

Minutes of the Meeting of Uffington Parish Council
Monday 13th August 2018 at 7.30pm
At Thomas Hughes Memorial Hall

Present: Cllr Simon Jenkins (Chair), Cllr Karen Pilcher, Cllr Fenella Oberman, Cllr Paul Coad, Cllr Graham Banks, Cllr Mike Oldnall

Clerk/Finance Officer: Julia Evans

District Councillor:

County Councillor: Cllr Yvonne Constance

Members of the Public: Ms Nicki Rossiter, Ms Alison Clark, Mr D Coxhead, Mr A Robson, Mr and Mrs Harris and Mr R Hart

200/18	APOLOGIES FOR ABSENCE None	Action
201/18	DECLARATIONS OF INTERESTS Cllr Pilcher for agenda item 4e.	
202/18	MINUTES OF MEETINGS HELD ON 9 JULY 2018 Cllr Pilcher proposed acceptance of the minutes of the meeting held on Monday 9 July. Cllr Coad seconded. RESOLVED. The minutes were signed.	
203/18	REMAINING BUSINESS FROM PREVIOUS MEETING <ul style="list-style-type: none"> a) 176/18 (148/18 - 118/18 - 59/18 - 30/18 - 4/18 - 331/17 - 302/17 - 276/17) Adoption of Jacksmeadow estate by OCC Highways. Cllr Jenkins reported that this is moving forward. The delay has been caused by the adoption of Foxcover View. b) 176/18 - Open space management at Jacksmeadow estate. Nothing to report. c) 176/18 (148/18 - 118/18 - 86/18 - 59/18 - 51/18) Footpath 12. Cllr Jenkins reported that the four kissing gates had been delivered. Mr Forster will install them. Once installed publicity for TOE2 will be required. d) 176/18 (148/18 - 118/18 - 93/18) – War Memorial. Cllr Pilcher reported that the Vicar had agreed that names can be added to the War memorial but it will not be cleaned. Cllr Pilcher to establish whether planning permission is required to add the names. e) 177/18 – Resurfacing of Craven Common. A meeting is to be scheduled with the contractor and Mr Godsell. Work has been delayed because of the hot weather. 	KP
204/18	COUNTY COUNCILLORS REPORT <p>Cllr Constance reported that £10m capital spend had been bought forward to the current year, to help improve the roads. OCC aims to send out more information to keep people informed of what's happening in each area. Agreement in principle has been given to borrow up to £120m from central government at 3%, for infrastructure; the business case is under development. The amalgamation of Cherwell District council and OCC will take place at the end of September. The growth deal is moving into the first phase of planning. LPP2: Cllr Constance is arguing against an additional 600 houses at Kingston Bagpuize. OCC have objected to the proposals because of infrastructure issues: Frilford traffic lights and the narrow road and air quality issues at Marcham.</p> <p>Cllr Jenkins reported on the closure of Broad Way in January 2019 for water main repairs</p> <p>Cllr Oberman raised the issue of road safety at Britchcombe Farm. There is one road sign on the west bound carriageway but this is not sufficient. Cllr Jenkins noted that Highways had agreed to install two signs and this may be an old sign. Cllr Constance agreed to chase this.</p>	YC

	<p>Cllr Constance reported that the road sign on the A417 has been run into and needs to be replaced. She also reported that the Vale have refused planning permission for the demolition of the listed railway overbridge, and provision of a replacement bridge at Steventon .</p> <p>Cllr Constance was thanked for attending.</p>	
205/18	<p>DISTRICT COUNCILLORS REPORT</p> <p>No report</p>	
206/18	<p>POLICE REPORT</p> <p>The Faringdon Neighbourhood Team newsletter for August 2018 had been circulated.</p>	
207/18	<p>OPEN FORUM</p> <p>Mr Coxhead raised concerns regarding the management of the stream on the Woolstone Road due to the presence of water voles. The Parish Council had not invited him to the meeting with BBOWT. Cllr Jenkins explained that the guidance issued on the management of the stream was issued by BBOWT and also that it was an offense to damage the Water Voles habitat. Mr Coxhead sought clarification on what he should do – clear the stream or leave it and risk flooding. Cllrs Pilcher and Banks suggested that a happy medium would be to clear part of the stream and leave some of the vegetation, as recommended by the BBOWT guidance. Mr Coxhead asked to meet the BBOWT representative. Cllr Jenkins to arrange this.</p> <p>Mr Robson asked whether the Parish Council had reviewed the proposal for 20 new houses off the Fernham Road. He noted that according to the Neighbourhood Plan’s Landscape Capacity Study it was in an area of low capacity (coloured red) for development. . He reported that he plans to object to the proposals. Cllr Jenkins stated that the Parish Council cannot make any comment without a planning application. Cllr Oldnall noted that although the Neighbourhood Plan had not yet been adopted it was unlikely to change significantly. If the development goes ahead it will satisfy the entire housing requirement for Uffington and Baulking for the NP plan period to 2031. He suggested that Mr Robson consult the Vale Local Plan. Mr Hart emphasised the issues raised in the Neighbourhood Plan and added that the density of the proposed housing was out of keeping with the surrounding area. Cllr Oldnall noted that the provision of affordable housing was an advantage of the proposal.</p> <p>Mr Harris spoke of his retrospective planning application to convert the car port to an enclosed garage and build a new porch at Rosebrook House (formerly Craven Yard). He stated that the porch was necessary because of the winter weather. He felt that the car port was exposed and insecure. Also water tended to splash off the road and onto the car in the car port. Cllr Oberman explained that planning permission should have been obtained prior to carrying out the building. She also outlined the history of the house. Mr Harris said he did not understand the caveats attached to the car port, and that the new residents of the adjacent Brewers Barn have no objection to this development.</p>	SJ
	<p>ONGOING PROJECTS</p>	
208/18	<p>Land Registry</p> <p>The Old School Room is now registered with the Land Registry, which has granted the Parish Council absolute title to the Old School Room (the building) and possessory title to the adjoining grass and verge The registration of the Burial Ground is still with the solicitors.</p>	
209/18	<p>Creation of a Neighbourhood Plan</p> <p>Cllr Oldnall reported that the 6 week pre-submission consultation went well. A good selection of comments was received. The main issue centred around the word ‘minimum’ for the housing requirement . The wording has been changed and the document is being updated to reflect the comments where necessary. Despite two requests, , it has been agreed that the plan will remain non-allocating.</p>	
210/18	<p>TBSM Update</p> <p>a) Trust Deed. The variation to the 1989 trust deed was signed off on 6th August. To be scanned and uploaded to the Charity Commission website.</p>	KP

	<p>b) Parish Council lease to Uffington Museum Trustees. This is now in place.</p> <p>c) Museum update. Cllr Pilcher reported that visitor numbers were down so far this year but income per visitor is up.</p>	CLOSED
211/18	<p>Old Schoolroom Repairs</p> <p>The second payment is to be presented for approval. 30% of the payment will come back from the LEADER grant.</p> <p>An extension of one week was approved, due to the exceptionally hot weather. The extra cost will be £216. It is hoped that the scaffolding will come down very shortly. On the South side the lower (foundation) level of sarsens is exposed. The path is to be banked up by about 9". A call for sarsens has been successful. The new stones will increase the height of the path. The work will add to the cost but it will still be within the original estimates.</p> <p>Cllr Banks asked what would happen to the money put aside as contingency. Cllr Jenkins stated that it would be ringfenced against future major repairs on the building. Cllr Jenkins is also hopeful that the extra chalk will be sold.</p> <p>Cllr Jenkins asked for thoughts on how to mark the completion of the work. It was agreed that a plaque should be installed in the museum listing the names of the significant contributors, including 'the patrons of Uffington shop'. An evening function with drinks and nibbles was also proposed, to be held in October.</p>	
212/18	<p>S106 Contributions</p> <p>A cheque for the Scout Group grant (£963) is to be presented for payment. A small amount of S106 funding will be used for the installation of the kissing gates.</p> <p>Village trail: Cllr Pilcher has received a quote to install the Packers Forge marker (£300) and to replace the Betjeman plaque (£150). However, delivery was quoted as £326. Cllr Pilcher to ask for clarification. New posts will cost £250 + delivery. It was suggested that everything is done when the maintenance work is due. Phase II of the village trail project to be put on hold until next year. There is £170 left in the village trail fund.</p>	KP
213/18	<p>Defibrillator Project</p> <p>Two quotes have been received for defibrillators. The preferred supplier is Cardiac Science, even though they are quite expensive at approx £1500 each. An application is to be made to the OCC Councillor Priority Fund for a grant. The parish would like four units and Baulking would like one. Cllr Constance suggested that each parish should make a separate application for funding. After Note: Cllr Constance subsequently clarified that a joint bid could be made. Cllr Pilcher noted that there would be a VAT advantage if UPC purchased all the units. Cllr Constance stated that the deadline for receipt of grant applications was October, and December for 2nd tier applications. She pointed out that projects must be delivered by March 2019.</p> <p>It was reported that so far £87 has been collected for the defibrillator maintenance fund and there is more to come.</p> <p>Cllr Pilcher reported that the village hall will cover the maintenance of the unit housed there. Maintenance of the unit housed at the sports club should cost less as the unit will be housed indoors. She is hoping that the pub will agreed to cover the electricity cost of the unit housed there. Mr Coxhead kindly offered to sponsor the maintenance of one unit.</p> <p>Cllr Pilcher to obtain quotes for the electrical installation.</p> <p>It may be possible to get some free training in the use of the defibrillators. Training kit is also available to hire.</p>	KP
	PLANNING MATTERS	
214/18	<p>Public consultation on proposals to erect up to 20 dwellings on land off Fernham Road.</p> <p>The Parish Council had no comment to make on these proposals at this stage.</p>	
215/18	<p>Appeal reference APP/V3120/W/18/3197431 - Land adjacent to Manor House.</p> <p>The Parish Council representation has been submitted. Awaiting a decision on the appeal.</p>	

216/18	P18/V1439/HH – Rosebrook House (Craven Yard) – Retrospective application for new garage and porch. The Parish Council agreed to submit a response of No Objections.	
217/18	Update on outstanding planning applications: a) P18/V1197/FUL – Creslu, Woolstone Road. Proposed new dwelling. Application withdrawn. Awaiting new plans.	
	FINANCE	
218/18	Update on Bank Mandate and Electronic Payments New forms were handed to those Councillors applying for internet banking access.	
219/18	To approve August payments and sign cheques: Cllrs Jenkins and Oldnall proposed and seconded approval of payments totalling £42,065.24. RESOLVED. A full list of payments is filed with these minutes. The cheques were signed.	
220/18	Review of Q1 accounts: Cllr Oldnall reported: 1. General: The accounts continue to be well run and organised. 2. Financial Procedures: There were several issues that arose recently when the Clerk went on leave which should be analysed and lessons identified. Based on the lessons, changes to the procedure(s) should be made to ensure we are able to continue to carry out our full range of transactions in the absence of the Clerk or members with financial powers such as cheque signing/making electronic bank payments. 3. Analysis Sheet: There are several actions required to get maximum value from the analysis sheet. My suggestions are that: a. The sheet is changed slightly to show the income from the precept and other sources more clearly. The totals should then balance with the budget sheet approved by the PC b. The sheet is used for the financial reviews (quarterly) to monitor expenditure against the budgeted amounts. Any deviations should then be explained to the PC at the succeeding PC meeting and any necessary budget re-allocations made. c. The sheet is NOT issued monthly to councillors as it is not fully understood or utilised. 4. Electronic Banking: It is disappointing that we have not yet managed to move to electronic banking although I recognise the issues with TSB and beyond our control during this period.	Clerk /MO
221/18	THE JUBILEE FIELD TRUST The Clerk and Cllr Jenkins to discuss the trustee status. Awaiting clarification from OALC regarding VAT. a) Monthly Play Area inspections : Cllr Oberman reported that everything was OK. b) Review of RoSPA report: Cllrs Oberman and Banks to identify the work to be carried out.	Clerk/SJ FO/GB
	ANNUAL/QUARTERLY REVIEWS	
222/18	Review of Shop rent. Cllr Jenkins has written to the tenants requesting the outstanding amount following the rent review. Cllr Jenkins to get a quote for a copy of the lease for the tenants, and a scan .	SJ
223/18	UPKEEP (INC. WATERCOURSES) a) Flooding. Shotover culvert is in a poor state. OCC Highways are getting Skanska out to inspect it due to the danger to the road. b) Benches on Jubilee Field. Cllr Oberman has requested quotes for the installation of the new benches.	FO
	GENERAL	
224/18	a) Update on GDPR 1) A 'data cleanse' is to be carried out by the Clerk and all Cllrs. 2) A procedure for implementing the back-up of all electronic data held by the Clerk is to be proposed by Cllr Oldnall.	C/F: Clerk/MO
	CONSULTATIONS	
225/18	None	
	CORRESPONDENCE AND MATTERS FOR THE SEPTEMBER AGENDA	
226/18	a) Trees of remembrance project: The idea of a remembrance tree to	

	<p>commemorate the armistice of WW1 to be discussed with the Village Hall committee. Cllr Oberman to have a look in the churchyard to establish whether a tree could be planted there.</p> <p>b) Winter salt. It was agreed to ask the shop tenants if they could store the salt. Cllr Pilcher to establish whether the free salt bin is still available.</p> <p>c) Letter from Katrina Porteous. The headmistress is very keen on the suggestion raised by Ms Porteous. The village hall has been booked for a trial performance on 15th November. There has been no response regarding a request for a performance at the tea room. Cllr Jenkins to chase.</p>	<p>FO</p> <p>KP</p> <p>SJ</p>
227/18	<p>DATE OF NEXT MEETING</p> <p>The next meeting will be Monday 10th September 2018 at 7.30pm in the Thomas Hughes Memorial Hall. Cllrs Pilcher, and Coad offered their apologies for absence in September. Cllr Oberman offered apologies for absence from the February 2019 meeting.</p>	

The meeting closed at 22.00