



Kingston Bagpuize with Southmoor
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**KINGSTON BAGPUIZE WITH SOUTHMOOR PARISH COUNCIL MEETING
4 DECEMBER 2023, 6.30pm
Swallow Room, Southmoor Village Hall**

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

6 members of the public

MINUTES

170. Apologies: received from Cllr Bello (out of the country), Cllr Barnett (unwell)

171. Reports from District Councillor Cllr Jill Rayner (unable to attend due to illness). written report read out by Cllr Grant: Joint Local Plan (JLP): VoWH is preparing to launch a second round of consultation early next year to develop their new JLP to 2041. The JLP will help the councils determine planning applications, set out how and where new housing developments should take place, set standards for developments such as carbon and energy efficiency requirements, and guide what infrastructure is needed across the districts. The next public consultation to launch January 2024, (subject to review by both councils' cabinets) and will cover proposed approaches across various policy areas, from reducing carbon emissions and nature recovery, to protecting and enhancing local heritage, meeting community infrastructure and transport needs, affordable housing, jobs and economic opportunities and more.

National planning fee increase: The Department for Levelling Up, Housing & Communities has advised that planning fees will increase on 6 December 2023.

Planning application: the Planning Department has now received the planning application for clay compaction trial work on land to the South of Hanney Road, Cow Common (within Steventon Parish) from Thames Water (TW). This will form part of the evidence base Thames Water are likely to submit for the construction of the proposed reservoir in the district. The planning application seeks temporary consent for engineering works, and will be determined by 28 Feb 2024.

Christmas 2023: council offices will be closed to the public from Christmas Day until New Year. The office will re-open Tuesday 2 January 2024.

172. Public Participation: an adjournment of 20 minutes to allow the public to ask questions.

173. Approval of minutes of the meeting of 6 November. These were agreed to be a true and accurate record of the meeting.

174. Clerk's report:

a. Zebra crossing on A415 Abingdon Road will be installed in mid-February.

- b. Wig-wag lights around school exit from path onto Faringdon Road will be installed in December/January
- c. Application for £16,795.85 for allocated S106 monies has been submitted to cover the cost of the two dog bins installed outside the Kingston Park development and further litter picking along Oxford Road.
- d. Taylor Wimpey (TW) transfer of public open space: following a site visit by Cllr Grant, the clerk and Katie Brandham from TW, the transfer site plans are being revised. The Vale have requested revised plan from TW by 8 December so the deed of variation can be drawn up before Christmas.

175. Declarations of interest: Cllr Steve Smith for item 183b.

176. General Power of Competence: council to resolve whether it meets the conditions for GPC, namely:

- a. The number of members of the council declared elected is greater or equal to two-thirds of the total number of members.
- b. The clerk has successfully completed the Certificate in Local Council Administration.

The council resolved that it met these criteria.

177. Planning Applications for consideration: as the planning committee will not have a quorum at its meeting of 29 November the responses to all applications will be decided by full council.

- a. **MW.0161/23 (OCC)** Thames Water Utilities Ltd, Clearwater Court, Vastern Road, Reading, RG1 8DB for planning permission: A change of use of a parcel of land adjoining Kingston Bagpuize Sewage Treatment Works to operational land. Installation of a security fence around the extended operational area. Installation of security gates. Within the extended operational area, the following development is proposed: Sludge holding tank; Transformer; Meter enclosure; Generator; Fuel tank; Activated sludge plant: feed pumping station, two way flow split chamber, tanks and motor control centre; Sludge Blending Tank; Thickener Enclosure; Enclosure; Blower Units and Areas of hard-standing and internal access road at Kingston Bagpuize Sewage Treatment Works, Rectory Lane, Kingston Bagpuize, OX13 5FE, transport, noise, impact on local residents, road damage, safety of drivers on A420, does not appear to be adequate for pending large developments in the area.
- b. **P23/V2566/HH**: Glen Eden, Faringdon Road, Southmoor, Abingdon OX13 5AF: Single storey rear extension. Council voted no objection.
- c. **P23/V1960/HH**: Stone Haven, Bellamy Close, Southmoor, Abingdon OX13 5AB: Amendment to garage conversion to home office/gym (Reduced roof height as shown on drawings received 13 November 2023). Response required by 30 Nov (extension request declined by VWHDC planning). Council voted no objection, request condition to prevent conversion to a granny annexe in the future.
- d. **P23/V2428/S73**: Springhill Farm, Springhill, Longworth, Abingdon OX13 Variation of condition 2 (approved plans) - Design change to the garage on application P22/V1830/FUL Variation of condition 2 (Approved plans), 3 (Car Parking), 4 (Materials), 6 (Drainage Details), 8 (bin collection) in application P21/V0521/FUL. Development of two dwellings and relocation of field access. (Please respond by 30th November 2023). Council voted no objection.

178. Planning Applications results: none received.

179. Date for next Planning Committee meeting: Thursday 4 January, 6.00pm, Elkins Room.

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

a. Payments

Councillors provided with a list of payments for the month for approval which will be included in the minutes of this meeting.

Payee	Details	Budget Heading	Amount (£)	VAT (£)	Total to payee (£)	Date of Payment*	Legislative power to spend
GB Mobile	Phone charging cable	Admin & office	2.42	0.48	31.32	01/12/2023	LGA 1972 s.111
Post office (KB)	Stamps	Admin & office	9.75				LGA 1972 s.111
Giffgaff	Phone (Oct)	Admin & office	5.00	1.00			LGA 1972 s.111
TLC (Abingdon)	Underground warning tape for cable in burial ground	R&R, Burial ground	2.64	0.53			LGA 1972 s.111
Waitrose Witney	Printer paper	Admin & office	6.50				LGA 1972 s.111
Lloyds Bank	Credit card fee	Bank charges	3.00				LGA 1972 s.111
Lloyds Bank	Multipay credit card						
Village Hall	Office rental	Admin & Office	220.50		220.50	03/12/2023	LGA 1972 s.111
Vale of White Horse	Additional garden bin for burial ground	Burial ground, maintenance	60.00		60.00	08/12/2023	LGA 1972 s.214(2)
Artisan Print	Signage	Admin & office	30.00	6.00	36.00	05/12/2023	LGA 1972 s.111
Elegant Cuisine	Hosting for Rem Sun	Chairman's allowance	132.50	26.50	159.00	05/12/2023	LGA 1972 ss. 15(5) & 34(5)
G&L Tyler	Trench for cable in burial ground	Burial ground, R&R	380.00		380.00	05/12/2023	LGA 1972 s.111
Logs Unlimited	Grass cutting (Oct)	S&P, grass cutting	771.00	154.20	1,642.50	05/12/2023	LG (Misc Provisions) A 1976, s.19
Logs Unlimited	Pavilion fire safety checks	Sp & Pav, maint (Oct)	112.00	22.40			LGA 1894 s.8(1)(i)
Logs Unlimited	Wildflower meadow clearance, MG	MG, maintenance	431.75	86.35			LG(MP)A 1976 s.19(3)
Logs Unlimited	SIDs rotation (9 Oct)	S&P, traffic calming	54.00	10.80			LG & Rating Act 1997, s. 26
MNT Engineering	Service of water heaters (pavilion)	Sp & Pav, maint	200.00	40.00	240.00	05/12/2023	LGA 1894 s.8(1)(i)
OALC	Training (Procurement) (clerk)	Training	30.00	6.00	36.00	05/12/2023	LGA 1972 s.111
RoSPA Play Safety	Operational inspection of play and rec equipment	R&P, inspections	255.00	51.00	306.00	05/12/2023	LG(MP)A 1976 s.19(3)
Shield Maintenance	Dog bins	S&P, dog bins	112.66	22.53	599.54	05/12/2023	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	05/12/2023	LGA (Misc) 1953 s. 4
Clerk (salary)	Salary (including back pay to April and awarded new rate)	Staff salary				22/12/2023	LGA 1972 s 112(2)
HMRC	PAYE/NI Q3	PAYE/NI				22/12/2023	LGA 1972 s 112(2)
OCC Pension Fund	Pension contributions	Pension				22/12/2023	LGPSR2013(SI2013/2356)
Total to be transferred from easy access savings a/c to current a/c					8,291		
Approx balance to be retained in current a/c					10,000		
Approx balance to be retained in savings a/c					179,558		

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
29/11/2023	BACs	Abingdon Stone	Burial ground fees	105.00

181. Councillors to be appointed to authorise the month's online payments. Cllrs Swale and Clements were appointed.

182. Budget and precept for 2024-25: council to consider budget documents prepared by the clerk together with recommendations from the finance committee and vote on the

following proposed expenditure (final figures will be ratified at the council's January meeting in order to allow time if further research is needed): documents provided: budget report and proposed figures for 2024-25, explanatory notes for budget report, earmarked reserves report, CIL statement, precept comparison document. The council agreed to all figures which are to either remain the same or increased in line with inflation or contractual arrangements. The following items were agreed individually:

- a. Appointment of an "outdoor officer" and agreed budget – the council voted to include this in the budget at £15/hour at 3 hours per week.
- b. Budget for professional fees, in particular respect of the proposed engagement of a planning consultant: council resolved that amount included in current year's budget (£7,000) be transferred to an existing earmarked reserve (EMR) which currently holds £1,500, making a total of £8,500. If further funds are required council will consider using general reserves.
- c. Resolution on proposal for spending from Speeding/Road Safety Committee. The council resolved to allocate £1,740 towards initiatives towards road safety, full details of which to be agreed when provided. Budget heading also to include £400 towards circulation of the SID radars.
- d. Recreational facilities: proposal to replace the Jubilee Fort and/or other play equipment, and if so, agreement in principle on a budget (sums from general resources, precept, CIL). £21,000 to be included in budget towards the Fort replacement, to be added to existing EMR of £30,000. Council to agree at a future date on further sums to be taken from general reserves and/or CIL, once the recreational facilities committee put forward a proposal.
- e. Recreational facilities: if point 182d above is resolved, agreement on adjustment of maintenance budget for recreation & play as costs would be lower. Council resolved budget to be maintained at current level, to be reviewed the following year.
- f. Burial ground: proposal for spending/budget from Burial Ground Committee to be considered:
 - i. £2,000 to all for grass cutting and clearance and improvement of wild area to increase capacity. Council agreed to this sum.
 - ii. £2,000 for new shed, shrubs and raising sunken headstones. Council agreed to this sum.
- g. Sports field and pavilion – repairs & renewals: new fencing – council to resolve whether it will fund this and if so the budget: if so proposal that remaining £1,500 from 2023-24 is put in an EMR and a further £3,500 included in the budget for 24-25. Council agreed to this sum.
- h. Climate and Environment: council to agree sum to be allocated in the budget for proposed projects by the Climate and Environment Committee. Any expenditure under this budget heading will be agreed by the full council. The council agreed to a budget of £2,000.

The agreed budgetary figures indicate a required precept of £110,738, which would represent a 2.4% increase, a cost of £1.44 p.a for a Band D property.

183. Recreation and Play Facilities:

- a. Update from committee. Meeting to be held on 7 December.
- b. Council to consider quotes from Sorbus, Logs Unlimited and Vale Solutions to de-compact bark safety surface under Jubilee Fort. The council voted to accept Sorbus's quote of £75.00.

184. Legal representation in transfer of public open space from Taylor Wimpey: council to consider acceptance of proposed fee of £950 from Wellers Hedleys for a single transfer of public open spaces from Taylor Wimpey. The council voted to accept this quote - clerk to place instructions on the parish council's behalf. Agreed.

185. Replacement of expansion vessel (in relation to water heater) in pavilion: council to consider approval of quote from MNT Engineering of £290.81 to replace this component as it is reported to have failed. The council agreed to this quote.

186. Bench trail using S106 monies: proposal to apply for funds towards initial two benches to be situated at Draycott Road crossroads (north west verge) and grassed area at Latton Close entrance (west side) using S106 funds from the Taylor Wimpey development, which has a deadline to be released by 1 March 2024. Benches to be designed using motifs linked to the local area by Greenspace. The council approved submission of the application for the S106 monies for this purpose.

187. Wellington Way public open space S106 arts monies – council to consider proposal for five boulders prepared and hand carved by Alex Wenham to be commissioned, and three to five trees – prices to be agreed. £11,638 available. The council resolved to accept this proposal.

188. Date for receipt of applications for grants or donations: proposal to consider allocation of funds at the March ordinary meeting following publication of the application process by the clerk. This was agreed – to be advertised.

189. Neighbourhood development plan – update from Cllr Grant. Area designation has been submitted and acknowledged. Next steps will proceed once advised by the Vale.

190. Grass cutting contract 2024-26: council to consider tender(s) for grass cutting contract. Only one tender was received, from Logs Unlimited. The full price for 14 cuts for all areas a year is £11,032, though the number of cuts is generally somewhere below this depending on weather conditions. The council resolved to award the contract to Logs Unlimited.

191. Clerk's salary – NALC statutory pay award for 2023-24: council to acknowledge that notification of the statutory pay award has been received and that the clerk will duly receive back pay from 1 April – 30 November 2023. Duly noted.

192. Next meetings:

Monday 8 January – (first Monday of January is a bank holiday).

Monday 5 February

Meeting concluded at 7.45pm

Clerk: Sarah Bates

Chairman Signed Dated