



Kingston Bagpuize with Southmoor
Parish Council
The Village Hall
Draycott Road
Southmoor
OX13 5BY

w: www.kbsparishcouncil.org.uk
e: clerk@kbsparishcouncil.org.uk
t: 07908 472827

**PARISH COUNCIL MEETING
6 JUNE 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

3 members of the public

MINUTES

26. **Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate. District Cllr Eric Batts was unable to attend.
27. **Reports from** District Councillor Cllr Eric Batts and County Councillor Juliette Ash – not received.
28. **Public Participation: an adjournment of 20 minutes to allow the public to ask questions. :**
29. **Approval of minutes of the meeting of 9 May 2021.** Council agreed these to be a true and accurate record of the meeting.
30. **Clerk's report:**
 - a. The table tennis table has been installed on the edge of the basketball court.
 - b. Cllr Grant and Cllr Warr will be meeting, along with the clerk, Stuart Walker and Dave Cookson from the Vale of White Horse DC for an initial chat about the contents of the S106 agreement relating to the prospective development on "land east of Kingston Bagpuize" (Lioncourt). Any information will be fed back to the rest of the council with the intention of this being an item on the July meeting agenda.
 - c. Thanks received from Kingston Bagpuize Cricket Club for the donation from the parish council awarded in March.
 - d. Quotes received for the council's insurance policy showed Zurich to be the best value and the clerk has initiated a 3-year plan (information was previously circulated to councillors via email).
31. **Declarations of interest:** Cllr Smith for item 41
32. **Planning Applications for consideration:**
 - a. **P22/V1151/LB**, Lamb And Flag House, Faringdon Road, OX13 5HN: Redevelopment of the layout of the 1960s extension at the rear of the building, involving the removal of interior walls and the insertion of a new door opening to the rear garden. Replacing the current external door opening in the kitchen at the rear of the building with a window. Enlargement of a window on the west to create a new door opening to the side garden: council voted no

objections.

- b. **P22/V1142/HH**, The Cottage, Hanney Road, Southmoor OX13 5HT, ground floor extension and internal alterations: council voted no objections.

33. Planning Applications results:

- a. **P22/V0782/FUL**, Sunrise Nursery Abingdon Road Kingston Bagpuize Abingdon, OX13 5AR: Application proposal, including any amendments: Extension to form a staff toilet, baby changing room and new kitchen area., **permission granted.**
- b. **P22/V0628/HH**, Paddock End Beggars Lane Longworth Abingdon OX13 5BL: Install PVCu orangery to the side elevation: **permission granted**
- c. **P22/V0691/HH**, Whispering Trees Rectory Lane Kingston Bagpuize Abingdon, OX13 5AT: Single storey side extension; fit two velux cabrio balconies; remove existing canopy over the front door and form new porch: **permission granted**

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

- a. **Payments:** Councillors approved the list of the month's expenses.

Payee	Details	Budget Heading	Amount (£)	VAT (£)	Total payment to payee (£)	Date of Payment*
HP Instant Ink	Ink replacement service	Admin & Office	3.74	0.75	4.49	14/05/2022
Sainsbury's	Printer paper	Admin & Office	14.00		14.00	19/05/2022
Ab Fab Loos	Loos for Jubilee event	CIL spend 2021-22	400.00	80.00	480.00	23/05/2022
British Gas	Meter for pavilion	Pavilion Build	151.24	30.25	181.49	24/05/2022
Post office	Postage	Admin & Office	0.95		0.95	24/05/2022
Post office	Postage	Admin & Office	7.60		7.60	30/05/2022
Village Hall	Office rental	Admin & Office	210.00		210.00	03/06/2022
GiffGaff	Mobile phone	Admin & Office	5.00	1.00	6.00	06/06/2022
Artisan Print	Banners, etc for Jubilee event	CIL spend 2021-22	421.00	54.00	475.00	08/06/2022
Autela Payroll Services	Payroll services	Admin & Office	53.37	10.67	64.04	08/06/2022
BGG Garden Care	Litter picking	Litter	270.00	54.00	324.00	08/06/2022
Cllr Charlton	Flags and raffle tickets for Jubilee event	CIL spend 2021-22	63.75		63.75	08/06/2022
Cllr Weeks	Postage to return gate spring	Rec & Play/R&R	4.45		4.45	08/06/2022
KBS News	Advert for litter pick	Litter	27.50		27.50	08/06/2022
Logs Unlimited	Grass cutting	Grass cutting	918.00	183.60	1,101.60	08/06/2022
OALC	Emergency Planning training event	Training	10.00	2.00	12.00	08/06/2022
Online Playgrounds	2 Gate springs (credit note received for one)	Rec & Play/R&R	27.17	5.43	32.60	08/06/2022
RoSPA PlaySafety	Operation Inspections	Rec & Play/Inspections	240.00	48.00	288.00	08/06/2022

Payee	Details	Budget Heading	Amount (£)	VAT (£)	Total payment to payee (£)	Date of Payment*
Shilton Accounting Services	Internal audit	Audit	250.00	50.00	300.00	08/06/2022
Spartan	Cleaning of bus shelters	S&P, maintenance	140.00		140.00	08/06/2022
Spartan	Moving of SIDs	Traffic calming	35.00		35.00	08/06/2022
SSE	Electricity for pavilion build	Pavilion Build			939.80	08/06/2022
Ubico	Dog bins	S&P, dog bins	346.19	69.24	415.43	08/06/2022
Wellers Hedleys	Grant funding application for pavilion	Pavilion Build	1,800.00	360.00	2,160.00	08/06/2022
Zurich	Insurance	Insurance	797.01		797.01	08/06/2022
Zurich	Insurance	CIL spend 2021-22 (Jubilee)	200.04		200.04	08/06/2022
Life Build Solutions	Payment 6, construction, pavilion	Pavilion Build	143,496.55	28,699.31	172,195.86	15 & 16/06/2022
Clerk (salary)	Salary	Salary	Confidential			24/06/2022
HMRC	PAYE/NI Q1	PAYE/NI	Confidential			27/06/2022
OCC Pension Fund	Pension contributions	Pension	Confidential			27/06/2022

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
11/05/2022	BACs	Godfreys Funerals	Burial ground fees	120.00
20/05/2022	BACs	Vale of White Horse DC	S106 monies for pavilion	78,316.00
24/05/2022	BACs	HMRC	VAT reclaim	14,086.39
27/05/2022	BACs	Vale of White Horse DC	Payment for collection and installation of table tennis table	180.00

- 35. Councillors to be appointed to authorise the month's online payments.** Cllr Grant and Cllr Warr were appointed.
- 36. Risk assessment:** council to consider approval of updated risk assessment as recommended by the Finance Committee. Council voted to approve document.
- 37. Annual Return: councillors to acknowledge and approve the end of year documents and forms relating to the internal and external audit including:**
- Bank reconciliation dated 31 March 2022, approved.
 - End of year budget report, approved.
 - End of year earmarked reserves report, approved.
 - End of year summary receipts and payments report, approved.
 - Explanation of significant year on year variances, approved.

38. External Audit:

- a. Council to receive and approve the signed Internal Audit Report (AGAR Part 3, page 3). The council approved the internal audit.
- b. Council to receive and approve the Annual Governance Statement, AGAR Part 3, Section 2. The council approved the annual governance statement and the date and minute reference were inserted and the document was signed by the chairman and the clerk.
- c. Council to receive and approve the Accounting Statements signed by the RFO (clerk). Following approval the chairman signed and dated the document.
- d. Clerk to set the commencement date for the exercise of public rights, which must run for 30 working days and include the first 10 working days of July 2022 (Fri 10 June, notice to be put up on Thursday 9 June).

39. Appointment of councillor to verify bank reconciliations provided by the RFO on a quarterly basis: Cllr Pearce was appointed.

40. Recreation and Play Facilities: Report from Cllr Weeks:

- Inspections: quarterly operational inspection was carried out by RoSPA on 12 May, and the parish council monthly inspection on 23 May by Cllrs Forster and Weeks. 10 new findings – bird fouling being the main problem. The clerk instructed to obtain quote to disinfect/clean the swings, the jubilee fort, picnic tables and benches (including those in the rec). Both goal nets on the rec and Millennium Green have been tampered with.
- Order has been placed for resistograph testing.
- Play surface underneath the jubilee fort has been forked over. Broken spring on the pedestrian gate spring now replaced.
- Update re proposed application for grant from Football Foundation to lay artificial turf in the goal areas on the Millennium Green: this requires a pitch report to be carried out and entered via the FF's PitchPower app. Having carried out the report Cllr Weeks has found the app to be off line for upgrading, but is hoping to be able to upload it before the end of the April-June window.

41. Burial Ground: Council to consider the recommendation of the burial ground committee to accept quotes from Sorbus for:

- a) routine maintenance (grass cutting and edging) during the grass cutting season, £12.50/hr for 1.75 slots when needed.
 - b) the levelling of the mounds of twelve graves to help with mowing the grass, £240.
- Cllr Forster proposed accepting the quote, seconded by Cllr Grant, motion carried.
Background: in 2020 the council decided not to continue with the contractor and use a team of volunteers to maintain the burial ground. Sorbus provided the use of its apprentice free of charge during this time. The apprentice is now a full-time employee and the quote is to cover costs only.

42. Litter and dog bin contracts: council to consider quotes received and to award contracts. Quotes were received from The Shield Group and Tactical Facilities Management. There was a discrepancy in the cost of the litter picking element of one of the quotes. The clerk is to request a requote from both contractors on this element and bring it back to the July meeting.

- 43. Term of reference for Planning Committee:** council to ratify terms which include awarding delegated powers to decide on council response for single property applications. The council voted to accept the terms of reference. Date of planning committee meetings to be decided at each full meeting and published in minutes.
- 44. Grant application:** council to consider application from Toni Stanley to supply resources for the emotional literacy support assistant at John Blandy Primary School. Amount requested - £500. Council decided that inadequate information was provided on the application form and would prefer to see applications had also been made to other appropriate bodies such as the John Blandy Educational Trust. Although a short list of resources was provided this only added up to £150. It was also unclear whether the resources would become the property of the school. Clerk to request reapplication for July with the appropriate information.
- 45. Naming of new pavilion:** council to decide on the name for the new pavilion. Cllr Grant proposed the Jubilee Pavilion, seconded by Cllr Smith, motion carried.
- 46. Bins for Millennium Green:** council to approve purchase of two bins, cost c. £400, for the Millennium Green (as set out in the budget for 2022-23), one of which will be paid for by the Millennium Green Trust. The council agreed to the purchase.
- 47. Proposal to change parish boundary:** council to consider instigating public consultation on this proposal via KBS News and Facebook to provide evidence to inform the Vale's decision regarding the boundary between KBSPC and Fyfield & Tubney PC – set for Sept. Council agreed to this proposal as a proactive move as the Vale Planning Committee will again consider the Lioncourt application for 700 new homes on land which joins the eastern boundary of Kingston Bagpuize with Southmoor, which if approved will have an impact on the KBS infrastructure. Council agreed to Cllr Grant and the clerk to compose text setting out details. KBS News and Facebook to be used to signpost to the council's website for survey. Opportunity will also be available for non-digital response.
- 48. Land at Bellamy Close:** council to decide on its maintenance commitments on this privately owned tranche of land. Although historically the parish council have cut the grass on this half-moon of land between Bellamy Close and Norwood Avenue, it is privately owned. The council voted to discontinue maintenance of the land. Clerk to write to landowners to request ongoing maintenance on behalf of the local residents and to instruct the grass cutting contractor to no longer include it in the schedule.
- 49. Jubilee roses:** council to agree location for roses to be donated by OCC. Council agreed the roses would be provided to the garden club for its beds behind the village hall, where they can be maintained by garden club. Clerk to make application for the roses.

Chairman thanked all who worked on the Jubilee Beacon event, which was a huge success. In addition to the PC Jubilee Committee those involved included:

- Millennium Green Trustees, St John the Baptist Church for loan of gazebos and help setting up and clearing up.
- Simon Dando for help on both days
- Wantage Silver Band and the pipers, Karen Osman and Ron Paterson.
- The village choir led by Jennifer Charlton.
- The paramedics Warren & Katie.
- The Gardening Club, Kingston Colts, Shrivenham mini ring with Tony Crabtree and Riding for the Disabled.
- The Oxford Cow ice cream from the Christensen's and food and drink provided by The Waggon & Horses.
- The Bowls Club for providing electricity.

- TLB for work to make the entrance to the green firm and passable.

Thanks also to everyone for the generous donation of prizes the raffle has raised at least £1,000 towards the Air Ambulance. Cllr Swale to write an entry regarding the raffle for the July KBS News.

50. Start time of ordinary meetings: council to decide on the start time of future meetings: council voted to stay with 6.30pm start.

51. Next meetings:

Monday 4 July

Monday 1 August

Meeting concluded at 8.25pm

Clerk: Sarah Bates

Signed Chairman

Dated