



Kingston Bagpuize with Southmoor
Parish Council
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**PARISH COUNCIL MEETING
MONDAY 6 FEBRUARY 2023
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

District Cllr Eric Batts
County Cllr Juliette Ash
8 members of the public

MINUTES

197. Apologies: council to receive apologies for absence and to approve reasons for absence where appropriate. None received

198. Reports from District Councillor Cllr Eric Batts and County Councillor Juliette Ash.

District Cllr Batts – The Lioncourt [Land East of Kingston Bagpuize] application is recommended for approval by planning officer with 35% of social housing but no occupation before completion of works at Frilford Junction and before sewers have been completed. Frilford junction upgrade work received approval unanimously by committee. Parish Councils have been granted 3 minutes each to speak at the planning committee meeting regarding the Lioncourt application. District council budget has proved financially challenging and council tax will rise, papers will be available in a few days from date of this meeting. Local elections will be held on 4 May immediately before Coronation bank holiday weekend. Voters will be asked for photographic ID at the polling station (this can include such items as bus passes).

County Cllr Ash: Sandy Lane – reported potholes have not yet been addressed as there is a dispute as to whether this road is adopted. Residents assert it is a byway open to all traffic, awaiting for confirmation by OCC. Action for A420 to have a sign advising of bridge footpath rather than use footpath across carriageway.

199. Public Participation: an adjournment of 20 minutes.

200. Approval of minutes of the meeting of 9 January 2023. Re item 187 (report on meeting with Nicholas King Homes) it was stated that John Blandy School was full. The headteacher has requested that this is corrected to state that the school is continuing to grow over the next 2-3 years to reach its maximum capacity of 315. This amendment was made by hand and signed by the chairman. Otherwise the minutes were agreed to be a true and accurate record of the meeting.

201. Clerk's report:

- a. The bank account switch from Bank of Ireland to Unity Trust Bank has been completed successfully.
- b. Details on how to become a councillor and relevant links/downloads are available

on the parish council website.

- c. Coronation: event is being planned, details will go into KBS News. £150 is being offered by County Cllr Juliette Ash from her priority fund which has been applied for. Air Ambulance requested to attend, raffle to be held to support them.

202. Declarations of interest: none declared

203. Planning Applications for consideration:

P22/V2980/FUL: Tall Trees, 11 Rimes Close, Kingston Bagpuize, OX13 5AL:
Proposed erection of dwelling in side garden of 11 Rimes Close. Council voted to object on the grounds of over development and a proposal detrimental to local amenity (the design is considered without merit and fails to integrate with the nature of the Rimes Close estate).

204. Planning Applications results: none received

205. Date for next Planning Committee meeting to be agreed: Tuesday 28 Feb, 6pm, Elkins Room

206. Request by Catesby Estates to meet regarding potential development of land south of Springhill: council to decide whether to meet and if so which councillors will attend. Council resolved not to meet with the developers as the land is not allocated for development and Catesby Estates are development promoters rather than housebuilders.

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

a. Payments

Payee	Details	Budget Heading	Amount (£)	VAT (£)	Total payment to payee (£)	Date of Payment*
Zoom	Zoom	Admin & Office	0.59	0.11	0.70	03/01/23
HP Instant Ink	Ink replacement service	Admin & Office	3.74	0.75	4.49	11/01/23
Post office	Postage and stationery	Admin & Office	12.15		12.15	12/01/23
Zoom	Zoom	Admin & Office	11.99	2.40	14.39	13/01/23
British Gas	Pavilion	Maint, pavilion	165.75		165.75	30/01/23
Village Hall	Office rental	Admin & Office	210.00		210.00	03/02/23
GiffGaff	Mobile phone	Admin & Office	20.00		20.00	03/02/23
Logs Unlimited	SIDs rotation	Traffic calming	54.00	10.80	64.80	08/02/23
Parish Online	Annual subs for mapping software	Admin & Office	135.00	27.00	162.00	08/02/23
Shield Maintenance	Dog bins	Dog bins	95.33	19.07	578.75	08/02/23
Shield Maintenance	Litter and litter bins	Litter	386.96	77.39		08/02/23
Spartan	Cleaning of bus shelters	Bus shelters	140.00		140.00	08/02/23
Clerk (salary)	Salary	Salary				27/02/23
OCC Pension Fund	Pension contributions	Pension Conts				27/02/23

The council approved all payments.

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
13/01/2023	BACs	Sarah Bates	Repayment of personal postage erroneously inc. in payment of PC postage	9.05
17/01/2023	BACs	Dell Corporation	Repayment of overpayment of laptop purchased in Nov (price reduced after payment)	20.40
23/01/2023	BACs	Sports Field Assoc	Repayment of gas bill	165.75

- 208. Councillors to be appointed to authorise the month's online payments.** Cllr Weeks and Cllr Grant were appointed to authorise payments and transfer to the savings account.
- 209. Council to review and accept quarterly financial reports from the clerk.** Council accepted the figures and no questions were asked.
- 210. Proposed amendments to Financial Regulation in light of current account switch and opening of savings account:** council to vote whether to accept the Finance Committee's recommendations on protocols for fund limit to remain in the current account (£10,000) and the procedure for transfer between the current and savings account: proposal is for agreed amount required to cover the month's payments to be transferred to the current account immediately before payments are authorised, or in the case of a surplus in the current account, to be transferred to the savings account. Sums and authorising councillors to be agreed at the monthly meeting. The council agreed to this procedure.
- 211. Council to consider approval of business credit card for use by the clerk:** balance to be paid off in full each month. If agreed, application form to be signed at end of meeting. The council resolved to accept this proposal. Credit card limit to be £500. The application form was signed by Cllr Grant as co-administrator.
- 212. Council accounting system change:** proposal to change from Receipts & Payments to Income & Expenditure system and associated costs of changing to new software and training for the clerk. Quote received from Rialtas Business Solutions which indicates first year costs of £1,614, thereafter £270 p.a. This amount was budgeted for in 2023-24. The council resolved to accept this proposal.
- 213. Recreation and Play Facilities:** report from Cllr Weeks. Update on the Millennium Green football pitch and quest for improvements through a grant from the Football Foundation: parish councils cannot apply direct, but a local club using PC-owned grounds can, with permission. A site meeting took place with Kingston Colts (KC) to discuss suggestions from the FA on measures required to get to a position where KC could apply for a grant, including using mobile goals instead of fixed to allow alternative pitch layouts for different age groups and to invite KC to use the pitches for affiliated matches. The extra pitches would be very useful as the KC continues to grow and for training in the summer. To bring the usable space up to standard a programme of work would need to be carried out in the first year, the cost for some of which is already included in the parish council budget. Cllr Weeks to obtain quotes for extra measures including removal and disposal of the existing goalpost and the first-year pitch maintenance. From the second year onwards, Kingston Colts would assume responsibility for the pitch maintenance, seeking a grant from the football foundation.

Jubilee Fort refurbishment update: Cllr Weeks has finally received a response from Home Front Outdoor Play regarding this matter and will also be receiving a quote for supplementary equipment for slightly older children.

Cllrs Weeks and Grant conducted the Jan inspection, 9 new findings, all minor.

Open actions were reviewed at the Recreational Facilities Committee meeting, the next meeting of which will be on 22 March.

214. Speeding Working Party report and traffic calming proposals: following meeting with OCC Highways officers the working party has drawn up proposals for traffic calming measures for the council to consider. Maps detailing proposals circulated to councillors in advance. Proposals include:

- ANPR camera on Springhill
- Signage warning of the crossroads at Draycott/Hanney/Faringdon Roads
- Anti slip surface either side of the crossroads on Faringdon Road
- 20's Plenty imposed down Hanney Road until end of the current 30mph, Draycott Road and Blandy estate.
- 20s Plenty imposed on stretch between Southmoor Gardens and Bellamy Close with controlled lights around the exit of the footpath from the school.
- Request for a new uncontrolled crossing with a pedestrian refuge in the centre of the carriageway and dropped kerbs either side at eastern end of Faringdon Road.
- Removal of the existing diagonal crossing on A415.

Council resolved to accept these proposals: Speeding Working Party to send proposal to the Highways Department via the clerk.

215. Office rental to increase by 5% to £220.50 from April: council to acknowledge notification of increase and authorise corresponding increase to monthly standing order payment. The clerk advised that she had not had official notification of this, other than via Cllr Charlton. The council agreed to a change in the standing order from April.

216. Review of council's Standing Orders (policy): changes agreed: point 3(z) – length of meeting: if likely to be longer than 2 hours it can be extended by half an hour to conclude council business on an agreed motion by the chairman; point 5(j)(xxvii-xxx) regarding review of policies at the Annual Meeting of the Council to reflect that the council has a schedule for policy review throughout the year.

217. Wellington Way public open space landscape/art project: council to consider forming working party (to include the Vale's Arts Development Officer, Abi Brown) to take this project forward as the S106 funds have already been received: Cllrs Grant, Pearce, Smith to form working party, along with Abi Brown and Sarah Naybour.

218. Caretaker for pavilion – council to agree actions to be taken to appoint to this position. Arrangements ongoing, clerk to speak to Logs Unlimited to ascertain interest and is so for a quote.

219. Opening event for pavilion: council agree actions to be taken to organise this event. Communications with clubs on events. KBS News insert required. Date to be agreed so as not to conflict with election purdah imposed on councillors.

220. Next meetings:

Monday 6 March

Monday 3 April

Meeting concluded at 8.30pm

Clerk: Sarah Bates

Signed Chairman Dated