

**Minutes of the Meeting of Uffington Parish Council
Monday 9th December 2024 at 6.30 pm.
Held at the Thomas Hughes Memorial Hall.**

Present: Cllr Oldnall (MO), Cllr Oberman (FO), Cllr Puddicombe (NP), Cllr Foxhall (KF), Cllr Purdie, subsequent to co-option (RP)

In Attendance: David Hatton – Clerk/RFO (DH)

District Councillor:

County Councillor:

Members of the Public: 1

| Minute | ITEM 1 – APOLOGIES FOR ABSENCE | Action |
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| 220/24 | Apologies were received and accepted from Cllr Garwood and Cllr Charles. | |
| | ITEM 2 – DECLARATIONS OF INTEREST | |
| 221/24 | There were no declarations to declare. | |
| | ITEM 3 – TO VOTE AND APPROVE CO-OPTION OF NEW COUNCILLOR | |
| 222/24 | Mr Robert Purdie was to be co-opted as Parish Councillor. Proposed MO. Seconded NP. Approved. Resolved. | |
| | ITEM 4 – CO-OPTED COUNCILLOR TO ACCEPT POSITION | |
| 223/24 | Mr Purdie accepted the position of Parish Councillor and completed the Declaration of Acceptance of Office. Clerk to issue Council email address and Register of Interests document for Cllr Purdie to complete and return for registration with Vale of White Horse District Council. Cllr Purdie was welcomed to Uffington Parish Council. | DH/RP |
| | ITEM 5 – TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON MONDAY 11TH NOVEMBER 2024 | |
| 224/24 | Proposed NP. Seconded FO. Approved. Resolved. | |
| | ITEM 6 – COUNTY COUNCILLORS REPORT | |
| 225/24 | None. | |
| | ITEM 7 – DISTRICT COUNCILLORS REPORT | |
| 226/24 | Cllr Caul had provided confirmation of the Local Government Boundary Commission Report confirming that there would be no change to the current structure affecting the Parish of Uffington. | |
| | ITEM 8 – OPEN FORUM | |
| 227/24 | There were no members of the public present following the co-option of Cllr Purdie. | |
| | ITEM 9 – PLANNING | |
| 228/24.a | a) New applications to be considered – none. | |

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| 228/24.b | b) To consider new applications received since the publication of this agenda – none. | |
| 228/24.c | c) Update on existing planning applications: i) P22/V2630/NM, Moor Mill Farm, Uffington. Amended Plans. Awaiting determination. No Change . ii) P24/V2221/HH, Tun House, Woolstone Road, Uffington, SN7 7RG. Proposed erection single storey garden store. Approved . | |
| ITEM 10 – FINANCIAL MATTERS | | |
| 229/24.a | a) Approve November payments – Proposed KF. Seconded FO. Approved. Resolved . MO to authorise payments. | MO |
| 229/24.b | b) Councillor S106 Finance Act Disclosures – no disclosures were made. | MO/DH/ RC |
| 229/24.c | c) Budget review 2025/6 – it was agreed that the principle of budgeting for standard operating costs/know accruals, followed by a project costing analysis was prudent to reduce the existing deficit in operation costs and for projects for be funded from existing reserves/grants. A further draft of the budget incorporating these principles will be circulated prior to the January 2025 meeting. | |
| 229/24.d | d) Councillors Priority Fund – two applications had been submitted (Toddler Group and Church wild area) and the Council was waiting to be informed if these have been successful. | |
| 229/24.e | e) Recurring payments – a list of variable payments made via Direct Payment methods was reviewed and agreed. Proposed FO. Seconded KF. Approved. Resolved . Any amendment to fixed payments notified to the Clerk will be raised at the following Council Meeting. Future recurring bulk payments review to be conducted annually in June. | DH |
| 229/24.f | f) HMRC PAYE – use of direct debit payment method replacing current manual method once existing surplus was used. Proposed FO. Seconded KF. Approved. Resolved . Clerk to add to recurring payments list. | DH |
| 229/24.g | g) Mailchimp subscription – to add to recurring payment list. Proposed FO. Seconded KF. Approved. Resolved . Clerk to add to recurring payments list. | DH |
| 229/24.h | h) Wilts Berks Canal Trust – to add to recurring payments list and approved increase in annual subscription to £25.00. Proposed FO. Seconded KF. Approved. Resolved . Clerk to add to recurring payments list. | DH |
| 229/24.i | i) Approve new sign for the Burial Ground showing up to date contact details. Proposed FO. Seconded KF. Approved. Resolved . Clerk to order new sign (maximum cost £40.00). | DH |
| ITEM 11 – POLICIES/PROCEDURES | | |
| 230/24.a | a) Risk Assessment to approve reviewed document – Proposed NP. Seconded FO. Approved. Resolved . Clerks to update website and policy schedule. | DH |
| 230/24.b | b) Harassment at Work Policy to approve – Proposed NP. Seconded FO. Approved. Resolved . Clerk to update website and policy schedule. | DH |
| 230/24.c | c) Biodiversity Policy – it was agreed that the Council was considering Biodiversity in its decision making, however a greater level of detail and targeted focus could be achieved following a dedicated policy. KF | KF |

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| 230/24.d | to continue the process and present a draft policy to the Council in 2025. d) Grants Policy – this discussion was postponed until 2025. | |
| ITEM 12 – JUBILEE FIELD | | |
| 231/24.a | a) Inspections Report – it was noted that a fixing of the climbing net located in the playground required investigation. DH to investigate. | DH |
| 231/24.b | b) Applications to use the Jubilee Field: i) New applications – none. ii) Existing applications – none. | |
| ITEM 13 – OSR | | |
| 232/24 | No report. | |
| ITEM 14 – ALLOTMENTS | | |
| 233/24 | NP advised that the works to the allotment car park area had commenced and that completion was expected by the end of the year. | |
| ITEM 15 – VILLAGE MAINTENANCE | | |
| 234/24 | A discussion was held regarding to the various maintenance contracts in place for the Parish. MO and DH are to conduct an exercise reviewing the information held for the current contracts. There will also be a tender process conducted for the 2025/6 renewal of these contracts as required by the Financial Regulations of the Council. | MO/DH |
| ITEM 16 – GENERAL | | |
| 235/24.a | a) Village Hall Constitution – The Thomas Hughes Memorial Hall Management Committee is currently reviewing its Constitution which has resulted in some inaccuracies being found relating to the Land Registry and Charities Commission. MO to investigate and arrange for these to be rectified. The Council has stated to the Management Committee that it will require the correct detail and levels of Council involvement relating to the lease to be included in the Constitution. | MO |
| 235/24.b | b) Dealing with residents’ enquiries – it was agreed that there should be a level of individual communication between residents and individual councillors, however, any official response on behalf of the Council as stated in the Code of Conduct policy should be issued by the Clerk. It was also noted that the clerk should be made aware of all enquiries to ensure a consistency of reporting and responses. | ALL |
| 235/24.c | c) Speed Indicator Devices – it was agreed that there was a need for two further devices to be located in the centre of the village and that it was a sensible consideration to replace the current ‘mobile’ unit located on the Baulking Road with a fixed solar powered unit. The use of current CIL reserves was agreed as a method of funding this infrastructure expenditure at a capital cost not exceeding £5200. Proposed MO. Seconded FO. Approved. Resolved. Clerk to order new units. | DH |
| 235/24.d | d) Village car park repair quotations – quotations have been postponed as some of the works required are being conducted by OCC Highways in the next couple of months. Clerk to monitor progress as potholes are now becoming dangerous to vehicles. | DH |
| 235/24.e | e) Freedom of Information Request – a FOI request had been received relating to data and information collected from the Baulking Road | |

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| 235/24.f | Speed Indicator Device (SID). All relevant available detail had been provided within the statutory time frame. f) Waylands residential parking – further requests have been made to the Council to assist with concerns regarding anti-social parking. Whilst the Council has no authority in this matter MO/DH are to investigate potential courses of action and advise the resident accordingly. | MO/DH |
| 235/24.g | g) Xmas Tree collection point – in conjunction with the Thomas Hughes Memorial Hall, the Council has arranged for a dedicated collection point to be arranged for the disposal of ‘real’ Xmas trees after the festive season. Clerk to post details on social media and via weekly News Email at the beginning of January 2025. | DH |
| ITEM 17 – CLERKS REPORT | | |
| 236/24.a 236/24.b | a) November Clerks Report – noted. b) Items arising since the publication of the Clerks Report – It was agreed that the primary Council contact during the sale of the village shop would be MO, although any official or written communication with the prospective purchaser should be conducted between solicitors. While the Council is willing in principle for the existing lease of the village shop be assigned to the prospective purchaser, subject to the prospective purchaser satisfying all the Council’s requirements, the prospective purchaser’s final proposal and all supporting necessary documents including a draft assignment of the lease will still require full Council approval under the statutory requirements of the Local Government Act 1972 and Localism Act 2011. | MO |
| ITEM 18 – MATTERS FOR THE JANUARY 2025 AGENDA | | |
| 237.24 | Matters for consideration to be received by the Clerk no later than 28 th December 2024. | ALL |
| ITEM 19 – DATE OF NEXT MEETING | | |
| 238.24 | The next meeting of Uffington Parish Council will be held on Monday 13 th January 2025 at the Thomas Hughes Memorial Hall (Small Hall). | |

The meeting closed at 8.30PM

Appendix A: Clerk’s Report

Appendix B: Payments approved

Clerks Report for the Uffington Parish Council Monthly Meeting 11th November 2024

I am pleased to be able to report the following;

The mandate changes for all bank accounts have now been completed. All signatories now as agreed with no historic individuals showing.

All grant applicants have been advised of the relevant outcomes and payment of successful applications will take place during December (210/24.e).

The kissing gate located near the allotments has been confirmed at adopted by the landowner (214/24.b).

A new litter bin has been received and installation will take place soon (if not already completed) (215/24.a).

The 'No Idling' signs have been installed on the playground fence facing the village car park (216/24.d).

LOCAL GOVERNMENT TRANSPARENCY CODE 2015

APPENDIX A – PAYMENTS (09/11/2024 – 06/12/2024)

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| New Bins (Jubilee Field) | ESE Direct | £182.22 |
| No Idling Signs (car park) | Safety Signs | £63.66 |
| Allotment parking area | GW Countryside | £990.00 |
| General administration | Various | £206.53 |
| Salaries | D Hatton | £600.84 |