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**KINGSTON BAGUIZE WITH SOUTHMOOR PARISH COUNCIL MEETING
MONDAY 4 MARCH 2024
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

9 members of the public

MINUTES

236. Apologies: none received.

237. Report from District Councillor Cllr Jill Rayner: Under discussion - Thames Water proposal to increase household costs £730, 6,500 hours of sewage pumped into rivers, £37.5m in dividends – outcome to ask leader to contact Ofwat, secretary of state, for public scrutiny. Vale budget approved. Compost giveaway on Sat 16 Mar, White Horse Leisure and Tennis Centre, Audlett Drive, Abingdon, OX14 3PJ, 9am-11am, 3 bags per household allowed, own bags and spades required. Litter pick. Joint local plan – consultation ended, timescale likely to be summer 2025 for publication. Climate action fund re-opens later in year, for grants up to a maximum of £10,000. Cllr Smith asked whether Vale could consider “dark skies” schemes.

238. Public Participation: an adjournment of 20 minutes to allow the public to ask questions or comment on agenda items. Laurence Hutton-Smith introduced himself as the local member of the Thames Valley Policy Independent Advisory Group which meet every 3 months. To liaise with Cllr Forster (member of Faringdon Neighbourhood Action Group) and the council’s Speeding/Road Safety Committee.

239. Approval of minutes of the meeting of 5 February 2024. Cllr Forster and Cllr Smith asked it to be noted that they had voted to object to the application relating to 1 Cherrytree Close in support of those residents living above the property. The minutes were agreed to be a true and accurate record of the meeting.

240. Clerk’s report:

- a. OCC have advised that the traffic calming feasibility study for Springhill has been bumped from the 2024-25 budget as well as the proposed uncontrolled crossing at the eastern end of Faringdon Road, due to reorganisation of the teams to countywide.
- b. Update to items from the Village Hall: Trustees are looking to appoint a new secretary for the committee (hours unspecified). Safety (rather than fire alarm) risk assessment to be carried out. New wireless microphone required (rather than sound system – see item below under “Grants & Donations”). New carpet/floor coverings to be considered in Elkins Room and PC office. The Village Hall is also

looking for a new bookings clerk.

- c. Benches and boulders (use of arts monies) update from Cllr Grant: 5 boulders have been purchased by Alex Wenham (stone carver) from a quarry in north Oxfordshire, four have been carved with small creatures, one larger one to be carved with a green man surrounded by hops, to be placed in Wellington Way public open space. First two benches of the series, for Draycott Road crossroads and entrance to Latton Close, to feature original buildings on and just off Faringdon Road. Bench in the burial ground, to feature angel wings and snowdrops to go $\frac{3}{4}$ round oak tree. All to be purchased from S106 art monies.

241. Declarations of interest: Cllr Smith and Cllr Foster for 249 as trustees of the Millennium Green.

242. Planning Applications for consideration:

- a. [P24/V0208/HH](#) 29 Wellington Way Southmoor Abingdon OX13 5FG Construction of single storey extension. Planning committee considered this application at its meeting on 29 February and voted no objections to the application.
- b. [P24/V0291/HH](#), 1 Little London Lane Southmoor Abingdon OX13 5GH: New garden building. Planning committee considered this application at its meeting on 29 February and voted no objections to the application.
- c. [P23/V2697/FUL](#) (amendment), 1 Farm Cottages Stonehill Lane Southmoor Abingdon 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 considered this application at its meeting on 29 February and voted no objections to the application.

243. Planning Applications results: P23/V2694/HH: 6 Buchan Place, OX13 5GE Application proposal, including any amendments: 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: Permission REFUSED (although noted that a new application has been lodged for consideration).

244. Date for next Planning Committee meeting to be confirmed/agreed: Thursday 4 April, 6pm, Elkins Room

245. 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 amount to payee (£)	Date of Payment	Legislative power to spend
Giffgaff	Phone (Jan)	Admin & office	5.00	1.00	13.49	04/03/24	LGA 1972 s.111
HP Instant Ink	Ink replacement service	Admin & office	3.74	0.75			LG(FP)A 1963 s.5
Credit card fee		Bank charges	3.00				LGA 1972 s.111
Lloyds Bank	Multipay credit card	See separate statement as above					LGA 1972 s.111

Payee	Details	Budget Heading	Amount (£)	VAT (£)	Total amount to payee (£)	Date of Payment	Legislative power to spend
Alex Wenham Ltd	Supply and delivery of boulders, designs, Wellington Way arts monies project	Wellington Way arts monies project	4,300.00	860.00	5,160.00	09/02/24	S106 arts monies
Village Hall	Office rental (standing order)	Admin & Office	220.50		220.50	03/03/24	LGA 1972 s.111
GEC Electrical	Supply of spare fire alarm panel keys	R&R, Pavilion & sportsfield	39.45	7.89	47.34	05/03/24	LGA 1894 s.8(1)(i)
KBS News	Advert for D-day commem event	Admin & office	25.00		25.00	05/03/24	LGA 1972 s.111
Logs Unlimited	Correction of underpayment in Jan	Sp & Pav, maint (Jan)	0.08	0.02	237.70	05/03/24	LGA 1894 s.8(1)(i)
Logs Unlimited	Pavilion fire safety checks	Sp & Pav, maint (Feb)	112.00	22.40			HA 1980 s.96
Logs Unlimited	SIDs rotation	S&P, traffic calming	54.00	10.80			LGRA 1997 s.30 / HA 1980 s.274A
Logs Unlimited	Removal of goalpost from MG	R&P, repairs & renewals	32.00	6.40			LG & Rating Act 1997, s. 26
OALC	Annual subs	Subscriptions	859.21	0.00	919.21	05/03/24	LGA 1972 s.143
OALC	Training (managing projects - clerk)	Training	50.00	10.00			LGA 1972 s.111
Rospa Play Safety	Quarterly inspection	R&P, inspections	270.00	54.00	1,044.00	05/03/24	LGA 1892 s.8 (1)(i)
Rospa Play Safety	Training (playground inspection course), Cllrs Swale & Kousari	Training	600.00	120.00			LGA 1972 s.111
Shield Maintenance	Dog bins	S&P, dog bins	112.66	22.53	599.54	05/03/24	Env Protection Act 1990
Shield Maintenance	Litter and litter bins	S&P, litter	386.96	77.39			Litter Act 1983, ss 5
SLCC	Membership for clerk	Subscriptions	238.00		238.00		LGA 1972 s.143
Sorbus Gdn Care	Groundworks in playground	Maintenance, R&P	70.00	14.00	84.00	05/03/24	OSA 1906 s. 10
Spartan	Cleaning of bus shelters	S&P, maint	140.00		140.00	05/03/24	LGA (Misc) 1953 s. 4
Wantage Silver Band	Entertainment for D-Day event	CIL spend 21-22 (EMR CIL 21-22)	380.00		380.00	05/03/24	LGA 1972 s.145
White Horse Pest Control	Mole control in burial ground		120.00		120.00	05/03/24	
Mill'n'm Green Trust	Grant/Donation	CIL spend 21-22 (EMR CIL 21-22)	2,000.00		2,000.00	05/03/24	LG(MP)A 1976 s.19(3)
KBS Drama Group	Grant/Donation	Grants/donations made	1,115.00	-	1,115.00	05/03/24	PCA 1957 ss.3(1) & 7, HA 1980 s.301
Southmoor Baby & Toddler Group	Grant/Donation	Grants/donations made	250.00	-	250.00	05/03/24	LA 2011 s.1
The Abingdon Bridge	Grant/Donation	Grants/donations made	723.00		723.00	05/03/24	LGA 1972 s.137**
S & KB Gardening Club	Grant/Donation	Grants/donations made	500.00	-	500.00	05/03/24	LGA 1972 s.145
Village Hall	Grant/Donation	CIL spend 21-22 (EMR CIL 21-22)	1,723.00		1,723.00	05/03/24	PCA 1957 ss.3(1) & 7, HA 1980 s.301
WI	Grant/Donation	Grants/donations made	150.00	-	150.00	05/03/24	LGA 1972 s.137**
Clerk (salary)	Salary	Staff salary				25/03/24	LGA 1972 s 112(2)
HMRC	PAYE/NI Q4 (previous overpayment of £2.15 taken into account)	PAYE/NI				25/03/24	LGA 1972 s 112(2)
OCC Pension Fund	Pension contributions	Pension				25/03/24	LGPSR 2013 (SI 2013/2356)
Total payments due to be paid by BACs					14,294.46		
Total other payments anticipated before next meeting (credit card bill (est), office rental, Youngs Trees, donations)					5,886.95		
Current a/c balance on day of meeting					29,836.75		
Total to be transferred FROM easy access savings a/c TO current a/c					344.66		
Approx balance to be retained in savings a/c					165,713.34		

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
08/02/2024	BACs	Tonks Funerals	Burial ground fees	60.00
09/02/2024	BACs	Vale of White Horse DC	S106 monies towards dog bins and litter picking in area of Kingston Park	16,795.85
01/03/2024	BACs	Vale of White Horse DC	S106 monies towards public art (bench trail)	5,549.20

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

247. Receipt of CIL monies from district council: council to resolve whether to receive any CIL monies due or request retainment by the district council (total due: £4,292.67). Council resolved to accept the monies due.

248. Recreation and Play Facilities: update from Cllr Swale – Cllr Swale and Cllr Kousari attended ROSPA Playsafety visual inspection course which proved very informative. Course valid for 3 years.

a. Quotes for repainting of basketball posts: council to consider quotes to repaint the basketball posts in the recreation ground received from Vale Site Solutions (£234.25 to include labour, materials and protective fencing) and David Fell (£240 – labour only – request to quote including materials and fencing received no response). Council resolved to accept quote from Vale Site Solutions.

b. Logs Unlimited for the removal and disposal of both goal posts from the School Lane recreation ground, cut down the metal support sleeves as low as possible and then replace the astro turf. Cost £168 + VAT. Council resolved to accept quote from Logs Unlimited.

c. S J Aplin Playgrounds for the following scope of work: Remove the top beam from the seesaw, transport back to base, strip it down, reassemble in the right environment and reinstall on site. Remove the seat boards on Sputnik roundabout, strip back the seat supports, prime and repaint. Fit the crotch straps to the cradle seats on the swings: Total cost £979.00 + VAT. Council resolved to accept quote from S J Aplin.

249. Grant and donation requests: the council to consider the following requests informed by completed grant/donation application forms – overview provided: the council reviewed the applications, taking into account the funds remaining in the Grants & Donations budget was £2,738 with a view to fair distribution. Cllr Grant made a proposal as shown below, seconded by Cllr Barnett, the council voted in favour.

a. **KBS Drama Group:** grant towards new LED lighting system at Southmoor village hall: total cost £22,000, already raised £11,250, unspecified sum requested. The council voted to award a grant £1,115 from the Grants/Donations budget.

b. **Millennium Green Trust:** grant towards replacement fencing along Oxford Road: total cost £3-4,000, funds raised already £1,500, grant requested £2,000. The council voted to award £2,000 with the funds to come from community infrastructure levy monies (CIL).

c. **Oxon South & Vale Citizens' Advice:** grant towards maintaining local presence and recruitment and training of specialist advisors: unspecified amount. The council noted that CAB have been regular recipients of donations in the last few years and on this occasion voted not to award further funds.

- d. **S&KB Gardening Club:** grant towards costs of putting on village show: estimated cost £1,150, funds raised/promised: £650, sum requested £500. The council voted to award £500 from the Grants/Donations budget.
- e. **Southmoor Baby and Toddler Group:** donation towards animal Easter visit: amount requested £250. The council voted to award £250 from the Grants/Donations budget.
- f. **Thames Valley Air Ambulance:** general request via email, no application form submitted. Raffles held at both Queen's Platinum Jubilee and the Coronation event raised in the region of £3,000 for Air Ambulance, so the council voted not to award a donation.
- g. **The Abingdon Bridge:** (young person's mental health and wellbeing charity): general donation requested. The council voted to award £723 from the Grants/Donations budget.
- h. **Southmoor Village Hall:** grant towards remedial work in men's toilet and refurbishment of main disabled toilet: overall cost £3,446.11, amount requested: £1,723. The council voted to award £1,723 from CIL funds.
- i. **Southmoor Village Hall:** grant towards purchase of radio microphone: overall cost £452.42, amount requested £226.21. The council voted not to grant this application.
- j. **KBS WI:** grant towards supplies to improve food hygiene standards: total cost £150, amount requested £150. The council voted to award £150 from the Grants/Donations budget.

The council agreed that the clerk would set up all payments to successful applicants to be paid as soon as possible (with the rest of the month's invoices).

- 250. **Burial ground:** Council to consider the recommendation of the burial ground committee to accept the quote from Artisan for adhesive labels for the new brown wheelie bin, cost £55. The council voted to accept this proposal.
- 251. **D-day commemoration event update.** Timing of the event 6pm-9.30. Elegant Cuisine engaged to provide food and bar (for sale), music from Wantage Silver Band and Sisters of Swing. Oxford Cow's ice-cream van, Simon Dando and history society doing display. Banners will be required. Royal British Legion local contact involved. Meeting to be arranged to go through arrangements.
- 252. **Review of council's publication scheme.** The clerk had suggested several minor amendments in advance. The council voted to accept the amendments. Next date for review – March 2026.
- 253. **Request to meet with David Locke Associates (on behalf of Hallam Land).** To be arranged once Neighbourhood Development Plan boundary is confirmed by the Vale.
- 254. **OALC councillor forum, next date 12 March, 2.30pm via Zoom:** council to appoint a member to attend. Cllr Grant to attend. Cllr Sabah to attend April meeting.
- 255. **Environment & Climate Committee:**
 - a. **Hedgehog Street:** council to consider request from the ECG to purchase an amount of hedgehog food at a cost to be agreed, to be stored and distributed by Cllr Smith to the first 70 respondents to agree to include their property in the hedgehog street. If agreed council to instruct the clerk to make the purchase in April, and to post details and hedgehog street map on the council's Facebook page and website. The council voted to allow £100 budget towards the food although agreed to start with smaller quantities of food to be purchased initially to determine what the take-up will be. Group to liaise with clerk regarding the purchase and Facebook.

b. **The Keep Britain Tidy, Great British Spring Clean 15 – 31 March:** council to consider proposal to purchase 4 aluminium signs at £29.95 each to encourage drivers to take their rubbish home with them - for intermittent re-use. If agreed council to instruct the clerk to liaise with the group to purchase. Group to liaise with clerk to advertise community litter pick on Facebook. Council agreed to this expenditure.

256. Tree 202 (false acacia), recreation ground: council to consider request from Mr David Warr (with reference to the council's tree management policy and the recent tree survey carried out in January) to remove tree 202 which is next to his property and which he fears might damage it. Mr Warr has indicated he is willing to consider paying for its removal. If agreed, clerk to write letter of permission for Mr Warr to present to tree surgeon. Council voted to remove the tree on receipt of quote from Young's Trees, with Mr Warr to fund 50% of the cost. Proposal to replace the tree in the autumn – to be revisited.

257. Employer discretionary pension policies: council to resolve to accept the policies as provided in a template and required by Oxfordshire County Council local government pension administration. Policies reviewed and discussed by the staffing committee with the clerk ahead of the meeting. Council agreed to the proposed policies to be submitted to OCC by deadline indicated.

258. Next meetings:

Monday 8 April

Tuesday 7 May

Meeting concluded at 8.15pm

Clerk: Sarah Bates

Chairman (signed) Dated.....