



Kingston Bagpuize with Southmoor
Parish Council
The Village Hall
Draycott Road
Southmoor
OX13 5BY

w: www.kbsparishcouncil.org.uk
e: clerk@kbsparishcouncil.org.uk
t: 07908 472827

01 May 2024

Dear Councillor

The next meeting of the Parish Council will be held on **Tuesday 7 May at 6.30pm** the Swallow Room, the Village Hall.

All Councillors are summoned to attend for the purpose of considering and resolving upon the business set out below. Public and press are welcome to attend. Members of the public wishing to speak during public participation must inform the clerk via email or in writing by Thursday 2 May including the subject matter: if they are unable to attend the meeting they will receive a written response from the clerk in the days following the meeting.

Yours faithfully

SARAH BATES
Parish Clerk

AGENDA

1. **Election of chairman**
2. **Election of vice chairman**
3. **Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate.
4. **Signing of declaration of acceptance of office in the presence of the clerk chairman and vice-chairman.**
5. **Distribution to councillors of register of interests form.**
6. **Confirmation of committees and representatives, terms of reference and responsibilities:**
 - a. Finance Committee ([terms of reference](#))
 - b. Planning Committee ([terms of reference](#))
 - c. Recreational Facilities Committee ([terms of reference](#))
 - d. Burial Ground Committee ([terms of reference](#))
 - e. Staffing committee ([terms of reference](#))
 - f. Speeding/Road Safety Committee ([terms of reference](#))
 - g. Environment & Climate group ([terms of reference](#))
 - h. KBS News Liaison – responsibility: to liaise with KBS News to inform and promote latest parish council news, to provide precis of minutes of parish council meetings.
 - i. Civil Protection Officer.
 - j. Parish Public Transport Representative – to attend any relevant meetings at OCC that involve parish councils to represent the interests of parish public transport user.
 - k. Parish council representative for the elderly: to liaise with Age UK and local charities and groups for the elderly to represent their interests on the parish council.

- l. Parish council representative for youth: to liaise with the school, scouts, brownies and other local groups and charities for the young to represent their interests on the parish council.
- m. Parish council representatives on Sports Field Association.
- n. Remembrance Sunday committee – to meet in September to agree all details and actions for the Remembrance Sunday arrangements.

**ORDINARY MEETING OF THE PARISH COUNCIL
7 MAY 2024**

- 7. **Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate.
- 8. **Reports from** District Councillor Cllr Jill Rayner and County Councillor Juliette Ash.
- 9. **Public Participation: an adjournment of 20 minutes to allow the public to ask questions.**
- 10. **Approval of minutes of the meeting of 8 April 2024.**
- 11. **Clerk's report:**
- 12. **Declarations of interest:**
- 13. **Planning Applications – report from planning committee on resolutions:**
 - a. **[P24/V0232/FUL](#):** The Courtyard Kingston Bagpuize OX13 5AX. Proposed internal and external alterations to building. Conversion of existing loft space to create additional office space. Works to include alterations to existing external doors, and internal flooring. Removal of section of internal block wall and insertion of a new suspended ceiling, new insulated stud walls, and the insertion of new conservation rooflights.
 - b. **[P24/V0774/LB](#):** as above
 - c. **[P24/V0902/HH](#):** Little Acre Hanney Road Southmoor Abingdon OX13 5HT. First floor extension to main house including raising central roof. Alterations to main house including external insulation to existing walls. Existing side roof elements to main house are to be raised to allow for additional roof insulation. Two single storey extensions to the main house (porch and carport). Raising roof of outbuilding to allow for additional roof insulation and rooflights and external cladding to front. New solar panels to rear of main dwelling roof.
 - d. **[P24/V0883/S73](#):** Lower Lodge Farm, Charney Road, Longworth, Abingdon, OX13 5HW: Variation of condition 2 (approved plans) on application P18/V0940/FUL (Replacement of existing barn with 1no. new dwelling, carports and works there to).
- 14. **Date for next Planning Committee meeting:**
- 15. **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.

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
16/04/2024	BACs	OCC	Grass cutting grant (annual)	1,441.56
17/04/2024	BACs	HMRC	VAT refund (Jan-Mar)	2,700.72
26/04/2024	BACs	VoWH DC	CIL share	4,292.67

16. Councillors to be appointed to authorise the month's online payments.

17. Accounts:

a. Report on Finance Committee meeting (minutes).

b. Members to receive end of year financial reports from the clerk:

- i. **Balance sheet as at 31 March 2024**
- ii. **Annual budget report, 31 March 2024**
- iii. **Income and expenditure account for year ended 31 March 2024**

c. Quarterly verification of bank reconciliations: Cllr Steve Smith (non-signatory) to confirm verification and signing of the documents for January, February and March 2024.

d. Sums to be agreed to be transferred to earmarked reserves (as outlined in 2024-25 budget):

- i. £7000 towards planning consultant
- ii. £500 towards election costs
- iii. £250 towards replacement of IT equipment.
- iv. £1,200 towards replacement fence at sports field.

18. Review of updated asset register.

19. Review of Financial Regulations.

20. Review of Standing Orders.

21. Review of Risk Assessment/Internal Controls.

22. Proposal on budget to be allocated towards new play and recreation equipment: following finance committee meeting and scrutiny of figures provided by clerk, council to consider proposed budget of £110,000 towards replacement of Jubilee Fort and slide, plus youth shelter for recreation ground and resurfacing for table tennis table.

23. Recreation and Play Facilities: update.

24. Scout hut land (off Morris Drive) management: council to decide in what way it wants to manage this land (e.g. grass it over, develop as wildflower meadow). NB there are no funds allocated to this area.

25. "Unknown Tommy" statue for war memorial: council to consider purchasing a statue (cost £175). If agreed, further resolution required on wording (or not) at base and orientation of the figure.

26. OALC councillor forum meeting: Tuesday 14 May 9.30am, Tuesday 4 June, 12 noon – council to agree on attendees.

27. **Sycamore saplings on recreation ground:** council to consider proposal to have removed very large saplings which are developing into a thicket in corner of rec.
28. **Update on Neighbourhood Development Plan**
29. **Update on bench trail and carved stones using S106 arts monies.**
30. **Update on D-Day commemoration event.**
31. **Proposal to adopt “No Mow May”:** from Cllr Smith on behalf of Environment & Climate Group proposal that KBS Parish Council suspends the mowing of areas of grass under its jurisdiction for the month of May 2024 in accordance with Church of England, Butterfly Conservation, National Trust, RSPB, and His Majesty the King.
32. **Next full council meetings:**
 - Monday 20 May – annual parish (village) meeting
 - Monday 3 June
 - Monday 1 July
33. Dates of committee meetings to be confirmed.