



Kingston Bagpuize with Southmoor
Parish Council
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**KINGSTON BAGPUIZE WITH SOUTHMOOR PARISH COUNCIL
MEETING 8 JANUARY 2024
6.30pm, Swallow Room, Village Hall**

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

MINUTES

- 193. Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate. Cllr Forster (unwell), Cllr Barnett (unwell)
- 194. Report from District Councillor Cllr Jill Rayner:** flood warnings still in place along Thames - Vale has financial support scheme in place if needed. Some delays in waste collection due to flooding. Reservoir – Vale tabled a motion to restate its objections to the reservoir. Resolution to request for meeting with secretary of state. Thames Water – raw sewage discharge into waterways. Vale is extending contract with Biffa until June 2026. Recycling rates have risen to 64%, 4th highest district in country. Police and Crime Commissioner are asking which areas of crime to focus on across. Application to increase number of councillors from 38-41, not adopted. Aim to make development an improvement to people's lives - public consultation on local plan. Cllr Rayner's surgeries to continue in February.
- 195. Public Participation: an adjournment of 20 minutes to allow the public to ask questions.**
- 196. Approval of minutes of the meeting of 4 December 2023.** These were agreed to be a true and accurate record of the meeting.
- 197. Clerk's report:**
- Neighbourhood Development Plan: Vale is planning to publicise a public consultation on the area designation which will be publicised both online and via posters.
- Transfer of public open space from Taylor Wimpey: awaiting action from the Vale's legal team to confirm the deed of variation and the sum to be awarded.
- 198. Declarations of interest:** none declared.
- 199. Planning Applications for consideration:**
- a. **P23/V2697/FUL**, 1 Farm Cottages, Stonehill Lane, Southmoor, OX13 5HU. Conversion of two existing cottages into one dwelling with addition of single and two storey extensions, erection of new detached double garage with home office above, plus change of use of a strip of land to residential curtilage. planning committee meeting was not quorate, resolution was made by full council: council voted no objection, but to comment on the assertion it will "provide much needed village housing".
 - b. **P23/V2694/HH**, 6 Buchan Place, Kingston Bagpuize, OX13 5GE. New two-storey side extension incorporating garage at ground floor and bedroom with en-

suite at first floor. New single storey rear conservatory with 'Lantern' Roof. Construction of an indoor swimming pool, plant room and 'Chilling Area'. Demolition of existing garage. As planning committee meeting was not quorate, resolution was made by full council: objection on the grounds of overdevelopment, overshadowing of 5 Buchan Place.

- c. **P23/V2631/CM**, 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. Consultation end date: 30 December 2023.

200. Planning Applications results – for information only: 18 Cherry Tree Close Southmoor Abingdon OX13 5BE – application to re-instate the balcony that was removed approximately 10 years ago to make roof repairs with an additional cladded screen. Originally refused by Vale Planning Dept, appeal lodged and upheld.

201. Date for next Planning Committee meeting to be agreed/advised. Wed 31 Jan, 6.00pm, Elkins Room.

202. Accounts: the council approved the following payments presented by the clerk

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
Adobe Systems	Acrobat export pdf software	Admin & office	17.62	3.52	134.59	02/01/24	LGA 1972 s.111
Giffgaff	Phone (Dec)	Admin & office	5.00	1.00			LGA 1972 s.111
Adobe Systems	Acrobat software upgrade	Admin & office	104.18	20.84			LGA 1972 s.111
Adobe Systems	Refund for Export pdf s/ware	Admin & office	-17.14	-3.43			LGA 1972 s.111
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	03/01/24	LGA 1972 s.111
Autela Payroll Services	Payroll services	Admin & Office	45.48	9.10	54.58	09/01/24	LGA 1972 s.111
Home Front Outdoor	Play equipment parts	R&P, repairs & renewals	37.00	7.40	44.40	09/01/24	LG(MP)A 1976 s.19(3)
Logs Unlimited	Pavilion fire safety checks	Sp & Pav, maint	84.00	16.80	165.60	09/01/24	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
MNT Engineering	Replace expansion vessel, pav	Sp & Pav, repairs & renewals	290.81	58.16	348.97	09/01/24	LGA (Misc) 1953 s. 4
Shield Maintenance	Dog bins	S&P, dog bins	112.66	22.53	599.54	09/01/24	Env Protection Act 1990
Shield Maintenance	Litter and litter bins	S&P, litter	386.96	77.39			Litter Act 1983, ss 5
Sorbus	Decompacting bark	R&P, maintenance	75.00	15.00	90.00	09/01/24	LGA (Misc) 1953 s. 4
Spartan	Cleaning of bus shelters	S&P, maint	140.00		140.00	09/01/24	LGA (Misc) 1953 s. 4
Vale of White Horse DC	Election fees for May 2023	Election fees (inc £1,500 to be taken from EMR)	3,113.84		3,113.84	09/01/24	RPA 1983 s.36(5)

Payee	Details	Budget Heading	Amount (£)	VAT (£)	Total to payee (£)	Date of Payment	Legislative power to spend
Village Hall	Room hire, Apr-Jun 23	Admin & office	126.00		327.00	09/01/24	LGA 1972 s.111
Village Hall	Room hire, Jul-Sept 24	Admin & office	97.50				LGA 1972 s.111
Village Hall	Room hire, Oct-Dec 25	Admin & office	103.50				LGA 1972 s.111
Clerk (salary)	Salary	Staff salary				25/01/24	LGA 1972 s 112(2)
OCC Pension Fund	Pension contributions	Pension				25/01/24	LGPSR 2013 (SI 2013/2356)

b. Receipts – the council acknowledged the following receipt.

Date	Method of Receipt	From	Details	Amount (£)
31/12/2023	BACs	Unity Trust Bank	Bank interest (3 months)	1,234.42

203. Councillors to be appointed to authorise the month's online payments. Cllrs Bello and Grant were appointed.

204. Ratification of budget and precept 2024: the proposed budget was outlined and agreed in principle at the December meeting but the council considered a further proposal to include an additional £500 each year to be added to an earmarked reserve to cover election costs (every 4th year) and additional £300 for Recreation & Play inspection costs (to be agreed under item 205a below). Proposed precept would therefore amount to £111,538, which indicates an increase of 5.7%, though with adjustment for increase of number of properties indicates an actual increase of 3.2% (£1.89 p.a) for a band D property. Documents made available to council:

- i. Budget report for 2023-24 including projections to year end and agreed figures for 2024-25.
- ii. Notes on budget decisions and proposals
- iii. Financial analysis and overview

The council voted to accept these proposals and for the clerk to request a precept of £111,538. This will indicate a £61.62 annual cost for a band D property.

205. Recreation and Play Facilities:

- a. Update: replacement parts for the Jubilee Fort have been delivered and are to be installed. Looking at plans to replace Fort but this will be tabled at a future meeting.
- b. Quote from Caloo for annual inspection and maintenance of gym equipment: council to consider acceptance of quote (£445 ex VAT). This was agreed and included in precept calculation as indicated in item 204.
- c. Offas Dyke – removal of posts: the recreation facilities committee agreed that the original quotation from Vale Site Solutions should be put before the full council again for approval in order to close this action as it is a health and safety matter. The council voted to accept this quote. Cllr Smith wished it noted that he objected.

206. Pavilion fire and security system maintenance: council to consider quotes to maintain the systems in the Jubilee Pavilion from Executive Alarms, Hazlo and Pyrotec with reference to report provided by the clerk. Council requested clerk to obtain further quote on emergency lighting and to re-table in February.

207. Lighting in recreation ground: council to consider proposal to instruct the clerk to research possible lighting options and associated costs for the recreation ground along the path/around the park. The council requested clerk to undertake research to inform the 2025-26 budget. District Cllr Rayner advised that there might be grants available.

- 208. Hedge along northern edge of football area in Millennium Green:** council to consider whether to bear the cost of cutting back the growth from the neighbouring properties (which have been requested to cut this back but have not responded). If agreed quotes to be sought for approval at February meeting. The council requested the clerk to obtain quotes.
- 209. Burial ground:** following request to purchase Exclusive Right of Burial of plot last used in 1989 council to agree a fee for this service (not currently listed on the fee plan). £225.
- 210. D-Day anniversary –** amount to be budgeted for event to be agreed and committee formed to oversee organisation. If raffle required, clerk to be instructed to apply for licence. Cllr Grant and Cllr Clements were appointed to organise the event. Beacon to be requested. Budget of £1,500 agreed. Clerk to apply for raffle licence when charity agreed.
- 211. Taylor Wimpey transfer of land:** council to consider acceptance of revised plan of land to be transferred into its ownership. The council voted to accept the revised plan which includes the two main large areas only.
- 212. Bloor Homes community hut land –** on resolution of the council the chairman, vice-chairman and clerk will sign the transfer title and plan documents for this parcel of land. The council agreed to the transfer and the documents were signed by Cllr Grant, Cllr Swale and Sarah Bates, clerk.
- 213. Orchard Gate public open space deed of grant for drainage easement:** on resolution of the council the deed of grant (to allow Oxfordshire County Council right of access to a section of the land for maintenance of drainage and soakaway from the adopted adjacent roads) will be signed by the chairman and witnessed by the clerk. (This deed prohibits the parish council from erecting any building or structure, planting any trees or shrubs or carrying out any digging etc that may damage the designated area). The council agreed to the deed of grant and the documents were signed by Cllr Grant, Cllr Swale and Sarah Bates, clerk.
- 214. Next meetings:**
- a. Monday 5 February
 - b. Monday 4 March
 - c. Council to decide on dates for April and May meetings: council agreed on Monday 8 April and Tuesday 7 May to accommodate bank holidays
 - d. Date for annual parish meeting: council agreed on Monday 20 May.
 - e. August meeting: council to consider whether to hold two meetings in July with none in August or retain August meeting. The council voted to hold meetings on 1 and 29 July, with no meeting in August.

Meeting concluded at 8.17pm

Clerk: Sarah Bates

Chairman Dated