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## PARISH COUNCIL MEETING MONDAY, 5 DECEMBER 2022

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

9 members of the public

### MINUTES

The chairman thanked all those involved in the organisation of the Remembrance Sunday service: Rev David Tyler, Kingsmill Bond – Trumpeter, Jane Cranston DL, St John the Baptist Church – Church Wardens & PCC, Kerry & Ruth Hastings, Cllr Brian Forster – co-ordinating flags for Act of Remembrance, Tom Forster – sound system on Memorial Green, and RAF Brize Norton and Army Dalton Barracks.

- 157. Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate. Cllr Swale (unwell), District Cllr Batts
- 158. Reports from District Councillor Cllr Eric Batts and County Councillor Juliette Ash –** not received before the meeting.
- 159. Public Participation:** concern expressed over potential development in the light of communication received by chairman from potential developer of land north of Springhill while village infrastructure remains inadequate. This relates to item 166.
- 160. Approval of minutes of the meeting of 7 November 2022.** These were agreed to be a true and accurate record of the meeting.
- 161. Clerk's report:**
- Thames Water – email received relating to the tankering activities to the sewage plant which are being maintained 24 hours a day. Resident has complained which has been passed on to Thames Water with the suggestion they try and use Sandy Lane as well as Stonehill Lane to minimize the impact on Stonehill Lane residents. Awaiting an update.
  - Pavilion – following the fire safety audit, order has been placed and completed for fire safety products such as extinguishers and signage.
  - OCC Highways contacted to request a meeting to examine the speeding and road safety problems and discuss the proposed traffic calming measures. Agreed that this could be arranged for January, clerk currently awaiting a proposed date.
  - Licences to occupy sports field and pavilion finalised and sent out to clubs and duly returned, to be signed by the chairman and vice-chairman at the end of the meeting.
  - Cllr Pearce has checked the bank reconciliations produced by the clerk against the bank statements and signed them off as required by the council's financial regulations.
- 162. Declarations of interest:** none received

**163. Planning Applications for consideration:**

- a. **P22/V2587/FUL:** Land north of Stonehill Lane, Southmoor, Abingdon, OX13 5HU. Erection of 3 no. new dwellings, conversion of an existing agricultural/storage building and the localised widening of Stonehill Lane to facilitate the development. Planning committee proposed to comment that while not objecting to this small development there are concerns relating to it setting a precedent for further such developments.

**164. Planning Applications results:** none received

**165. Date for next Planning Committee meeting:** Thursday 5 Jan, 6pm, parish council office or Elkins Room.

**166. Land north of Springhill:** following communication from a potential developer, council to decide how it wishes to proceed and whether a sum for professional planning advice should be included in next year's budget – see item 169c. The chairman has requested a meeting with the correspondent.

**167. Accounts:** the council approved the month's payments presented by the clerk as shown below.

**a. Payments:**

Payee	Details	Budget Heading	Amount (£)	VAT (£)	Total payment to payee (£)	Date of Payment*
Land Registry	Land reg docs	Admin & Office	3.00		<b>3.00</b>	08/11/2022
Sainsbury's	Printer paper	Admin & Office	15.00		<b>15.00</b>	10/11/2022
HP Instant Ink	Ink replacement service		3.74	0.75	<b>4.49</b>	11/11/2022
Adobe	Acrobat export pdf subscription	Admin & Office	17.62	3.52	<b>21.14</b>	25/11/2022
Amazon	Laptop case	Admin & Office	17.48	3.50	<b>20.98</b>	30/11/2022
GiffGaff	Mobile phone (paid by clerk with own card)		5.00	1.00	<b>6.00</b>	01/12/2022
Village Hall	Office rental		210.00		<b>210.00</b>	03/12/2022
British Gas	Gas supply pavilion (Oct - Nov 2022)	Maintenance, Sports Field & Pav	99.51		<b>99.51</b>	12/12/2022
Executive Safety Solutions	Fire safety products for pavilion	Maintenance, Sports Field & Pav	278.50	55.70	<b>334.20</b>	07/12/2022
Logs Unlimited	SIDs rotation	S&P, traffic calming	54.00	10.80	<b>64.80</b>	07/12/2022
Rospa Play Safety	Recreation inspection	R&P, inspections	240.00	48.00	<b>288.00</b>	07/12/2022
Rialtas	Move software to new laptop	Admin & Office	25.00	5.00	<b>30.00</b>	07/12/2022
Shield Maintenance	Dog bins	S&P, dog bins	95.33	19.07	<b>114.40</b>	07/12/2022
Shield Maintenance	Litter and litter bins	S&P, litter	386.96	77.39	<b>464.35</b>	07/12/2022
Sorbus	Burial ground maintenance	Maintenance, BG	21.88	4.38	<b>26.26</b>	07/12/2022
Sorbus	Installation of sign	R&P, R&R	120.00	24.00	<b>144.00</b>	07/12/2022
Waggon & Horses	Remembrance Sunday hospitality	Chairman's allowance	262.50	52.50	<b>315.00</b>	07/12/2022
White Horse Pest Control	Mole control in burial ground	S&P, pest control	150.00		<b>150.00</b>	07/12/2022
Clerk (salary)	Salary (include back pay to April)	Staff salary				22/12/2022
HMRC	PAYE/NI Q3	PAYE/NI				22/12/2022
OCC Pension Fund	Pension contributions	Pension contributions				22/12/2022

**b. Receipts – none this month.**

**168. Councillors to be appointed to authorise the month's online payments:** Cllr Warr

and Cllr Weeks were duly appointed.

- 169. Budget and precept 2023-24:** council to approve in principle the budget proposed by the finance committee and suggested precept for the next financial year, figures and rationalisation supplied by the clerk (2 docs), with consideration of the following items in particular to be agreed (final ratification of the budget and precept will be at January meeting):
- a. Resurfacing of path in the burial ground – likely cost £6,000 – proposal for £2,000 to be included in the budget with £4,000 to come from CIL monies. Council resolved to accept this proposal.
  - b. Re-turfing of goal mouths on football pitch on Millennium Green, estimated cost £1,250. Council resolved to accept this proposal.
  - c. Sum to be put as earmarked reserve towards hiring a planning consultant in light of probable development applications, cost unknown. Following discussion the council agreed to a £5,000 earmarked reserve to be set aside from the 2023-24 precept.
  - d. Sum to be agreed for pavilion opening event. The council agreed on £500.
  - e. Pavilion caretaker role – see item 170. £1,500 agreed – already accounted for in budget.
  - f. King's coronation – see item 171.

The precept for 2022-23 is £100,000. When all agreed budget items were included, this indicated a precept of c. £105,500 is required for 2023-24, but, as the number of households has increased by 5.51% over the year any increase in actual cost would be negligible.

- 170. Pavilion caretaker:** council to consider proposal to obtain services of a caretaker principally to ensure compliance with fire safety policy, as well as ensure pavilion is maintained in good condition. Position would require a minimum of 1 hour a week guaranteed with any extra time required to be agreed on an ad hoc basis. The position would be as contractor rather than employee. If agreed, a procedure for recruitment to also be agreed. Draft job description circulated. The council agreed that this position would need an average of 2 hours per week, with £1,500 included in the budget to cover it (under Sports Field & Pavilion/maintenance). The proposal would be for this role to be self-employed rather than a council employee as the hours required are so minimal.
- 171. Marking the King's coronation:** council to decide if and how it would like to mark the coronation, if so in what way and the sum it would like to allocate to this item. Cllrs Grant, Pearce and Smith agreed to form a working party for this event. CIL monies to be used but sum to be agreed once decision made on what form the marking will take.
- 172. Proposal to switch current account:** council to consider proposal from clerk to switch from Bank of Ireland to Unity Trust Bank, relevant details circulated. Council resolved to accept this proposal. Clerk proposed she would start the process in January.
- 173. Recreation and Play Facilities:** report from Cllr Weeks:

- Two inspections were conducted in November, Q4 operational inspection by RoSPA and the parish council monthly inspection. A total of eight new findings were identified from the two inspections.
- A meeting of the Open Action Working Group (OAWG) has been arranged for Thursday 8 December to go through the current list of open actions and review their dispositions.
- The replacement disclaimer sign for the outdoor gym equipment has been installed.
- The safety surface at the Jubilee Fort has been decompacted.
- Site meeting with Home Front Outdoor Play to discuss the possible refurbishment of the Jubilee Fort (21 Nov). The timber has a 15-year warranty, Jubilee Fort is 10 years old, 5 years of warranty left. Home Front will replace any timbers that they deem need replacing, at no cost. Cost to install the new timbers would be £275 + VAT. This will also include the replacement and installation of the missing bottom plank of the ramp and the missing top roof slat on the Jubilee Slide.

**174. Speeding working party update:** Cllr Forster reported that a meeting was held since the last full council meeting. The working party asked for council's agreement to put a notice in KBS News to advise local residents that the council is addressing the issue - agreed. Statistics had been received from Bourton-on-the-Water regarding the efficacy of ANPR cameras which showed a marked drop in speeding, however the group have still been unable to get a response from Police & Crimes Commissioner Matthew Barber to ascertain Thames Valley Police's intentions on future supporting of ANPR. Proposals to attempt to limit speeding on stretch of road up to the Round House.

**175. Supply and installation of extra dog bin:** council to decide on location to install extra dog bin (which was allowed for in the budget). The council voted for a bin to be installed at the eastern end of (the old) Oxford Road. Clerk to ascertain whether permission is needed to install.

**176. Burial Ground:** Council to consider the Burial Ground Committee's recommendation to adopt the revised rules and regulations for the burial ground. Council agreed to the changes.

**177. Complaints and grievance policy review:** council to review the policy and agree any proposed changes. Council reviewed the policy and no changes were made. Next review in 2 years' time.

**178. Next meetings:**

Monday 9 January

Monday 6 February

The chairman, vice-chairman and clerk signed the licences for the sports field and pavilion for Kingston Bagpuize Cricket Club and Kingston Colts Football Club.

Meeting concluded at 8.15pm

Clerk: Sarah Bates

Signed .....

Chairman

Dated .....