, Cllr Bello, Cllr Pearce, Cllr Weeks
 - d. Burial Ground Committee: Cllr Weeks (chairman), Cllr Forster, Cllr Charlton
 - e. KBS News Liaison – responsibility: to liaise with KBS News to inform and promote latest parish council news, to provide precis of minutes of parish council meetings: Cllr Forster
 - f. Social media officer: Cllr Swale
 - g. Civil Protection Officer – working party to be formed to decide on responsibilities, etc, meeting to be arranged.
 - h. Parish Public Transport Representative – to attend any relevant meetings at OCC that involve parish councils to represent the interests of parish public transport user: Cllr Swale.
 - i. Parish council representative for the elderly: to liaise with Age UK and local charities and groups for the elderly to represent their interests on the parish council: Cllr Grant
 - j. Parish council representative for youth: to liaise with the school, scouts, brownies and other local groups and charities for the young to represent their interests on the parish council: Cllr Bello
 - k. Parish council representatives on Sports Field Association: Cllr Grant, Cllr Warr
 - l. Staffing committee, terms of reference provided for adoption by the council: Cllr Grant and Cllr Forster.
 - m. Remembrance Sunday committee – terms of reference to be agreed but in general to meet in September to agree all details and actions for the Remembrance Sunday arrangements: Cllr Grant, Cllr Forster, Cllr Charlton.

COMMENCEMENT OF ORDINARY MEETING OF COUNCIL OF 9 MAY 2022

5. **Apologies:** District Cllr Eric Batts
6. **Reports from** District Councillor Cllr Eric Batts (written report received and read out by Cllr Grant) and County Councillor Juliette Ash.

District Cllr Batts: Appendix 1

County Cllr Juliette Ash: Charney Road exit onto A420, works planned to improve safety. Lioncourt and request by KBSPC to change in boundaries – Cllr Ash to arrange meeting with Fyfield & Tubney PC to try to find solution to fit both parishes.

7. **Public Participation:** an adjournment of 20 minutes to allow the public to ask questions. No matters relating to the agenda were raised.
8. **Approval of minutes of the meeting of 4 April 2022.** Minutes agreed to be a true and accurate record of the meeting.
9. **Clerk's report:**
 - Outdoor table tennis table: the Vale have agreed to pay for transport and installation costs, so this will be arranged as soon as possible.
 - Resurfacing of paths around football pitch on Millennium Green: this was ordered last autumn but needed dry weather to complete, work was carried out on 28 April.
 - Pavilion build – funding agreement: this was finally signed and monies were released on 6 May to cover costs so far, with remaining monies to be released on application/receipt of payment certificates.
 - Finance Committee meeting: held on 26 April and all matters relating to end of year and the external audit forms will be presented to the council in June prior to submission. Other matters are covered in items on this agenda.
10. **Declarations of interest:** Cllr Smith for item 20c.
11. **Planning Applications for consideration:**
 - a. **P22/V0782/FUL**, Sunrise Nursery Abingdon Road Kingston Bagpuize Abingdon OX13 5AR, Extension to form a staff toilet, baby changing room and new kitchen area. Council voted no objections.
 - b. **P22/V0718/HH**, Dashwood House, Faringdon Road, Kingston Bagpuize, Abingdon, OX13 5AQ: Dropped kerb to front of property. Council voted no objections.
 - c. **P22/V0960/FUL**, Springhill Farm, Springhill, Longworth, Abingdon, OX13 5HL: Variation of condition 2 (Approved Plans) on planning application P19/V2434/FUL-House to be handed to help with the drainage and overall design (Reserved Matters application following Outline Approval P15/V2942/O for appearance, landscaping and scale.) Council voted no objections.

12. Planning Applications results:

P22/V0557/FUL, Lower Lodge Farm Charney Road Longworth Abingdon OX13 5HW: Variation of Condition 2 (Approved Plans) on P18/V0940/FUL -Changes include reconfiguration works to the floor plan, materials, fenestration, canopy design, and relocation of the workshop and car port. Permission granted.

P22/V0134/HH, 43 Blandy Avenue Southmoor Abingdon OX13 5DA, Rear and side extension and loft conversion. Single storey rear extension with oak frame. Increased

roof pitch. Upgrade external finish with white render and timber cladding where specified. (as amended by plans received 13 April 2022). Permission granted.

- 13. Accounts:** the council to approve payments presented by the clerk, and acknowledge receipts:

| Payee | Details | Amount (£) | VAT (£) | Total payment to payee (£) | Date of Payment |
|----------------------|---|------------|-----------|----------------------------|-----------------|
| HP Instant Ink | Ink replacement service | 3.74 | 0.75 | 4.49 | 11/04/2022 |
| Scrivens Opticians | Sight test/glasses contribution | 70.00 | | 70.00 | 20/04/2022 |
| Village Hall | Office rental | 210.00 | | 210.00 | 03/05/2022 |
| GiffGaff | Mobile phone | 5.00 | 1.00 | 6.00 | 03/05/2022 |
| AKS Ward | Structural engineer (payment from EMR Pavilion Build) | 660.00 | 132.00 | 792.00 | 11/05/2022 |
| BGG Garden Care | Litter picking | 270.00 | 54.00 | 324.00 | 11/05/2022 |
| KBS News | Advertising | 17.50 | | 17.50 | 11/05/2022 |
| Logs Unlimited | Grass cutting (April) (partial payment from EMRs 320, 326, 330) | 841.00 | 168.20 | 1,009.20 | 11/05/2022 |
| Oxford Architects | Architect services for pavilion (payment from EMR Pavilion Build) | 2,194.00 | 438.80 | 2,632.80 | 11/05/2022 |
| Oxford Architects | CDM services for pavilion (payment from EMR Pavilion Build) | 550.00 | 110.00 | 660.00 | 11/05/2022 |
| Spartan | Cleaning of bus shelters | 140.00 | | 140.00 | 11/05/2022 |
| TW Hardscaping | Resurface path across MG (payment from EMR CIL 2020-21 and CIL 2021-22) | 8,660.60 | 1,732.12 | 10,392.72 | 11/05/2022 |
| Ubico | Dog bins | 346.19 | 69.24 | 415.43 | 11/05/2022 |
| Life Build Solutions | Pavilion construction (payment from EMR Pavilion Build) | 83,315.00 | 16,663.00 | 99,978.00 | 18/05/2022 |
| Clerk (salary) | Salary | | | Confidential | 25/05/2022 |
| OCC Pension Fund | Pension contributions | | | Confidential | 25/05/2022 |

Receipts

| Date | Method of Receipt | From | Details | Amount (£) |
|------------|-------------------|----------------------------|--|------------|
| 14/04/2022 | BACs | HMRC | VAT refund (April) | 16,074.51 |
| 08/04/2022 | BACs | Vale of White Horse DC | Precept, first half | 50,000.00 |
| 21/04/2022 | BACs | Oxfordshire County Council | Grass cutting grant (moved to EMR Grass cutting grant) | 1,441.56 |
| 27/04/2022 | BACs | Vale of White Horse DC | CIL monies, April 2022 (moved to EMR CIL 2022-23) | 7,660.04 |
| 04/05/2022 | BACs | Tonks Funeral Services | Burial ground fees | 200.00 |
| 06/05/2022 | BACs | Vale of White Horse DC | S106 monies towards pavilion build (moved to EMR Pavilion Build) | 112,768.85 |

- 14. Councillors to be appointed to authorise the month's online payments.** Cllr Warr and Cllr Weeks were appointed. Payments to be authorised by 5pm on Wednesday.

- 15. Review of Financial Regulations:** council to consider approval of amendments proposed by the Finance Committee. Council agreed to the amendments. These related to points 4.1, 4.9, 6.8, 6.15. Clerk to retain marked up document for the record.

- 16. Proposal to reduce the bank mandate to include only 4 councillors and the clerk,** to allow swifter and easier changes: if agreed, council to appoint four councillors as signatories. Council voted to agree the proposal. Cllrs Grant, Weeks, Warr and Bello

were appointed to be signatories as well as the clerk (for administrative purposes only). Clerk to initiate changes with the Bank of Ireland.

17. **Asset Register policy:** motion to adopt this policy as recommended by the Finance Committee. Council agreed to adopt the policy.
18. **Asset Register:** motion for council to approve the updated asset register as recommended by the Finance Committee. Council voted to approve the asset register.
19. **Insurance schedule and quotes:** council to consider quotes for insurance received for renewal of council insurance policy: at the time of the meeting the clerk had still not received the second quote from BHIB, but only three quotes from Zurich based on 1-year, 3-year and 5-year policies. The council agreed that if the quotes were comparable in terms that the cheapest should be accepted. The clerk will email the council on receipt of the BHIB quote.
20. **Recreation and Play Facilities:**
 - a. Report from Cllr Weeks: the April council inspection resulted in three new findings: Jubilee Fort safety surface compacted - recommendation for forking over and depth built back up, pedestrian gate in main entrance self-closer not working properly and basketball court, minor movement in southern post, no direction action needed but regular monitoring required. Missing resin climbing stone has been replaced by Cllr Weeks.
 - b. Council to consider quote from Timberplay for the resistograph testing of the wooden play equipment in the Fir Tree play area. £740: council agreed to the quote.
 - c. Council to consider quotes from Sorbus £63 and Logs Unlimited £82 for decompacting the safety surface at the Jubilee Fort. Council agreed to accept Sorbus' quote.
21. **Wildlife meadow at Orchard Gate (south):** council to consider proposal by Cllr Smith, in line with the Vale's 'No mow May' to manage the field behind the scout hut as a wildlife meadow. The council agreed to the proposal, the clerk to instruct the contractor.
22. **Paint gate at Bellamy Close path to Rimes Lane:** council to consider whether to paint the gate and if so consider quote to paint gate to be installed in place of the stile. The council agreed that painting was unnecessary as the gate will be treated.
23. **Update from the Queen's Platinum Jubilee committee:** third meeting of the committee took place on 5 May, all present. Overall budget £2,500, £475 spent so far. Corne Motors have offered £200 towards posters, flyer and banner. £210 remaining for council to pay. Timings were agreed with a 3pm start to set up, opening to the public at 4.30pm and closes at 10.30pm. Stan Webb will be lighting the beacon. Raffle draw in aid for Air Ambulance. Cllr Swale and Cllr Grant approaching business for prizes. Further meeting on Friday 13 May and final meeting on 30 May.
24. **Update from Cllr Warr on the new pavilion build.** Cllr Warr attended site meeting on 29 April. 16 weeks in with 14 weeks left to run. The building is now in the dry.
25. **Dates for the raising of flags:** The flags at Memorial Green will be raised for the Queens' Platinum Jubilee weekend, 3-6 June, Armed Forces Day 25-26 June, and Remembrance Sunday, 13 November.
26. **Next meetings:**

Annual Parish Meeting, Monday 23 May, 7pm

Monday 6 June

Monday 4 July

Meeting concluded at 8.30pm

Clerk: Sarah Bates

Signed Chairman Date

DRAFT

Appendix 1, Report from District Cllr Batts, sent electronically:

Apologies that I am not able to be with you this evening but here is my latest update for you

I trust all members will have seen a copy of the press release issued this morning by the Vale in connection with the funding and construction of the pavilion, however for the benefit of openness and transparency I have forwarded you all a copy and also sent it to KBS News

After many false starts it is good to see the funding now released and monies garnered from S106 developers contributions from new homes in the village benefiting the local community with this long term assets for the village.

It looks as if we can expect a decision on the Lion Court site by the end of July, I spoke to the case officer last week and he informs me that most of the technical issues have been addressed from the previously refused application and subject to some final details around sporting provision it will either be scheduled for the planning committee on either June 1st or July 6th. I have no idea of what the officer's recommendation will be, I hope and assume that there will be little or no change to the application conditions, but I expect a new condition in relation Thames Waters objections.

In relation to Kingston Park and the revised agreement for maintenance following your decision not to take over the public open spaces, it is expected that the formal agreement between the Vale and Bloor homes for maintenance by a management company will also be complete in the next few weeks, thus allowing Bloor to draw up the agreement between them and residents to create this,

Council tax rebate for homeowners in tax band A to D this has now started being paid. As I said before those who do not pay their tax by direct debit should have or will shortly receive a letter from the Vale giving details as to how to claim it.

I am pleased to see your agenda item this evening in relation to the Vale initiative on "No MOW May" I hope members support it.

The final roll out of the electric vehicle charging points mentioned in my report last month has run into problems, due to the delay in the connection of the power to the charging point, it is hoped this can be resolved sooner rather but at the time of writing I have no further information.

All councils across Oxfordshire continue to work in close cooperation to support host families and Ukrainian refugees arriving in the county.

The Annual meeting of the Vale Council takes place on Wednesday 18th May, the agenda will be available online later this week. Prior to the meeting there will be a special meeting of council to confer positions of honorary aldermen of the Vale on two former long serving councillors.

The meeting on the 18th will mark the start of the final year of the current council with all out elections being held for a new council on Thursday 4th May 2023 this will also see elections for all contested parish council elections across the Vale on the same day,

Please let me have any feedback from your meeting in relation to items in my report or any issues raised by Councillors and residents concerning the Vale.

I have to send my advanced apologies for your June meeting as I am taking a short holiday to combine with the Jubilee.

District Cllr Eric Batts