



Kingston Bagpuize with Southmoor
Parish Council
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PARISH COUNCIL MEETING
31 JULY 2023, 6.30pm, JUBILEE PAVILION, SPORTS FIELD

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

District Cllr Jill Rayner
11 members of the public

MINUTES

- 75. Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate. Cllr Dianna Swale
- 76. Reports from District Councillor Cllr Jill Rayner and County Councillor Juliette Ash.**
- Jill Rayner: recently attended full council meeting and proposed council joining Vale Suicide Alliance as Vale higher than average count of suicide. Signposting for suicide prevention. Motion to consider how it can make Thames Water more accountable - to ensure adequate sewerage in place should be made part of planning consent. Leader of council to meet and lobby Thames Water and council will ask local MPs to hold water companies to account, monitor local sewage discharges. Climate Action committee, received 22 applications for fund. Joint local plan will be available for consultation from end of Sept. Biffa waste management survey, over 2000 replies. Personally had received enquiries re post office, hedges and verges, Kingston Park residents association. Councillor surgery at Waggon & Horses had a slow start, but accepted that these usually pick up, monthly sessions will continue until Christmas. Abingdon Food bank to ask how to get the food to those who need it. Requests ideas. Hand delivered a note to One-stop about parking.
- 77. Public Participation: an adjournment of 20 minutes to allow the public to ask questions.** 40mph sign missing on A415, already reported via FixMyStreet. The matter of electric scooters being used on the pavements to be brought to attention of police at next NAG meeting.
- 78. Approval of minutes of the meeting of 3 July 2023.** Agreed to be a true and accurate record of the meeting.
- 79. Clerk's report:**
- a. Wigwag lights on Faringdon Road at school drop-off/pick-up point: awaiting confirmation these will now be paid for by OCC following installation of new lamp posts.
 - b. Exit from Webb's Orchard: matter raised at last meeting regarding difficulty for residents – Highways contacted but advised traffic regulations prohibit the use of "concealed entrance/exit signs" or mirrors, and also private drives are not its responsibility.
 - c. 20's Plenty initiative – the council's proposals have been added to Highways list pending results of survey.
 - d. Request from external auditors for further details in relation to the S106 funds

and expenditure on the new pavilion:

- i. Evidence to show that the Council properly obtained and considered tenders before employing a contractor: Minutes of Aug 21, Sept 21, Oct 21
- ii. Minute evidence to show that the Council considered the powers under which the expenditure was made – don't have any – it was S106 monies expressly set aside for this project.
- iii. Minute evidence of Council discussions in relation to the project being properly managed and the Council being informed of progress. Discussions are not minuted, only decisions.
- iv. Approved budget for the project: the S106 monies were ???, therefore that was the budget. When it became clear that these wouldn't be enough council discussed this on ?? and decided ??. Owing to Brexit and Covid costs increased more than predicted, therefore further
- v. Authorisation of S106 grants received in relation to this project – Minutes 4 April 2022, plus doc
- vi. Confirmation as to whether financial regulations were followed:

80. Declarations of interest: Cllr Smith for item 90c

81. Planning Applications for consideration:

- a. [P23/V1546/HH](#), Frax House, Faringdon Road, Kingston Bagpuize, Abingdon, OX13 5AW: construction of single storey front extension and associated roof works, stables conversion, demolition of chimney to lower roof, new porch and new 2-bay carport. Council voted no objection.
- b. [P23/V1633/HH](#), 10 Draycott Road, Southmoor, Abingdon OX13 5BY, Ground floor rear extension. Council voted no objection.

82. Planning Applications results: [P23/V1143/HH](#), Hamilton House, Charney Road, Longworth, Abingdon. Two-storey side extension to provide attached ancillary annex and triple bay garage with room above to provide a family room ancillary to the main house. (Description amended 4 July 2023- To include ancillary) – **application approved.**

Councillor Grant advised the meeting that the Vale's Planning Dept has agreed a deed of variation for the Kingston Park development and that Bloor Homes will be responsible for its maintenance and facilities in perpetuity.

83. Date to be set for next Planning Committee meeting: Tues 22 August, 6.30pm
Elkins Room

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

- a. Payments – the payments listed were approved.

Payee	Details	Budget Heading	Invoice No(s)	Amount (£)	VAT(£)	Total payment to payee(£)	Date of Payment*
Sainsbury's	Computer paper	Admin & office	CC	14.50		32.30	31/07/2023
Giffgaff	Phone	Admin & office	CC	6.00			
Post office	Postage	Admin & office	CC	8.80			
Credit card fee		Bank charges	CC	3.00			
Lloyds Bank	Multipay credit card	As above	DD				
Village Hall	Office rental	Admin & Office	SO	220.50		220.50	03/08/2023
Artisan Print	No smoking signs for playground	R&P, R&R	58140	120.88	24.18	145.06	01/08/2023

KBS News	Back page pieces	Admin & Office	2318	60.00	-	60.00	01/08/2023
Logs Unlimited	Grass cutting	S&P, grass cutting	230198	724.00	144.80	1,034.40	01/08/2023
Logs Unlimited	Pavilion fire safety checks	Sp & Pav, maint	230197	84.00	16.80		
Logs Unlimited	SIDs rotation	S&P, traffic calming	230196	54.00	10.80		
Shield Maintenance	Dog bins	S&P, dog bins	6780	112.67	22.53	599.55	01/08/2023
Shield Maintenance	Litter and litter bins	S&P, litter	6774	386.96	77.39		
Sorbus	Filling holes in rec areas	R&P, maint	3959	75.00	15.00	132.00	01/08/2023
Sorbus	Removal of fallen tree (rec)	R&P, maint	3961	35.00	7.00		
Spartan	Cleaning of bus shelters	S&P, maint	1941	140.00	-	515.00	01/08/2023
Spartan	Cleaning bird fouling	S&P, maint	1938	375.00	-		
Clerk (salary)	Salary	Staff salary	Awaited			-	25/08/2023
OCC Pension Fund	Pension contributions	Pension	Awaited			-	25/08/2023

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
13/07/2023	BACs	J Godfrey & Son	Burial ground fees	300.00
18/07/2023	BACs	HMRC	VAT refund (01 April-30 June)	1,855.64

85. Councillors to be appointed to authorise the month's online payments: Cllrs Bello and Clements were appointed.

86. Quarterly verification of bank reconciliations: Cllr Steve Smith to confirm this has been carried out for April, May and June 2023 and the documents duly signed. As per the council's standing orders Cllr Smith (who is not a bank signatory) confirmed he had checked the bank reconciliations against the bank statements and invoices and duly signed the documents.

87. Budget report: clerk to present quarterly budget update as per the Financial Regulations for councillor inspection including:

- a. Year to date budget report and accompanying notes
- b. Detailed income and expenditure by budget code year to date
- c. Statement of earmarked reserves
- d. Copy of latest bank statements

The council accepted the documents and there were no queries.

88. CIL monies due: council to agree whether to receive CIL monies due from the district council by 28 October (sum calculated to be £18,061.47). The council voted to receive the CIL monies.

89. Training: council to consider approval of Cllr Swale and Cllr Kousari attending a play inspection course at a combined cost of £590. (Training budget is £750, of which £270 spent YTD. Budget allocated to switch of accounting software and training is £900 under budget with no further costs predicted so clerk proposes a virement Admin & Office to Training budget code). Cllr Grant proposed virement of £450 from Admin & Office budget code to increase the Training budget code to £1,200 and that Cllrs Swale and Kousari attend the course, seconded by Cllr Sabah, motion carried.

90. Recreation and Play Facilities:

- a. Update from Recreation Facilities Committee: as part of 4 year plan, looking at spaces/activities for youth via a survey – 50 responses in 24 hours. Teenagers,

will look at it at Sept meeting. Creating spaces to be broken into smaller spaces for teenagers, but not closed off. Maintenance of outdoor gym needs to go in budget. Monthly inspection was carried out by David Weeks and Cllr Bello, 34 open actions, 6 new actions.

- b. Basketball court: Council to consider appointing a tree specialist to look at how best to tackle the root problem on the Basket Ball Court. Council agreed but to be added to the specification of the tree survey due to be carried out in the autumn.
 - c. Council to consider the quotations from Logs Unlimited (£176 + VAT) and Sorbus GC (£75 + VAT) for decompacting the safety surface at the Jubilee Fort in the Fir Tree Close play area. Council voted to accept Sorbus' quote.
- 91. Regulatory road markings around school:** OCC Highways have requested survey conducted amongst local residents to ascertain whether there will be any opposition to these markings. Council to consider how to approach this. Clerk requested to find out the waiting time on Fir Tree Close and the question of the survey to be reconsidered at the September meeting.
- 92. Neighbourhood Development Plan:** Cllr Grant has arranged a Zoom Meeting with Riccardo Rios, planning policy team leader (neighbourhood) for South and Vale, to discuss the merits and feasibility of proceeding with a Neighbourhood Development Plan, other councillors to indicate whether they wish to attend.
- 93. Speeding Working Group progress report:** ANPR for Springhill – no response from the police commissioner, remains a long-term strategy. Cllr Barnett to try and speak to County Cllr to find out whether progress be expedited for the remaining items. OCC support build outs and speed cushions, which are proven to reduce speed effectively. Council asked clerk to write to Lee Turner at OCC to express interest in cushions at Springhill with a resolution to be forthcoming at September meeting. Agreed.
- 94. Report from councillor member on Village Hall Committee (Cllr Smith): village hall** under new management with Neil Oastler as chairman. Financial regulations are being reviewed. Broadband speed being sorted. Water rates had not been paid since 2017 so this is being addressed. Computerised booking system being considered, and potentially a village hall website.
- 95. Council to vote whether to accept Joan Martin onto the Environment and Climate Change Committee.** Joan Martin accepted and voted as chairman. Meeting held earlier this week with brainstorming session. Timeline to be drawn up for proposals. Committee terms of reference to be drawn up for acceptance by the full council.
- 96. Beacon for 80th Anniversary of the D-Day Landings, June 2024:** council to consider whether to facilitate a beacon for this event. Council agreed to facilitate a beacon with the proposal to organise an event around it – to be added to agenda for September.

97. Next meetings:

Monday 4 September

Monday 2 October

Meeting concluded at 8.25pm