

**Minutes of the Meeting of Uffington Parish Council
Monday 11th May 2020 at 6 pm
By Zoom conference**

Present: Cllr Simon Jenkins (Chair), Cllr Mike Oldnall, Cllr Dale Pilchowski, Cllr Nigel Puddicombe, Cllr Fenella Oberman, Cllr Graham Banks
Clerk/Finance Officer: Julia Evans
District Councillor:
County Councillor: Cllr Yvonne Constance
Members of the Public: 3 members of the public

111/20	APOLOGIES FOR ABSENCE District Councillor Nathan Boyd	Action
112/20	ELECTION OF CHAIR AND VICE-CHAIR It was proposed that the Chair and the Vice-Chair remain in post until face-to-face meetings are resumed. Proposed Cllr Puddicombe, Seconded Cllr Oberman. RESOLVED. Cllr Jenkins stated that it was his intention to stand down as Chair after normal working had been resumed.	
113/20	DECLARATIONS OF INTEREST Cllr Puddicombe for agenda item 12a.	
114/20	MINUTES OF MONTHLY MEETING HELD ON 14TH APRIL AND EXTRAORDINARY MEETING HELD ON 23RD APRIL 2020 Cllr Pilchowski proposed approving the minutes on the monthly meeting held on 14 th April. Cllr Puddicombe seconded. RESOLVED. Cllr Puddicombe proposed approving the minutes of the extraordinary meeting held on 23 rd April. Cllr Oberman seconded. RESOLVED. The minutes were signed.	
115/20	REPORT FROM THE CORONAVIRUS UBW SUPPORT GROUP Cllr Jenkins reported that the group was up and running and working well. No problems have been reported. A note is to be sent out regarding the changing situation and the support group are to be thanked for their efforts. Cllr Puddicombe to forward any relevant information that he sees on Facebook. Cllr Oberman reported that the usual village support network is also working very well.	DP
116/20	REMAINING BUSINESS FROM PREVIOUS MEETING a) 86/20 (55/20 - 31/20 - 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. Nothing to report. b) 86/20 (55/20 - 31/20 - 04/20 - 280/19 - 272/19) – Improvements to Footpath 19. Cllr Jenkins reported that an invitation to tender had been drafted. This is being reviewed by the Countryside Officer at OCC. Dave Cavanagh has asked if the line of gates can be moved slightly for ease of access and maintenance. Cllr Jenkins stated that once all the necessary quotations had been received, the project would go forward as an application for a TOE grant. Cllr Constance pointed out that she also had some funds available.	SJ SJ
117/20	COUNTY COUNCILLOR'S REPORT Cllr Constance had sent a written report which had been circulated. In it she thanked Parish Councils and Community Volunteers for their efforts during the current situation. OCC is maintaining a central database of volunteers so that vulnerable and distressed residents who contact OCC can be put in touch with their local group. General COVID-19 advice was included in the report; Cllr Constance noted that this will be updated as time goes on and it will be recirculated as required. The Councillor Priority Fund is now open for applications, especially from Community Volunteer Groups. The most vulnerable residents are being advised to shield themselves. Cllr Constance noted that any such residents who have not been contacted directly about this should contact their Doctor. OCC and the Vale of White Horse District Council have set up a dedicated contact point for residents who need help. o Tel 01865 89 78 20 (available Mon-Fri, 8.30am to 8pm, Sat-Sun 9am to 5pm)	

	<ul style="list-style-type: none"> o Email: shield@oxfordshire.gov.uk <p>Volunteers who are concerned about the mental or physical welfare of vulnerable residents who are not in the shielded group, can contact OCC's Adult Social Care Team on:</p> <ul style="list-style-type: none"> o Tel: 0345 050 7666 (open Mon-Thu 8.30am to 5pm, Friday 8.30am to 4pm) o Outside of those hours, 0800 833 408 <p>Oxfordshire All In is the best web site for the County for volunteer groups. It allows groups and individuals to sign up, and it has an interactive map that allows residents to find local support. OCC and the Vale are working very closely with them. Local businesses that provide essential support for their communities with grocery deliveries, takeaway food etc, are also encouraged to register so residents can find them.</p> <p>Cllr Constance also reported that waste tips will re-open in a limited way, observing social distancing, from Monday 18 May. The number of vehicles permitted on to each site will be reduced to 50%. It is expected that there will be queuing on the roads. Traffic marshals have been employed to help manage the traffic. A temporary COVID-19 testing centre will be open in Didcot from 11th – 13th May. The TTRO for the Fawler Road has been changed to 17th August. Baulking Lane closes on 15th May for 3 months.</p> <p>Cllr Constance was thanked for attending.</p>	
118/20	<p>DISTRICT COUNCILLOR'S REPORT</p> <p>Cllr Boyd sent a written report which had been circulated. In it he thanked everyone for the hard work being put into the COVID-19 response. The government has announced a new discretionary grants scheme for those businesses affected by COVID-19 but were not eligible for the first round of funding. Awaiting full guidance from the government. These grants will be handled differently and there will need to be a full application process, which is being set up. Criminals have been targeting local authority staff and councillors by sending scam emails and attempting cyber-attacks while people are remote working. Some fraudsters are replicating MS Teams, Skype and Zoom to ask people to login with their Office365 credentials. If you click the link, it redirects you to a Microsoft looking page for you to enter your details. Phishing, vishing and smishing emails,, social media messages, phone calls or texts, or fake websites are on the increase and working remotely means you can be targeted by scammers.</p> <ul style="list-style-type: none"> • Don't assume someone is who they say they are • Never click on links in emails unless you know the sender is trustworthy • Never give personal information <p>Look out for bad spelling or grammar or graphics in emails, warnings such as 'urgent message', 'there's a secure message waiting for you' or 'if you don't respond...', suspicious web addresses and unusual sender/caller addresses.</p>	
119/20	<p>POLICE REPORT</p> <p>The report had not yet been received. Cllr Jenkins provided a NAG update: Police Officers have been moved to response duties. PCSO's are monitoring the area. Crime is increasing and incidents of drug dealing at local beauty spots have been reported. There was a minor incident at the Uffington Sports club.</p>	
120/20	<p>OPEN FORUM</p> <p>None</p>	
	<p>ONGOING PROJECTS</p>	
121/20	<p>Old Schoolroom Update</p> <ul style="list-style-type: none"> a) Annual Survey. The Annual Survey was completed; no issues were identified. b) Sarsens - No progress. c) Electrical Survey – The survey has been completed and remedial work identified. This is in hand. <p>THMH AV system. The 50% deposit has been paid. Awaiting the creation of a wall cavity into which the equipment can be installed. It is expected that this will be completed next week. AudioVisual Direct have ordered the equipment.</p>	
122/20	<p>S106 and CIL Contributions</p> <ul style="list-style-type: none"> a) Allotment Bridge – An update had been circulated ahead of the meeting. Cllr Jenkins reported that option 4 is the only practical way forward as the cost of a bridge is too high; this had been accepted by Mr Avenell. The next step is to instruct a solicitor to deal with the legal aspects of this option. Cllr Oberman proposed approval of the legal expenses at circa £500, Cllr Pilchowski seconded. RESOLVED. The Parish Council agreed to carry out all the necessary works to make the access satisfactory. b) Request from the Uffington Community Garden to build a greenhouse. The 	<p>SJ</p> <p>Clerk</p>

	water tank has been delivered and the greenhouse ordered. The pipework remains to be ordered.	
	PLANNING MATTERS	
123/20	<p>a) New Applications to be considered</p> <p>I. P20/V0958 – Manor Farmhouse, The Green. Demolish existing car port. Erection of a greenhouse. It was noted that there appeared to be some flexibility in the dimensions of the greenhouse. It was agreed that the Council had no objections but the point should be made that the greenhouse should be built to the specified dimensions. Cllr Jenkins to draft a response.</p>	SJ
124/20	<p>Update on outstanding planning applications:</p> <p>a) P20/v0876-HH – Whitcot, Shotover. Proposed single storey side extension with the addition of two new rooflights. Demolition and removal of existing garage. Awaiting determination.</p> <p>b) P19/V3343/FUL – Chapel Field, Fawler Road. New barn for lambing and storage of animal feeds and farm machinery. Amended Plans. Permission granted.</p> <p>c) P20/V0394/FUL – Meadowgold, 1 Upper Common Lane. Demolition of existing outbuildings and erection of two storey dwelling, formation of parking area and enlargement of access. Amended plans received. Awaiting determination. After Note. The Vale website showed that the application had been refused on 11 May. A complaint has been received from the applicant regarding the Parish Council's handling of the matter. To be dealt with under the Parish Council's complaints procedure.</p>	MO/SJ/Clerk
125/20	<p>Application to rectify the Common Land Register at Pond House Uffington. It was reported that the application had been withdrawn by the applicants. OCC had sought the opinion of a QC, a copy of which has been received by the Parish Council; It recommended that the matter should go to public enquiry but this will not now take place. Cllr Jenkins and Mr Hatcher to obtain a full record of the case for the record. Cllr Constance has will seek OCC opinion on the current status of the fencing around the paddock and will pass on any information received..</p>	SJ
	FINANCE	
126/20	<p>a) To approve May payments: The payments totalling £9212.14 were approved. Proposed: Cllr Pilchoswki; seconded: Cllr Puddicombe RESOLVED. Cllr Jenkins to authorise the payments online.</p> <p>b) Review of End of Year Accounts. Cllr Oldnall reported that the move to the Alpha system had been successful. The cost centre set up had worked well and EMR information is clear. One of the drivers for moving to Alpha was MTD; This has worked faultlessly and been of benefit to the Clerk both in terms of accuracy and reduced work. The funds transferred into the savings accounts are already providing, albeit limited, interest, which will boost the Council's income slightly. Bank statements have yet to be checked. This will be done as soon as the COVID-19 restrictions have been lifted. The new reports have taken some time to get used to, but they provide much clearer information about the state of each cost centre. Budget tracking is especially useful.</p>	SJ
127/20	<p>The Annual Governance and Accounting Report (AGAR)</p> <p>a) To approve the Annual Governance Statement. The statement was reviewed and approved. Proposed Cllr Banks, Seconded Cllr Jenkins. RESOLVED.</p> <p>b) To approve the Annual Accounting Statement. The statement was reviewed and approved. Proposed Cllr Puddicombe, Seconded Cllr Jenkins. RESOLVED</p>	
	THE JUBILEE FIELD TRUST	
128/20	<p>Monthly play area inspections. No report as the play area is closed. Cllr Oberman noted that everything looked to be in order.</p>	
	ANNUAL / QUARTERLY REVIEWS	
129/20	<p>a) Councillor Roles and Responsibilities for 2020/21. A draft had previously been circulated. This was reviewed and approved. Proposed Cllr Puddicombe, Seconded Cllr Jenkins. RESOLVED.</p> <p>b) Council Aims and Objectives for 2020/21. A draft had previously been circulated. This was reviewed and approved. Clerk to circulate a list of policies with a review programme. Cllr Pilchowski recommended standardising the policies as part of the review.</p> <p>c) UMT Trustees, Cllr Jenkins proposed Cllrs Puddicombe, Banks, Oberman and Jenkins at the UMT Trustees from the Parish Council. Seconded Cllr Oberman. RESOLVED. Mrs Pilcher will remain as Chair, Cllr Banks as Treasurer and the Clerk</p>	Clerk

	as Secretary. d) Communications Policy. The revised policy had been previously circulated. It was reviewed and approved. Proposed Cllr Pilchowski, Seconded Cllr Oldnall. RESOLVED. Cllr Pilchowski was thanked for his work on this.	
	UPKEEP (INC. WATERCOURSES)	
130/20	a) Verge Cutting. It was agreed to request that the first cut be carried out by mid-June. The second cut to be carried out in late September or early October.	Clerk
	GENERAL	
131/20	a) Allotment Code of Conduct. This had previously been circulated. There was some debate about the inspection regime, with some Councillors suggesting it was a good idea while others felt it was too strict. Cllr Jenkins to change it slightly and re-circulate. b) Amendments to the Allotment Tenancy Agreement. Cllr Pilchowski queried the clause permitting out of village tenants to take up a plot. Cllr Banks stated that it would be preferable to have an out of village tenant to an unused plot. Cllr Oberman proposed that it should be open to residents of local parishes, but that they should not receive the first year free. It was noted that there is also a mismatch between clauses 2b and 3. Cllr Jenkins to amend the document. It was agreed that the document could be signed off electronically once the changes had been made. c) Allotment Water Tank. It was reported that Mr Coxhead had very kindly placed two 1000L water tanks on the allotments. He had been thanked for this.	SJ SJ
132/20	Consultations None	
133/20	CORRESPONDENCE AND MATTERS FOR THE JUNE AGENDA	
	a) Correspondence: A resident had approached members of the Parish Council regarding a planning proposal. A draft response was previously circulated. This was agreed. b) The following to be included on the June agenda: a. Installation of Dog/Waste bins. Cllr Pilchowski.	Clerk
134/20	DATE OF NEXT MEETING The next meeting will be on Monday 8 th June 2020 at 18.00 by Zoom conference.	

The meeting closed at 20.00