



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

**KINGSTON BAGPUIZE WITH SOUTHMOOR PARISH COUNCIL
MEETING, 5 JUNE 2023
6.30pm Swallow Room, Village Hall**

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

District Cllr Jill Rayner
County Cllr Juliette Ash

9 members of the public

MINUTES

25. **Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate. None received
26. **Report from John Blandy School headteacher Suzanne Elliott:** Appendix 1
27. **Reports from District Councillor Cllr Jill Rayner:** Vale have released £100,000 for climate action, fund application open until 14 July, could be used for environmental surveys, wildflower meadows, solar panels: link on Vale website and webinar for info. Financial support for community support for food banks, up to £2,500 for essential supplies. Cllr Rayner will be running monthly surgeries that will start from July on a Saturday morning at the Waggon & Horses. Cllr Rayner has received several emails from residents of Kingston Park regarding public open space and other issues, as a response to which she has offered to help set up a residents' committee to progress this. Unfinished pavements outside Hayfield development – passed to planning dept. First Faringdon traffic meeting is on 12 June. Cllr Smith requested attention to OneStop Shop whose lights are kept on beyond the time allotted.

County Cllr Juliette Ash: Resident Voice survey, deadline 26 June. Swannybrook Farm: requested to install bund to prevent noise on one side, councillors suggested this should be around the entire site. Member of public raised the state of the roads (potholes, faded line markings, etc).
28. **Public Participation: an adjournment of 20 minutes to allow the public to ask questions.** Length of grass on verges raised, clerk to contact contractor.
29. **Approval of minutes of the meeting of 15 May 2023.** Agreed to be a true and accurate record of the meeting.
30. **Clerk's report:**
 - a. Finance committee meeting – held on 23 May – end of year documents approved, circulated to councillors.
 - b. There is a new volunteer for the burial ground who will help David Weeks with maintenance.
 - c. Installation of crossroads warning signs at the Draycott/Hanney Roads

crossroads to be added to OCC's Third Party Support budget to be installed this financial year

- d. Nicholas King Homes have requested to attend a parish council meeting and give a presentation. Councillors opted to invite them for 4 September. Clerk to circulate previous the minutes from previous meetings with NKH to the new councillors.

31. Declarations of interest: none declared

32. Council to elect representatives for the following positions:

- a. OALC executive candidate: Brian Forster was elected
- b. John Blandy Educational Foundation, parish council member: Oyebola Bello was elected
- c. Village Hall committee member: Steve Smith was elected

33. Ratification of terms of reference for committees:

- a. Finance and internal control: adopted
- b. Planning: adopted
- c. Recreational Facilities: adopted
- d. Burial Ground: adopted
- e. Speeding Working Group: adopted
- f. Staffing committee: adopted

34. Council to vote for chairmen of the above committees:

- a. Finance and internal control: Cllr V Grant
- b. Planning: Cllr V Grant
- c. Recreational Facilities: Cllr D Swale
- d. Burial Ground: David Weeks (non-councillor)
- e. Speeding Working Group: Cllr B Forster
- f. Staffing committee: Cllr V Grant

35. Planning Applications for consideration:

- a. **P23/V1091/HH**, The Cottage, Hanney Road, Southmoor, Abingdon, OX13 5HT, Ground and first floor extensions and internal alterations: the planning committee had received letters from immediate neighbours outlining their objections due to the impact this application would have on their private amenity. The council voted to object on the grounds that this constitutes overdevelopment as it would double the size of the original property, as well as overlooking and overshadowing the neighbouring properties.
- b. **P23/V1140/O**, Little Dubbers, Beggars Lane, Longworth, Abingdon, OX13 5BL, Demolition of existing dwelling and erection of up to 4 dwellings and associated infrastructure: over-development of site, detrimental to local amenity, difficulty with access and parking. Comment from PC planning committee meeting: *Beggars Lane contains a series of large gardens and established larger dwelling. The PC is concerned not to change that pattern and, although sympathetic to self-build starter homes, views this proposal as over development of this site and detrimental to the local amenity. Calculations in the application comparing local densities apply to development well beyond Beggars Lane and therefore does not apply.* Council voted to object. Cllr Smith requested for it to be noted that he was in favour.
- c. **P23/V1156/HH**, 38 Storksbill Lane Southmoor Abingdon OX13 5FQ, Proposed two storey side extension. Proposed single storey rear extension and proposed

porch extension. Partial conversion of existing single garage to form habitable accommodation. No objection.

- d. **P23/V1143/HH**, Hamilton House, Charney Road, Longworth, Abingdon OX13 5HW, two-storey side extension and triple bay garage with room above. No objection.

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

37. **Date for next Planning Committee meeting to be agreed:** Wednesday, June 28, 6.30pm, Elkins Room.

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

a. **Payments,** list below approved

Payee	Details	Budget Heading	Invoice No(s)	Amount (£)	VAT (£)	Total payment to payee(£)	Date of Payment*
ICO	Registration fee	Admin & Office	Card payment	40.00		40.00	25/05/2023
WH Smith	Stationery	Admin & Office	Card payment	8.49		8.49	18/05/2023
Co-op	Refreshments for meeting	Admin & Office	Card payment	9.39		9.39	22/05/2023
GiffGaff	Mobile phone	Admin & Office	Credit card	5.00	1.00	6.00	03/06/2023
British Gas	Gas supply to pavilion	Spo & Pav, maint	Direct debit	129.40		129.40	31/05/2023
Village Hall	Office rental	Admin & Office	Standing order	220.50		220.50	03/06/2023
Multipay credit card	Details on page 2		Statement			298.58	31/05/2023
Artisan Print	Coronation banner/posters	CIL spend 21-22	57478	352.00	70.40	422.40	06/06/2023
Air Ambulance	Remainder of donation from collection from Coronation Event			300.00		300.00	07/06/2023
Southmoor Village Hall	Room hire for meetings	Admin & Office	26-May-23	78.75		78.75	08/06/2023
ARD Playgrounds	Playground repairs	R&P, R&R	36017	45.00	9.00	54.00	09/06/2023
OALC	Training	Training	W2596	160.00	32.00	420.00	10/06/2023
OALC	Training	Training	W2597	50.00	10.00		11/06/2023
OALC	Training	Training	W2598	30.00	6.00		12/06/2023
OALC	Training	Training	W2599	30.00	6.00		13/06/2023
OALC	Training	Training	W2582	80.00	16.00		14/06/2023
ROSPA Playsafety	Q1 operational inspection of rec & play	R&P, inspections	70822	255.00	51.00	306.00	15/06/2023
Logs Unlimited	Removal of goalposts and re-seeding MG football pitch	R&P, R&R	230108	1,073.50	214.70	2,231.40	16/06/2023
Logs Unlimited	Pavilion safety checks (5 weekly checks, May)	Spo & Pav, maint	230109	140.00	28.00		17/06/2023
Logs Unlimited	Grass cutting	S&P, grass cutting	230099	646.00	129.20		18/06/2023
Shield Maintenance	Dog bins	S&P, dog bins	6611	112.66	22.53	599.54	19/06/2023
Shield Maintenance	Litter and litter bins	S&P, litter	6605	386.96	77.39		20/06/2023

Payee	Details	Budget Heading	Invoice No(s)	Amount (£)	VAT (£)	Total payment to payee(£)	Date of Payment*
Spartan	Cleaning of bus shelters	S&P, maint	1899	140.00		140.00	21/06/2023
Clerk (salary)	Salary	Staff salary	June				26/06/2023
OCC Pension Fund	Pension contributions	Pension	June				26/06/2023
Transfer from Savings A/C to Current A/C						6,684.56	07/06/2023

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
17/05/2023	BACs	Cllr V Grant	Donations to Air Ambulance	10.00
19/05/2023	Cash	Elegant Cuisine	Donations to Air Ambulance	300.00

39. **Councillors to be appointed to authorise the month's online payments.** Cllr Grant and Cllr Bello (currently the only signatories as still awaiting amended bank mandate).
40. **Council to receive and note the signed Annual Internal Audit form and report:** approved
41. **Council to approve the Annual Governance Statements (AGAR part 3, section 1).** To be signed by the clerk and chairman. The council reviewed and approved the statements and it was duly signed by the clerk and Cllr Grant (chairman)
42. **Council to consider for approval the Accounting Statements (AGAR part 3, section 2).** Accounting documentation including end-of-year accounts provided to council and duly approved. Signed by the clerk (RFO) and chairman.
43. **The clerk to set the commencement date for the exercise of public rights.** Announcement on 8 June of commencement 9 June until 20 July.
44. **Review of risk assessment and internal controls:** the finance committee had reviewed these at its meeting of 23 May and recommended the addition, under "Financial Regulations" of the words "These are reviewed at least once a year". No other amendments were proposed and the council voted to approve the document.
45. **Traffic calming:** council to consider, following response from OCC to eight proposals for KBS roads, to submit a request for installation of 'Wig-Wag' flashing lamps and the associated '20mph when lights show' signage on Faringdon Road at school drop off and pick up times: cost c. £2,500 which may be borne by OCC if implemented in 2024-25. Council to consider whether to fund this work itself from CIL if carried out in 2023-24. Agreed that council would pay for this from CIL if can be brought forward, preferably in school holidays.
46. **Funding of traffic regulation order (TRO) for road markings around John Blandy School:** following concerns about the dangers of irresponsible parking and movement of cars around the school, the council to consider funding of the TRO at an estimated cost of £3,400 which could lead to signage and road markings around the school to be funded by OCC. As there are not funds in the budget for this, if agreed, council to decide whether to fund from CIL monies or from general reserves: council voted to

request earlier implementation if possible and to pay for this from general reserves.

47. Burial ground:

- a. Council to consider the recommendation of the BGC to accept the quotation from W G Clay Contractors for the replacement of the gravel pathways with tarmac pathways at a cost of £6,389 + VAT. £2,500 had been included in the budget for this, with the rest to come from CIL. The council voted to approve this.
- b. Council to consider the recommendation of the Burial Ground Committee to accept the revised table of fees. The council voted to approve the new fee levels.

48. Recreation and Play Facilities:

- a. Update from Recreational Facilities Committee. Meeting held on 24 May: agreed that meetings would now be held bi-monthly. New 4-year plan drawn up and circulated to all councillors. Jubilee Fort replacement considered, considering survey to identify what facilities older children/teenagers would like to see provided. Monthly inspection carried out on 31 May and identified several non-urgent findings, for which quotes being sought.
- b. Council to consider quote of £800 from Timberplay for resistograph testing on wooden play equipment in the Fir Tree Close playground as in previous years. Council voted to accept the quote.

49. Lack of pavement on old Oxford Road: council to consider lobbying OCC for installation of pavement along the area next to Morris Drive. Cllr Grant advised that provision of a pavement is a condition for the Lioncourt planning application (still not indicated as approved on the Vale's website). County Cllr Juliette Ash to be advised.

50. Village fete rota: clerk to draw up rota of councillor volunteers to man council stand at fete on Saturday 24 June. Cllr Forster, Cllr Swale, Cllr Barnett and Cllr Smith will be in attendance, clerk to draw up rota.

51. Council to consider proposal for the creation and trial of 'councillor surgeries' where appointments can be booked in advance to enable residents to discuss issues directly with members of the council. To be trialled in conjunction with district councillor, details to be decided.

52. Council to consider proposal to form a Climate Action committee. The council agreed to form a committee and appointed Cllr Smith, Cllr Sabah, Cllr Bello and Cllr Clements. Members of public to be encouraged to join the committee if this is an area of interest. Terms of reference to be confirmed. To liaise with District Cllr Rayner.

53. Next meetings:

Monday 3 July

Monday 31 July or 7 August – to be decided. If 31 July to be held in Jubilee Pavilion. Council voted for 31 July.

Meeting concluded at 8.55pm

Clerk: Sarah Bates

Signed Chairman

Dated