



Kingston Bagpuize with Southmoor  
Parish Council  
The Village Hall  
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**KINGSTON BAGUIZE WITH SOUTHMOOR PARISH COUNCIL MEETING  
6 NOVEMBER 2023, 6.30pm  
Swallow Room, Southmoor 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

8 members of the public

**MINUTES**

- 144. Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate. Cllr Dianna Swale (work commitments)
- 145. Reports from** District Councillor Cllr Jill Rayner and County Councillor Juliette Ash. Apologies were received from both councillors and written reports submitted and read out by the chairman – Appendices 1 and 2.
- 146. Public Participation:** an adjournment of 20 minutes to allow the public to ask questions. It was advised that the code on the defibrillator cabinet is becoming faint and needs to be made clear. Clerk to address.
- 147. Approval of minutes of the meeting of 2 October 2023.** Agreed to be a true and accurate record of the meeting.
- 148. Clerk's report:**
- a. Grass cutting tender advertised in KBS News, Facebook and Oxford Mail, deadline for tenders mid-day Wed 22 November.
  - b. Survey of residents of Fir Tree Close and Laurel Drive affected by proposed road markings carried out as requested by OCC Highways officer, results passed on to Highways to decide on action.
  - c. Burial ground – re-routing of live electric cable under western side taking place this week.
- 149. Declarations of interest:** none declared
- 150. Planning Applications for consideration:**
- a. [P23/V1986/O](#), Walnut Tree House, Witney Road, Kingston Bagpuize, Abingdon OX13 5AN: Description - infill development of two detached dwellings. The council voted to object to this application in support of neighbouring residents' concerns regarding the private access (Walnut Tree House only has permission for access for one dwelling) and the dangerous nature of the exit onto the A415.
  - b. [P23/V2241/FUL](#): Lower Lodge Farm, Charney Road, Longworth, Abingdon OX13 5HW. Removal of a section of hedgerow and formation of a new vehicle

access point for hay cutting machinery and grazing purposes. To be resolved by the planning committee under its delegated powers at its meeting of 1 November 2023 – resolution to be reported. No objection.

- c. [P23/V2336/HH](#): 12 Bellamy Close, Southmoor, Abingdon, OX13 5AB. Proposed garage roof extension to facilitate conversion and external enhancements. To be resolved by the planning committee under its delegated powers at its meeting of 1 November 2023 – resolution to be reported. No objection.
- d. [P23/V2346/S73](#): Frax House, Faringdon Road, Kingston Bagpuize, Abingdon OX13 5AW: Variation of condition 2 (approved plans) on application P23/V1546/HH to have the 2-bay carport as a standalone structure and not abutting the proposed refurbished gym roof. (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). No objection.
- e. [P23/V2408/HH](#): Elm Cottage, Springhill, Longworth, Abingdon OX13 5HL. Retrospective planning application for the conversion from single garage/storeroom to annexe, together with the deletion of conditions 3 and 5 of planning permission reference P05/V0514 (insofar as they related to the converted accommodation), the addition of a roof dormer and the removal of external stairs. The planning committee felt unable to object as this is retrospective but wishes disapproval of retrospective applications to be expressed to the Vale's Planning Dept.

#### 151. Planning Applications results (for information only):

- a. [P23/V1749/HH](#) Overbrook Cottage, Bullockspit Lane, Longworth, Abingdon OX13 5HJ: Proposed single storey front extension to create a utility and log store together with new porch over front entrance. New three bay garage with guest/hobby room over – **permission granted.**
- b. [P 23/V1140/O](#): Little Dubbers, Beggars Lane, Longworth, Abingdon: Demolition of existing dwelling and erection of up to 3 dwellings and associated infrastructure: **permission granted.**
- c. [P23/V1588/HH](#): 6 Buchan Place Kingston Bagpuize Abingdon OX13 5GE: New 2-storey side extension incorporating garage at ground floor and bedroom with en-suite at first floor. New single storey rear conservatory with 'lantern' roof. Conversion and extension of existing garage incorporating a swimming pool, plant room and 'chilling area' – **permission granted.**

152. **Date for next Planning Committee meeting to be agreed:** 29 November, 6.30 Elkins Room.

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

- a. **Payments:** the council approved the payments due to be paid and noted those paid since the last meeting.

Payee	Details	Budget Heading	Amount (£)	VAT (£)	Total amount to payee (£)	Date of Payment*	Legislative power to spend
Co-op	Refreshments for meeting	Admin & office	3.15		128.88	31/10/23	LGA 1972 s.111
Sainsbury's	Public participation book	Admin & office	1.75				LGA 1972 s.111
Giffgaff	Phone (Oct)	Admin & office	5.00	1.00			LGA 1972 s.111
Mcafee	Virus protection	Admin & office	29.16	5.83			LGA 1972 s.111
Microsoft	MS 365 subs	Admin & office	66.66	13.33			LGA 1972 s.111
Credit card fee		Bank charges	3.00				LGA 1972 s.111
Lloyds Bank	Multipay credit card	See separate statement as above					
VoWH DC	Garden bin subsc	Burial ground, maint	60.00		60.00	25/09/23	LGA 1972 s.214(6)
Village Hall	Office rental	Admin & Office	220.50		220.50	03/11/23	LGA 1972 s.111
Localiq	Advertising of grass cutting contract	Admin & office	163.52	32.70	196.22	20/10/23	LGA 1972 s.111
Core Event Hire	Sound system for Rem Sun	Chairman's Allowance	62.50	12.50	75.00	07/11/23	LGA 1972 s.137
HMRC	PAYE/NI Q2	PAYE/NI	924.29		924.29	07/11/23	LGA 1972 s 112(2)
Logs Unlimited	Grass cutting (Oct)	S&P, grass cutting	264.00	52.80	684.00	07/11/23	LG (Misc Provisions) A 1976, s.19
Logs Unlimited	Pavilion fire safety checks	Sp & Pav, maint (Sept)	112.00	22.40			LGA 1894 s.8(1)(i)
Logs Unlimited	Pavilion fire safety checks	Sp & Pav, maint (Oct)	140.00	28.00			LGA 1894 s.8(1)(i)
Logs Unlimited	SIDs rotation (9 Oct)	S&P, traffic calming	54.00	10.80			LG & Rating Act 1997, s. 26
KBS News	Advertising of grass cutting contract	Admin & office	15.00		15.00	07/11/23	LGA 1972 s.111
Shield Maintenance	Dog bins	S&P, dog bins	112.66	22.53	599.54	07/11/23	Env Protection Act 1990
Shield Maintenance	Litter and litter bins	S&P, litter	386.96	77.39			Litter Act 1983, ss 5
Spartan	Cleaning of bus shelters	S&P, maint	140.00		140.00	07/11/23	LGA (Misc) 1953 s. 4
Wicksteed	Crotch straps for swings	R&P, R&R	188.81	37.76	226.57	07/11/23	LG(MP)A 1976 s.19(3)
Clerk (salary)	Salary	Staff salary				27/11/23	LGA 1972 s 112(2)
OCC Pension Fund	Pension contributions	Pension				27/11/23	LGPSR 2013 (SI 2013/2356)

Total payments due to be paid by BACs	4,522.69
Total other payments anticipated before next meeting (credit card bill (est), Adobe subs, office rental)	262.10
Current a/c balance on day of meeting	31,971.52
Total to be transferred from current a/c to easy access savings a/c	17,261.73
Approx balance to be retained in current a/c	9,925.00
Approx balance to be retained in savings a/c	188,091.00

## b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
16/10/2023	BACs	HMRC	VAT refund	3,796.75
27/10/2023	BACs	VoWH DC	CIL monies	18,295.29
27/10/2023	BACs	J Godfrey & Sons	Burial ground fees	180.00
31/10/2023	BACs	Edward Carter Funerals	Burial ground fees	30.00

**154. Councillors to be appointed to authorise the month's online payments:** Cllr Grant and Cllr Clements were appointed.

**155. Quarterly verification of bank reconciliations:** Cllr Steve Smith (non-signatory) to confirm verification and signing of the documents for July, August and September 2023. Cllr Smith confirmed this.

**156. Appointment of Internal Auditor:** council to consider appointment of new internal auditor (background and details of prospective engagements provided by the clerk).  
Lisa Wilkinson

**157. S106 of £16,085 towards provision of dog bins and litter picking in area of Kingston Park:** council to resolve whether to instruct the clerk to apply for these monies in order to extend litter picking up Oxford Road and retrospective provision of dog bins in the area. The council agreed to instruct the clerk to make the application for the funds.

**158. Burial ground:** council to consider proposal for an additional green waste bin at a cost of £60 p.a. The council resolved to accept this proposal as part of the costs associated with the burial ground maintenance (power to spend: Local Government Act 1972 s.214(6)).

**159. Benches trail using S106 arts monies:** council to resolve on delegation of the project to two councillors to move project forward. Cllr Grant proposed herself and Cllr Clements, seconded by Cllr Barnett, the council voted in favour.

**160. OCC "Lane Rental" scheme survey:** council to consider delegation of member to respond to OCC survey (details circulated via email). Cllr Smith volunteered to do this.

**161. Renaming of Speeding Working Group:** council to consider renaming the group to Speeding/Road Safety Committee. The working party would like to widen its scope from concentrating on speeding and traffic calming to promoting road safety through a number of initiatives and therefore to become a committee. The council voted to accept this proposal. Terms of reference to be updated and brought to December meeting for ratification.

**162. Recreation and Play Facilities:** update – grass cutting in playground and recreation around equipment/benches needs tidying. Netting on goals on rec is deteriorating and due for discussion.

**163. Update from Climate & Environment Committee:** Joan Martin (chairman of committee) outlined projects and actions of the committee, including contact with management companies regarding removal of dead trees on developments, attendance at the Wild Oxfordshire conference and future plans for hedgehog streets.

**164. Neighbourhood development plan:** update from Cllr Grant. Eight steps to achieving the plan, the first of which is area designation. Parish council had previously agreed to

protect the area to east of the business park, but the area west of north end of Digging Lane has been found to be set aside as allotment land (information from Fyfield and Tubney PC), and therefore there is no need to include it. Fyfield & Tubney to discuss and hopefully agree to inclusion of land in its parish at its next meeting, at which point KBS PC can proceed with the application and move to step 2.

- 165. Lioncourt (Land east of Kingston Bagpuize) S106:** update from Cllr Grant. Was invited to a meeting with District Cllr Jill Rayner, District Cllr Bethia Thomas (leader of council), Stuart Walker, senior planning officer regarding the draft S106 agreement. Cllr Grant queried the point that the link road (between the A420 and A415) would be in place, to which no answer as yet. Proposal to include a doctor's consultation room and pharmacy, pressing for this with the local health authority. School will only be completed after 10 years of contributions. Facilities for youth included. Hope to have full draft by end of month but OCC have not yet completed the consultation on Highways.
- 166. Update on the Town and Parish Council Charter summit by Cllr Grant:** Cllr Grant attended – aim to look at co-operation between the 3 tiers of local government. Inadequate levels of communication was a recurring theme. Survey to be completed 10 December.
- 167. Council to consider closing the meeting to the public to discuss item 168 (under the Public Bodies (Admission to Meetings) Act 1960).** Agreed
- 168. Clerk's hours and salary review:** council to agree terms following clerk's appraisal by Cllr Grant and Cllr Barnett. Cllr Grant had circulated recommendations in advance. The council voted to increase the clerk's hours to 24 per week and to move her to salary scale 33 both with effect from 1 December 2023. Cllr Grant as chairman will write to the clerk to confirm these changes to her contract.
- 169. Next meetings:**
- Monday 4 December 2023
- Monday 8 January 2024
- Meeting concluded at 8.15 pm

