



Kingston Bagpuize with Southmoor  
Parish Council  
The Village Hall  
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**PARISH COUNCIL MEETING**  
**MONDAY 3 OCTOBER 2022, 6.30pm, Swallow Room, Village Hall**

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

4 members of the public

The chairman thanked Cllr Forster for being in charge of the flag raising/lowering according to protocol following the Queen's death and the proclamation of King Charles. Thanks were also expressed to Chris Carpenter and Ian Belloch, church wardens, who arranged for access to a book of condolence in the church.

**MINUTES**

- 110. Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate. Cllr Pearce (isolating in advance of operation), Cllr Bello (family reasons), District Cllr Eric Batts, County Cllr Juliette Ash.
- 111. Written report from** District Councillor Cllr Eric Batts (Appendix 1).
- 112. Public Participation: an adjournment of 20 minutes to allow the public to ask questions.** Question of implementing 20's Plenty speed limit on Faringdon Road, chairman advised that the Speeding Working Party report will cover this later in the meeting. Closure of footpath from Springhill to Bullockspit Lane raised – clerk advised that she had already queried this some weeks ago with the footpaths office at OCC but would follow this up.
- 113. Approval of minutes of the meeting of 5 September 2022.** Agreed to be a true and accurate record of the meeting.
- 114. Clerk's report:** report submitted on FixMyStreet to request inspection of road surface on Faringdon Road between Bellamy Close and Cherrytree Close following request by Cllr Charlton.
- 115. Declarations of interest:** Cllr Warr for item 126
- 116. Planning Applications for consideration: P22/V2055/FUL,** Land Adjacent Wayside House Longworth Abingdon OX13 5BL, Solar PV array comprising 40 modules on a gravelled base. Council voted no objection.
- 117. Planning Applications results: P22/V0718/HH,** Dashwood House Faringdon Road Kingston Bagpuize Abingdon, OX13 5AQ: Dropped kerb to front of property. Permission granted (with conditions).
- 118. Date for next Planning Committee meeting:** Monday 31 October, 6.00pm

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

### Payments

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	<b>4.49</b>	11/09/2022
Village Hall	Office rental	Admin & Office	210.00		<b>210.00</b>	03/10/2022
Harkness Roses	Roses for Jubilee (fund from OCC)	Admin & Office	32.48	6.49	<b>38.97</b>	09/09/2022
HMRC	Land reg docs	Admin & Office	6.00		<b>6.00</b>	22/09/2022
HMRC	Land reg docs	Admin & Office	3.00		<b>3.00</b>	22/09/2022
Co-op, Faringdon Road	Milk for meeting	Admin & Office	0.95		<b>0.95</b>	22/09/2022
British Gas	Supply of gas to pavilion	Pavilion build	55.74	2.78	<b>58.52</b>	27/09/2022
Clerk	Refund for mobile phone tariff (Giffgaff)	Admin & Office	5.00	1.00	<b>6.00</b>	05/10/2022
Glasdon	Bin parts	Litter	24.95	4.99	<b>29.94</b>	05/10/2022
SKB Gardening Club	Donation from Jubilee budget for border	CIL 21-22 (Plat Jubilee fund)	550.00		<b>550.00</b>	05/10/2022
Logs Unlimited	Cutting and clearing wildflower meadow	Grass cutting	620.00	124.00	<b>744.00</b>	05/10/2022
Logs Unlimited	Installation of bins at Millennium Green	Litter	50.00	10.00	<b>60.00</b>	05/10/2022
Logs Unlimited	Rotation of SIDs	S&P, traffic calming	54.00	10.80	<b>64.80</b>	05/10/2022
Moore	External audit fees	Audit fees	800.00	160.00	<b>960.00</b>	05/10/2022
Netwise	Website domain and hosting	Admin & Office	350.00	70.00	<b>420.00</b>	05/10/2022
OALC	Training	Training	55.00	11.00	<b>66.00</b>	05/10/2022
SSE	Electricity provision to pavilion during build	Pavilion build	225.89		<b>225.89</b>	05/10/2022
The Shield Group	Cleaning of bird droppings	R&P, maintenance	233.48	46.70	<b>280.18</b>	05/10/2022
The Shield Group	Litter bin emptying	Litter/dog bins	386.96	77.39	<b>464.35</b>	05/10/2022
The Shield Group	Dog bin emptying	Litter/dog bins	95.33	19.07	<b>114.40</b>	05/10/2022
Spartan Cleaning	Cleaning of bus shelters	S&P, maintenance	140.00		<b>140.00</b>	05/10/2022
Clerk (salary)	Salary	Staff salary (net)	Confidential		-	25/10/2022
OCC Pension Fund	Pension contributions	Pension	Confidential		-	25/10/2022

Councillors provided with a list of payments for the month for approval which will be shown on the minutes of this meeting.

### Receipts

Date	Method of Receipt	From	Details	Amount (£)
07/09/2022	BACs	Vale of White Horse DC	Precept, 2 <sup>nd</sup> half	50,000
13/09/2022	BACs	HMRC	VAT refund	18,772.48
15/09/2022	Cheque	J Godfreys, Funeral Services	Burial ground fees	20.00

**120. Councillors to be appointed to authorise the month's online payments:** Cllr Warr and Cllr Weeks were duly appointed.

**121. External Auditor's report:** council to acknowledge receipt of report from the clerk. Council acknowledged receipt and contents of the report. This will be published on website. Conclusion of Audit notice also to be published.

**122. Shortfall in funds to pay for pavilion build:** council to consider proposal from Finance Committee on how to manage the shortfall in costs for the new pavilion in

terms of budget virements, use of CIL monies and general reserves. The bulk of the cost of the pavilion £713,218 has been covered by S106 monies however it was acknowledged in December 2021 that a shortfall would have to be covered. The Finance Committee met earlier in September to agree a plan on how this shortfall would be managed. All monies except a small outstanding amount have already been paid however for audit purposes budget virements will be needed to show how this has been covered. The council voted to accept the following proposal:

£4,500 from *Professional Fees* (£8000 allocated in budget plus £1,500 EMR, agreed unlikely to use that sum this year now)  
£500 from *Training* (£1,000 allocated in budget but under £100 used so far)  
£2,000 from *Streets & Parks (Repairs & Renewals)* (sum was allocated in budget to replace the wall behind the demolished bus stop at the Co-op but the expense was born by OCC)  
£4,000 *Sports Field & Pavilion (Repairs & Renewals)*, (budget for fencing which can be delayed)  
£10,000 from *General Reserves*  
£15,000 Taken from *EMR 326*, S106 monies from David Wilson Homes  
£1,000 from *War Memorial* (£1,500 allocated for cleaning – alternative plan made)  
£25,318 Remainder from *CIL monies*

Total £62,318

- 123. Pavilion caretaker:** council to consider whether to employ a caretaker for the pavilion and if so to agree next steps. Matter to be considered by the Sports Field Association, with a view to outlining a job description.
- 124. Recreation and Play Facilities:** Report from Cllr Weeks, including the September inspection. During the September councillor inspection there was only one new finding which was damage to safety surface of the outdoor gym equipment on the Millennium Green. In addition further graffiti has been added to the table tennis table. Redlynch, who will be supplying and installing replacement grass matting in the playground (as agreed at meeting of 5 September) have agreed to repair safety surface free of charge. Grant application to Football Foundation update: assessment report has not been received as promised, Cllr Weeks is following up. Disclaimer sign in Millennium Green supplied by Artisan Print to be installed by Sorbus.
- 125. Burial Ground:** Council to consider the recommendation of the burial ground committee to accept the quote from Artisan for a notice regarding regulations for use for the burial ground. Council voted to accept the quote of £30 (ex VAT).
- 126. Donation request** – MyVision Oxfordshire, request for £350. Cllr Forster proposed offering £250, seconded by Cllr Charlton. Counter proposal from Cllr Weeks for £350, seconded by Cllr Smith – motion carried.
- 127. Remembrance Sunday:** update – volunteers needed to erect flag poles with Cllr Forster. Cllr Weeks, Cllr Warr, Cllr Smith volunteered. Tuesday 8 November, 1.00pm. Cllr Forster to contact Waggon & Horses re lunch arrangements.
- 128. Report from the Speeding Working Party:** this party was formed at the August meeting and comprises 3 councillors and 2 local residents, and has met twice so far. The group has examined the many types of traffic calming measures available, reflecting on the effectiveness, restrictions and costs of each. Conclusion was reached that the most effective measure to prevent speeding would be the installation of automatic number plate recognition (ANPR) cameras. In addition it recommended that

a pedestrian crossing is needed at the eastern end of Faringdon Road, with the existing dropped kerb diagonal uncontrolled crossing point on southern end of Witney Road to be removed. The party also recommended application for “20’s Plenty” measures on sections of Faringdon Road and timed flashing 20mph signage in the vicinity of the footpath leading from Fir Tree Close onto Faringdon Road at school start and finish times: Next steps: working group will contact Matthew Barber, Thames Valley Police (TVP) Crime Commissioner to ask whether TVP will support ANPR and to examine which areas would be best to support “20’s Plenty” signage. Cllr Grant advised that she has spoken to County Cllr Juliette Ash who will support request for “20’s Plenty” on sections of Faringdon Road and she advised that any flashing lights for school entry/exit should be included within that section. Update to be reported at next meeting.

- 129. Naming of pavilion:** following the death of the Queen, proposal to reconsider the name of the pavilion (previously agreed as the Jubilee Pavilion) to the Queen Elizabeth Pavilion or QEII Pavilion. Cllr Warr has written to the Lord Lieutenancy to ask what the protocols are regarding use the late Queen’s name, once he has been advised the item will be re-tabled on a future agenda.
- 130. Tree work:** council to consider approval of programme of works and quotes with reference to tree survey conducted in Nov 2021. Spreadsheet with details provided by clerk. All works recommended to be done within a 3 month period have already been carried out. The remaining works to be done between 6-12 months have been quoted at £5,400 by Young’s Trees (original quote from Ringrose Trees was £14,750). Council agreed to accept the quote. The sum quoted includes work on over 50 trees.
- 131. Tennis Club land:** Council to consider request from Village Hall Trustees to write a letter to resident of Storksbill Lane who has installed a gate from their property onto the tennis club land, to request removal of the gate. Gate is invisible as has been built into the closed board fence, but property identified as 35 Storksbill Lane. Parish council agreed to ask the clerk to write a letter, however this land is in the ownership of the Village Hall Trustees through a 125-year lease.

**132. Next meetings:**

Monday 7 November

Monday 5 December