Minutes of the Meeting of Uffington Parish Council Monday 10 February 2020 at 7.30 pm At Thomas Hughes Memorial Hall

Present: Cllr Simon Jenkins (Chair), Cllr Mike Oldnall, Cllr Nigel Puddicombe, Cllr Graham Banks, Cllr Dale

Pilchowski, Cllr Fenella Oberman

Clerk/Finance Officer:

District Councillor: Cllr Nathan Boyd

County Councillor:

Members of the Public: 2 members of the public

28/20	APOLOGIES FOR ABSENCE	Action
	County Cllr Yvonne Constance and Clerk/Finance Officer Julia Evans.	
29/20	DECLARATIONS OF INTEREST	
	None.	
30/20	MINUTES OF MONTHLY MEETING HELD ON 14 JANUARY 2020 AND THE	
	EXTRAORDINARY MEETING HELD ON 17 JANUARY 2020	
	Cllr Puddicombe proposed acceptance of the minutes of the meeting held on 14 January, Cllr	
	Oldnall seconded. Cllr Pilchowski proposed acceptance of the minutes of the meeting held on 17	
	January, Cllr Oberman seconded.	
	RESOLVED. The minutes of both meetings were signed.	
31/20	REMAINING BUSINESS FROM PREVIOUS MEETING	
	a) 04/20 (280/19 - 252/19 - 226/19 - 201/19 - 177/19 - 155/19 - 131/19 - 107/19 - 77/19 -	
	52/19 - 29/19 - 4/19 - 226/18 - 299/18) - Community Speedwatch. No progress. Cllr	
	Jenkins reported the frustration expressed at the recent NAG meeting, at the continuing	
	silence on this issue from Thames Valley Police.	
	b) 04/20 - (280/19 - 252/19 - 226/19 - 201/19 - 194/19) - Consideration of a Winter Salt	CLOSED
	bin. The bin had been installed at the end of January.	
	c) 04/20 (280/19 - 272/19) - Improvements to Footpath 19. The plan is to replace the	
	stiles along sections of Footpaths 18, 19 and 27 with kissing gates, subject to grant	SJ
	funding being available. The landowners involved have given approval in principle; a	
	meeting is awaited to discuss further details.	
	d) 04/20 (288/19) - Printing welcome packs. See under Minute 37/20 below.	
32/20	COUNTY COUNCILLOR'S REPORT	
	No report was received.	
33/20	DISTRICT COUNCILLOR'S REPORT	
	Cllr Boyd reported:	
	a) The Climate Emergency Advisory Committee met on 28 January and discussed the	
	Oxfordshire Electric Vehicle Infrastructure Steering Group and the appointment of a	
	Councillor to represent the Council, the Year One Work Programme, Forward	
	Programme and Car Park Fees and Charges. The next meeting will be held on 30 March	
	2020.	
	b) Cabinet Meeting - The February meeting was on Monday 3 February. There was a long	
	agenda which included Affordable Housing & Oxfordshire Growth Deal, Neighbourhood	
	Planning Funding, the budget 2020/21 and Capital Programme 2024/25 – details are on	
	the Vale website. The Cabinet will make recommendations to the full Council which will	
	meet on 12 and 19 February. The second meeting is necessary as Thames Valley Police	
	are not meeting until 14 February to set their precept. Once received the Vale Council will	
	be in a position to complete its budget and set Council Tax for the forthcoming year.	
	c) Planning – The Vale has published an update on Planning Policy which is a useful	
	document and all Town and Parish Councils will have received a copy. (Afternote: A	
	copy was requested).	
	d) Recycling – A number of waste enforcement events have been arranged during February	
	and March. The nearest to Shrivenham will be held on 28 February between 1100hrs and	
	1300hrs at The Beacon in Wantage.	
	e) The Vale Recycling Team are supporting the Sustainable Shrivenham event which will be	
	held on Saturday 28 March 2020.	
	f) Defence Academy – The Station Commander has arranged for the Local Liaison Group	
	to meet on 17 March. It has been almost three years since this group last met.	
	Planning. Cllr Jenkins requested that the Decision Notices on planning applications should	
	S S S S S S S S S S S S S S S S S S S	.1

	include relevant UB NP policies, as is the case with Local Plan policies.	NB
	Neighbourhood planning. Cllr Boyd stated that the SODC Local Plan remained frozen, with the	
	Secretary of State, but it could be handed to OCC for implementation. A review of a made NP	
	becomes necessary if the Local Plan should fail. Cllr Oldnall stated that Oxfordshire	
	Neighbourhood Plans Association (ONPA) were hoping for meetings at senior level with Vale and	
	other District Councils.	
	Whilst Cllr Boyd does not currently hold surgeries, if residents have any issues he can be	
	contacted on 07568 707469 or nathan.boyd@whitehorsedc.gov.uk	
34/20	POLICE REPORT	
	The report had not yet been received.	
35/20	OPEN FORUM	0.1
	Cllr Jenkins reported that the landowner was considering installing two shepherd's hut type caravans for holiday lets, on land adjacent to Footpath 27; he had suggested a site meeting with	SJ
	Clirs prior to the next monthly meeting.	
	ONGOING PROJECTS	
36/20	Old Schoolroom Update	
	a) Sarsens - No progress. Waiting for assistance. May need to seek an alternative to David	
	Foster as he is now away on his annual long holiday.	SJ
	b) Electrical Survey and Portable Appliance Testing – Cllr Jenkins stated that he had not received a response from one of the electricians he had approached, and therefore	
	Simon Newman had been requested to rectify the reported issues in the OSR.	
	Expenditure of up to £100 was authorised without any further quotations being sought.	
	Proposed: Cllr Oldnall, Seconded: Cllr Puddicombe. RESOLVED.	
37/20	 S106 and CIL Contributions a) Allotment Bridge – Cllr Jenkins had circulated an update (dated 5 Feb 20) ahead of the 	
	 a) Allotment Bridge – Cllr Jenkins had circulated an update (dated 5 Feb 20) ahead of the meeting. A meeting with the Environment Agency and representatives of OCC had been 	
	held on 10 February. The EA would send follow up comments, but made it clear that it	
	would be hard to comply with their requirements for a new bridge, which would be	SJ
	complicated and costly. The OCC representatives pointed out that they would not need to	
	be involved if the existing footbridge was retained but if the footbridge was incorporated into the vehicle bridge, maintenance, safety and insurance would become the	
	responsibility of the council (or land owner). The stream is an awkward shape at that	
	location and its profile must not be altered, so extensive engineering works would be	
	required on both banks; they would not approve a piped culvert as this did not meet	
	national regulations. Separately, the Oxford Diocesan Board of Education had advised	SJ / Clerk
	that the request for an access through Uffington Primary School and the School playing field should be declined. Research into other options continues.	
	b) Request from the Uffington Community Garden to build a greenhouse. Quotations in	
	the name of the Parish Council had been received for all elements of this project. The net	
	cost would be £1,982.01 (plus VAT of £396.40), of which it was anticipated that the White	
	Horse Show Trust would donate £757.16 (to be confirmed). Confirmation was awaited	
	from VOWHDC whether any form of permission was required. There was no change in the Parish Council's support for this project.	
	c) Request from the Village Hall for S106 funds to install a new AV system. Mr Rumble	
	stated that research into the project was continuing; he hoped that a quotation from the	
	selected supplier would be available in March.	
	d) A seat near the shop for Community bus passengers. Cllr Oberman reported that the quote for installation from D & G Forster amounted to £560. The price for a Glasdon	
	Phoenix seat was £506.98 – total £1,067 (excluding VAT). There was no change in the	FO
	Parish Council's support for this project. It was agreed that one quote for installation was	-
	sufficient, as D&G Forster is known to be very competitive on price, he has the necessary	
	expertise having installed the other benches, and should be supported as a local trader.	
	 e) Improvements to The Courier – Cllr Pilchowski reported that he and Cllr Oberman had met to discuss how improvements could be made to the Courier, in conjunction with 	
	simplifying the Welcome Pack. They recommended, in outline, that newcomers to the	
	village should receive a personally delivered copy of the latest Courier, with an	
	abbreviated Welcome Pack insert. The latter would contain information on the Benefice	DP/FO
	Churches, local doctors / dentists etc, but advertising and information on most village activities would be moved into the Courier. The Parish Council endorsed the outline	
	proposal and a detailed one would be presented to the next meeting.	
	PLANNING MATTERS	

38/20	a) To consider the formation of a Planning Sub-Committee. The draft policy previously	01 1
	circulated was approved. Clerk to publish on website. Proposed: Cllr Pilchowski. Seconded: Cllr Puddicombe. RESOLVED.	Clerk
	b) New Applications to be considered	
	I. P19/V3343/FUL – Chapel Field, Fawler Road. New barn for lambing and storage of	
	animal feeds and farm machinery. An Agricultural Certificate had been confirmed but	
	the application was still on hold by the Case Officer, pending receipt of further information.	
	II. P19/V3326/FUL – Uffington Sports and Social Club, Fawler Road. Demolish existing	
	garage and rebuild in new location. Construct new single storey front extension and	Clerk
	removal internal layout to incorporate new toilet areas and enlarge existing changing	
39/20	rooms areas. The Parish Council had no objections. Update on outstanding planning applications:	
33/20	a) P19/V3159/HH – Gate Cottage, Lower Common. Proposed extension and new	
	garaging. Awaiting determination.	
	b) P19/V3328/HH and P19/V3330/LB – Meadowgold, Upper Common Lane. Demolition	
	of existing single storey sunroom, WC and study and construction of new two storey and	
	single storey extension to the rear elevation. Internal alterations to the ground and first floor layout, the repositioning of the existing staircase, stud partitioning to create a utility	
	room on the ground floor and new bathroom and bedroom on the first floor. New patio to	
	exterior of family room and kitchen. Awaiting determination.	
	 c) P19/V3105/FUL – Creslu, Woolstone Road. Variation of condition 2 (drawings - addition of conservation rooflights in dwelling and proposed double garage instead of a single 	NB
	garage on application ref. P18/V2052/FUL posed replacement dwelling). Awaiting	IND
	determination. NB requested to check progress with Case Officer.	
	d) P19/V2064/HH – Land adjacent to Dragon Hill. New self-build four bedroom detached	
	house with attached garage. Permission granted. FINANCE	
40/20	a) To approve February payments: The payments totalling £642.39 were approved.	
	Proposed: Cllr Banks; seconded: Cllr Puddicombe. RESOLVED. Cllr Jenkins to authorise	SJ
	the payments online. The accounting summary was signed.	
	b) Review of Q3 Accounts. Cllr Oldnall reported that he had reviewed the accounts as at the end of Q3 and made the following comments:	
	I. This was the first full period since the Council switched over to fully using the RBS	
	Alpha accounting software. There had been a very successful switchover and the	
	number of corrections required (all to correct misbookings against the new cost	
	centre structure) had been minimal. II. The cost centre structure had required a few additions from the original list but had	
	stood up well and the considerable effort working with RBS to set up the accounts	
	and cost centres and headings at the outset had paid off resulting in a robust and	
	workable solution. Whilst the standardised reports have taken some getting used to,	
	and although they are not perfect, they meet our needs. In particular the ongoing spend vs budget reporting is very helpful, particularly when carrying out the mid-year	
	review, subsequent virements and setting up the FY 2020/21 budget.	
	III. The software had successfully been used to make our first VAT submission under the	
	'Making Tax Digital' (MTD) regime. This requirement being one of the key drivers for	
	adopting the software. IV. He had checked against the monthly reconciliations (no variations) and signed off the	
	bank statements for Q3.	
	V. It was pleasing to see that the recent audit complimented the Council on its use of	
	the new software and the financial procedures in place. The Parish Council thanked	
	the Clerk / Finance Officer for her work in achieving this result. c) To receive the report from the interim internal audit. Carried forward to next meeting.	Clerk
	d) To consider membership of CFO. It was unclear whether there was any advantage in a	OIOIR
	village membership, to be shared with the Village Hall and Community Minibus. Clerk to	Clerk
	check with CFO.	
	 e) Approval for the purchase of a weed control fabric for two allotment plots. It had been suggested at the last meeting that plots should be prepared for new tenants. Cllr 	
	Jenkins stated that two rolls of a heavy duty weed control ground cover membrane could	SJ
	be purchased for c £85. The purpose of this would be to add a further strand to the Parish	
	Council's objective to have more plots occupied: two plots would be covered by the	
	membrane, preventing the growth of weed, so that they would be more attractive to new tenants. It was proposed that expenditure of up to £100 should be authorised, provided	
	tonanto. It was proposed that experiolitile of up to £100 should be authorised, provided	

48/20	The next meeting will be on Monday 11 March 2020 at 7.30pm in the Thomas Hughes Memorial	
48/20	DATE OF NEXT MEETING	
	c) Request for a grant from the South and Vale Citizens Advice Centre	
	b) Report from the interim internal audit	
	a) Parish Council Aims and Objectives for 2020/21.	Clerk
,20	The following to be included on the March agenda:	
47/20	CORRESPONDENCE AND MATTERS FOR THE MARCH AGENDA	
40/20	None	
46/20	Consultations	
	verges in the parish has to be confirmed. GENERAL	
	Additionally, the Parish Council contract with BGG Ltd for the mowing of urban and rural	
	Seconded: Cllr Pilchowski. RESOLVED. A confirmatory letter was to be written.	
	Field and other Parish Council property for the 2020 season. Proposed: Cllr Oberman	Clerk
	Uffington Sports Club should be appointed as contractor for the mowing of the Jubilee	Clork
	e) To appoint the grounds maintenance contractor for 2020. It was agreed that	
	report from the Vale on what had actually been completed.	
	sweeping and removing weeds/moss on pavements. The Clerk was requested to seek a	
	arranged by the Vale for three days from 23/01/2020 to 27/01/2020 - litter picking,	Clerk
	d) Vale Deep Clean. A query had been raised about the effectiveness of the deep clean	OL .
	and ditches throughout the parish.	
	candidate for the Duke of Edinburgh award was still engaged in clearing litter from verges	
	participate. To take part would detract from the Jubilee Field Tidy on 21 March, and a	
	c) To consider participation in the Great British Spring Clean. It was agreed not to	
	site was ready for the new plants. Cllr Oberman agreed to coordinate the planting.	FO
	b) Hedge . The old bushes / brambles etc had been pulled out over two weeks ago and the	
	carried out in the week commencing 17 February.	
45/20	a) Pond dredging. Cllr Jenkins reported that Mr Hinton had stated that the work would be	
	UPKEEP (INC. WATERCOURSES)	
	Puddicombe. RESOLVED.	
	for finalisation and uploading to the website. Proposed: Cllr Pilchowski Seconded: Cllr	
-	meeting had been addressed in the revised draft circulated on 9/2/2020. The draft was approved	MO
44/20	Review of Information Security Policy. Cllr Oldnall stated that the three issues raised at the last	
	ANNUAL / QUARTERLY REVIEWS	
	year – next one in 2021/22.	
	damage would be covered by the insurance policy; a review should be carried out every other	
	Council had exercised in full its duties of care and diligence; the trees were not unsafe and any	
	and dealing with the power cables. It was agreed that this subject should be closed. The Parish	
	quote for removing the trees, as the majority of the cost would lie in accessing the top of the trees	
	one of the tree surgeons had stated that this work would be nearly as expensive as his original	
	would reduce the weight of the limbs and mitigate the effects of wind on the crowns'). However,	CLOSED
	'Although not necessary, it may be prudent to reduce the trees by 3m, all around the crowns. This	
	recommended in the ArboCare survey dated 24/10/2019 were still awaited. (The survey stated:	
43/20	Report on poplars. Cllr Jenkins reported that quotations from two tree surgeons for pollarding as	
42/20	Monthly play area inspections. No problems were reported.	
	THE JUBILEE FIELD TRUST	
	inclusion should be notified to the Chairman and Clerk.	All
	item should be carried forward for approval at the next meeting. Any suggestions for changes or	(agenda)
	A draft had been circulated prior to the meeting. After a short discussion, it was agreed that this	Clerk
41/20	To consider the Parish Council Aims and Objectives for 2020/21.	
	residents if possible. Carried forward to next meeting.	(ugonuu)
	Centre. Clerk to advise further on this organisation and its relationship to Uffington	(agenda)
	RESOLVED. f) To consider the request for a grant from the South and Vale Citizens Advice	Clerk

The meeting closed at 21.45.