



Kingston Bagpuize with Southmoor
Parish Council
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**ANNUAL MEETING OF THE PARISH COUNCIL
MONDAY 15 MAY 2023
6.30pm, Swallow Room, Village Hall**

Present: Cllr Robert Barnett, Cllr Oyebola Bello, Cllr Natalie Clements, Cllr Brian Forster, Cllr Virginia Grant, Cllr Kim Kousari, Cllr Behnoosh Sabah, Cllr Steve Smith, Cllr Dianna Swale

District Cllr Jill Rayner
County Cllr Juliette Ash
13 members of the public

MINUTES

1. **Election of chairman:** Virginia Grant proposed herself and was seconded by Brian Forster. No other nominations - Virginia Grant voted as chairman.
2. **Election of vice chairman:** Robert Barnett proposed himself and was seconded by Virginia Grant. No other nominations - Robert Barnett was voted as vice-chairman.
3. **Apologies:** none received.
4. **Signing of declaration of acceptance of office in the presence of the clerk by members:** the chairman, vice-chairman and all members duly signed the declarations.
5. **Distribution to councillors of register of interests form.** Councillors requested to complete and return to the clerk as soon as possible.
6. **Confirmation of committees and representatives, terms of reference and responsibilities:** the responsibilities of each committee were outlined and members appointed as follows:
 - a. **Finance Committee:** Cllr Virginia Grant, Cllr Robert Barnett, Cllr Oyebola Bello
 - b. **Planning Committee:** Cllr Virginia Grant, Cllr Behnoosh Sabah, Cllr Robert Barnett, Cllr Brian Forster, David Warr (non-councillor)
 - c. **Recreational Facilities Committee:** Cllr Dianna Swale, Cllr Kim Kousari, Cllr Oyebola Bello, Cllr Brian Forster, David Weeks (non-councillor)
 - d. **Burial Ground Committee:** Cllr Natalie Clements, Cllr Brian Forster, David Weeks (non-councillor)
 - 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 Brian Forster
 - f. **Civil Protection Officer:** Cllr Dianna Swale
 - g. **Parish Public Transport Representative** – to attend any relevant meetings at OCC that involve parish councils to represent the interests of parish public transport user: to be advertised outside council
 - h. **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 Virginia Grant
 - i. **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 Behnoosh Sabah, Cllr Oyebola Bello

- j. **Parish council representatives on Sports Field Association:** Cllr Virginia Grant and Cllr Dianna Swale
- k. **Staffing committee:** terms of reference provided for adoption by the council: Cllr Virginia Grant and Cllr Robert Barnett
- l. **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 Virginia Grant, Cllr Steve Smith, Cllr Brian Forster
- m. **Speeding working group:** Cllr Brian Forster, Cllr Steve Smith, Cllr Robert Barnett, David Weeks (non-councillor), Garth Lewis (non-councillor), John Blackwell (non-councillor)

Committees to arrange meetings and select a chairman to be reported at the next meeting. Terms of reference for each committee to be reviewed and ratified at the next meeting.

ORDINARY MEETING OF THE PARISH COUNCIL 15 MAY 2023

7. Reports from District Councillor Cllr Jill Rayner and County Councillor Juliette Ash.

Jill Rayner: turnout for election 36.5%, turnout for KBS Ward, 39%, 34 Lib Dem, 4 Green. Aim to undertake as much training as possible, has been appointed as a sub for planning committee, traffic advisory committee, small business champion for the Vale.

Juliette Ash: road closures on A34 are essential but measures used to hopefully mitigate the impact. Household waste strategy being reviewed. Twenty's Plenty initiative – backlog in implementation. £350,000 personal injury claims have been submitted as a result of potholes, speedier administration process now in place to deal with councillor priority fund allocation. Drainage issues – hot spot map being created to expedite works.

- 8. **Public Participation: an adjournment of 20 minutes to allow the public to ask questions.** No matters raised.
- 9. **Approval of minutes of the meeting of 3 April 2023:** the minutes were agreed to be a true and accurate record of the meeting.
- 10. **Clerk's report:**
 - a. Training – councillors to be aware of training events offered by OALC
 - b. Large hole has been dug in the Millennium Green – clerk had asked Logs Unlimited for a quote to fill in, however Cllr Smith offered to repair
 - c. Village fete – rota of councillors to man the stall to be drawn up at June meeting
 - d. Flagpole – quotes received for repair, however Cllrs Smith and Forster to attempt repairs in the first instance
 - e. New Facebook page now created and live
 - f. Informal meeting after annual parish meeting to be arranged
 - g. Interest rate on savings account has increased to 2.3%
- 11. **Declarations of interest:** none declared
- 12. **Planning Applications for consideration:**
 - a. **P23/V0947/HH**, 51 Laurel Drive, Southmoor, Abingdon, OX13 5DJ, Proposed ground floor rear and side extension. The council voted no objection
 - b. **P23/V0680/HH**, 2 South View, Faringdon Road, Southmoor, Abingdon OX13 5AF, Removal of existing building and erection of a three bay garage with storage space

above. Resubmission of P21/V2392/HH. The council voted no objection

- c. **P23/V0867/HH**, 3 Frax Close, Kingston Bagpuize, Abingdon OX13 5AZ, Single storey extension and remodelling of the front and rear elevations. The council voted no objection

13. Planning Applications results:

- a. **P23/V0607/HH** Niesen, Faringdon Road, Southmoor, Abingdon OX13 5AF, Two storey side and single storey rear extension. Permission granted
- b. **P23/V0584/HH**, 5 Acacia Gardens, Southmoor, Abingdon OX13, 5DE. Construction of rear dormer window to main roof and insertion of roof windows to existing kitchen extension, front porch and partial garage conversion. Permission granted

14. Date for next Planning Committee meeting to be agreed: Wednesday 31 May, 6.30pm, Elkins Room

15. Bank signatories: council to agree on four signatories who will authorise payments in accordance with the Financial Regulations with the bank mandate to be updated by the clerk. Virginia Grant and Oyebola Bello to remain as signatories, Dianna Swale and Natalie Clements to be added to the bank mandate as signatories.

16. Councillor to be appointed for quarterly review and signing of bank reconciliations in accordance with Financial Regulations. Cllr Steve Smith appointed to this task, to be completed next in July

17. Council to acknowledge that a quarterly review and signing of the bank reconciliations was carried out in April by (former) Councillor Linda Pearce.

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

a. Payments

Payee	Details	Budget Heading	Method	Amount (£)	VAT (£)	Total payment to payee (£)	Date of Payment
British Gas	Gas supply to pavilion	Spo & Pav, maint	DD	139.31		139.31	30/04/23
John Lewis	HP printer/scanner, ink & delivery	Admin & Office	CC	232.43	46.50	278.93	02/05/23
Lloyds Bank	Credit card fee	Bank charges	DD	3.00		3.00	02/05/23
Village Hall	Office rental	Admin & Office	SO	220.50		220.50	03/05/23
ARD Playgrounds	Maintenance/repairs - playground	R&P, R&R	BACs	412.00	82.40	494.40	05/05/23
David Warr	Reimbursement for cost of keys for pavilion	Sp & Pav, maint	BACs	60.00		60.00	05/05/23
Executive Alarms	Twice yearly alarm testing at pavilion	Sp & Pav, maint	BACs	240.00	48.00	288.00	05/05/23
KBS News	Back page spread for Coronation event	Coronation (CIL spend 21-22)	BACs	82.50		82.50	05/05/23
Logs Unlimited	SIDs rotation & pavilion caretaking	S&P, traffic calming/Sp & Pav, maintenance	BACs	82.00	16.40	873.60	05/05/23
Logs Unlimited	Grass cutting	S&P, grass cutting	BACs	646.00	129.20		05/05/23
Rialtas	Accounting software licence & support	Admin & Office	BACs	173.21	34.64	207.85	05/05/23
Shield Maintenance	Dog bins	S&P, dog bins	BACs	112.66	22.53	599.54	05/05/23

Shield Maintenance	Litter and litter bins	S&P, litter	BACs	386.96	77.39		05/05/23
Sorbus Garden Care	Spreading bark at playground	R&P, maint	BACs	120.75	24.15	432.90	05/05/23
Sorbus Garden Care	Levelling 12 graves	Burial ground, maint	BACs	240.00	48.00		05/05/23
Spartan	Cleaning of bus shelters, March	S&P, maint	BACs	140.00		280.00	05/05/23
Spartan	Cleaning of bus shelters, April	S&P, maint	BACs	140.00			05/05/23
GiffGaff	Mobile phone	Admin & Office	DD	5.00	1.00	6.00	06/05/23
Morrisons	Computer paper	Admin & Office	CC	4.75		4.75	08/05/23
Post office	Postage/envelopes	Admin & Office	CC	5.90		5.90	09/05/23
GEC Electrical	Fire panel spare keys, pavilion	Sp & Pav, maint	BACs	37.45	7.49	44.94	16/05/23
KBS News	Advert, April for Coronation event	Coronation (CIL spend 21-22)	BACs	35.00		35.00	16/05/23
Shilton Accounting	Internal audit	Audit	BACs	275.00	55.00	330.00	16/05/23
TV Air Ambulance	Proceeds of raffle from Coronation event	Raffle	BACs	1,050.00		1,050.00	16/05/23
Clerk	Salary	Staff salary	BACs				25/05/23
OCC Pension Fund	Pension contributions	Pension	BACs				25/05/23
Zurich Insurance	Council insurance	Insurance	BACs	1,675.15		1,675.15	31/05/23
Savings A/c	Transfer	Transfer	Transfer	39,993.25		39,993.25	16/05/23

Councillors provided with a list of payments for the month for approval, some of which had already been made before the election as it was unsure how many council signatories would remain post-election. Cllrs Grant and Bello as only current signatories currently on the mandate were agreed to authorise outstanding payments.

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
06/04/2023	BACs	Vale of White Horse DC	Precept, 1 st half	52,778.50
13/04/2023	BACs	Oxfordshire CC	Grant towards grass cutting	1,441.56
18/04/2023	BACs	J Godfrey & Sons	Burial ground fees	100.00
24/04/2023	BACs	Sports Field Assoc	Repayment of gas bill	139.91
27/04/2023	BACs	HMRC	VAT refund 1 Dec-31 Mar	2,336.18
28/04/2023	BACs	Oxfordshire CC	County Cllr's priority fund towards Coronation event	150.00
Paid into Easy Access Savings a/c				
11/05/2023	Cash	Donation for Air Ambulance	Donation at Coronation event	1,040.00

19. **Review of financial regulations.** Proposed amendments to point 6.5 (to remove reference to a pin number), point 6.17 (to add that there should be not less than councillor signatories), and point 6.20 to add "credit card" were agreed. Financial Regulations to be updated by the clerk.
20. **Council to receive budget reports, bank reconciliation and end of year documents from the clerk for review and discussion:** documents circulated and accepted.
21. **Asset Register review of additions and disposals:** new additions were highlighted and disposals moved to the "disposals" sheet. Council acknowledged the updated register.

- 22. Date to be set for meeting of Finance Committee:** Tuesday 23 May, 5pm, parish council office.
- 23. Easement for right of access to soakaway on land at Orchard Gate:** council to consider approval of granting rights of easement to OCC, document to be drawn up by solicitor – costs to be borne by David Wilson Homes (who omitted to put this in place before transfer to the parish council). Council approved this motion, clerk to instruct council’s solicitor to act.
- 24. Next meetings:**

Monday 22 May – Annual Parish Meeting, 7pm, Swallow Room

Monday 5 June

Monday 3 July

Meeting concluded at 8.00pm

Clerk: Sarah Bates

Signed..... Chairman

Dated.....