

Minutes of the Meeting of Uffington Parish Council, Monday 14th September at 7.30pm at the Thomas Hughes Memorial Hall

Present: Cllr Simon Jenkins (Chair), Cllr Sharon Smith, Cllr Graham Banks, Cllr John Helsby

Clerk/Finance Officer: Julia Evans, Catherine Aldridge (Deputy Clerk)

District Councillor: Cllr Robert Sharp

Members of the Public: Mr R Hart (Chair of The CLP and NP Steering Groups), Mr P Armishaw and c10 members of the public were in attendance

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| 26/15 | APOLOGIES FOR ABSENCE: Apologies received from Cllr Karen Pilcher, Cllr Fenella Oberman and County Councillor Yvonne Constance. | Action |
| 27/15 | DECLARATIONS OF INTERESTS Cllr Helsby declared an interest in Agenda item 10b (i). | |
| 28/15 | MINUTES OF MEETINGS HELD 13th JULY 2015 Cllr Smith proposed acceptance of the minutes of the meeting held on Monday 13 th July 2015. Cllr Banks seconded. RESOLVED. | |
| 29/15 | REMAINING BUSINESS FROM PREVIOUS MEETING: Cllr Jenkins reported that he had yet to discuss the Housing Development off Station Road with the White Horse Show Trust. It was reported that all other matters had been completed. | |
| 30/15 | COUNTY COUNCILLOR'S REPORT This was not available. | |
| 31/15 | DISTRICT COUNCILLOR'S REPORT Cllr Sharp reported that the Local Plan Part 1 Examination in Public is starting on 22 nd September. There is concern over Oxford City's unmet housing need. Under the Duty to Cooperate district councils may need to take up the excess. How much additional housing this will be is currently unknown. Cllr Sharp reported on the threat to Stanford-in-the-Vale tip. The District Council is very concerned about the proposals. He urged everyone to respond to the consultation and to do so via email as well as on line. Both the County and District Councils are lobbying to enable people to pay to use the facilities. Cllr Sharp was thanked for attending. | |
| 32/15 | OPEN FORUM Mr Stewart spoke on behalf of the applicant for Planning application P15/V2017/O. Mr Rumble reported that the footpath from the telephone exchange into the field was overgrown and asked who was responsible for maintaining it. It was agreed to contact BT to see if they own it. Afternote: The section of footpath concerned has been cleared and a contact number for BT has been requested. Mr Rumble asked who would own the tree shelter belt by the Station Road development. Cllr Banks responded that these trees were within the site and would be managed by a Management Company to be set up by the residents of the estate. | SJ |
| | ONGOING PROJECTS | |
| 33/15 | Parish Council Assets and Land Registry: Cllr Banks reported that he was awaiting a response from Land Registry with regard to the unregistered land. Apart from this, the project is complete. Statutory declarations have been made, and are awaiting acceptance. | Ongoing: GB |
| 34/15 | Housing Development off Station Road: It was reported that building had started. | |
| 35/15 | Community Led Plan and Neighbourhood Plan The Chair of the CLP Steering Group reported that the CLP was with the printers. It will be distributed to households within 3-4 weeks. As Chair of the Neighbourhood | |

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| | <p>Plan Steering Group, Mr Hart reported that the Steering Group has held its first meeting, with the Vale's Neighbour Planning Officer (David Potter) in attendance; Mr Potter has agreed to send an offer of Finance to the Parish Council. Mr Hart stated that he was also looking into the availability of Locality Funds. Mr Stewart recommended Mick Duggan for advice on Neighbourhood Plans. He offered to provide contact details if required. Cllr Jenkins to put him in touch with the Steering Group.</p> <p>Afternote: This has been completed.</p> <p>Cllr Jenkins and two representatives from Baulking Parish Meeting attended a Neighbourhood Planning conference on 2nd September. Cllr Jenkins to circulate the documentation from the conference to the Steering Group.</p> <p>Afternote: The documentation has been circulated to the Chair and Secretaries of the NP Steering Group.</p> | <p>SJ</p> <p>SJ</p> |
| 36/15 | <p>Village Website</p> <p>It was reported that Mark Woodman has set up the new village website and is in the process of populating it with data from the old one. Clerk to chase for timescales. The meeting approved a monthly payment of £6.99 plus VAT for the web hosting service.</p> | Clerk |
| | PLANNING MATTERS | |
| 37/15 | <p>New Applications to be considered:</p> <p>P15/V2017/O/HH – Outline application for erection of single dwelling on land adjacent to Dragon Hill, Woolstone Road. It was noted that the site is very close to the Uffington Conservation Area, and would represent an extension to the village, but that the provision of a buffer zone between the proposed site and nearby Listed cottages was a positive step following the last application in that area . The Council voted to object to the application, albeit not a "strong" objection". Cllr Jenkins to draft a letter of objection and circulate for approval.</p> <p>Afternote: A letter was agreed and submitted to the District Council on 16 September 2015.</p> | SJ |
| 38/15 | <p>New Applications addressed by circulation:</p> <p>P15/V1582/FUL – erection of a new dwelling at Shotover Corner Cottage. The Parish Council objected to this application.</p> <p>P15/V1864/PDH – single storey conservatory at 16 White Horse. This was an information only application. The Parish Council were not able to comment.</p> <p>P15/V1894/FUL – new garden room and two new bedrooms at The Fox and Hounds. The Parish Council had no objection to this application.</p> | |
| 39/15 | <p>Street Naming for new development beyond Fox Cover View</p> <p>The meeting discussed several options. The preferred name was Jacksmeadow (all one word) with the second choice being Mathew's Mead. Clerk to inform Ms Worsley.</p> | Clerk |
| 40/15 | <p>S106 Contributions</p> <p>S106 funding from the Station Road development will become available once 12 homes have been sold and occupied. There is a £100,000 contribution to the Parish Council; the Council will need to apply for the funds. Catherine Aldridge to develop a project list together with Cllr Jenkins.</p> <p>Mr Armishaw questioned the funds available to the Village Hall. Cllr Jenkins to send him a copy of the S106 agreement between the developers, the District Council and the owners of the site.</p> <p>Afternote: This has been completed.</p> <p>It was noted that the CLP has details of what villagers would like money to be spent on.</p> | <p>CA/SJ</p> <p>SJ</p> |
| | FINANCE | |
| 41/15 | Payroll update: | |

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| | All outstanding returns to HMRC have now been filed. The payroll has been set up on the HMRC Basic PAYE Tools system and will be run on a monthly basis. HMRC have confirmed that the council is £1500 in credit due to a large overpayment in tax year 2012/13; no payments will be required until the credit has been used. | |
| 42/15 | To approve and note cheque previously signed. 1. Canon UK Ltd – photocopier rent August-October 2015 - £357.96. The meeting approved the payment made at the end of July. | |
| 43/15 | To approve and sign cheques: A full list of payments is attached to these minutes. Cllr Smith proposed approving the payments amounting to £1883.36. Cllr Helsby seconded. RESOLVED. The cheques were signed. Cllr Banks presented a cheque for £50 donation from the Uffington Feast fair. | |
| 44/15 | Bank Mandate Change It was reported that this had been completed. | CLOSED |
| 45/15 | Expenditure for Councillor Training The Clerk requested approval for the expenditure of £65 (ex VAT) for one place on the Roles and Responsibilities course on 25 th November for Cllr Oberman. Cllr Smith proposed approval. Cllr Helsby seconded. RESOLVED. Clerk to book a place. | Clerk |
| | ANNUAL/QUARTERLY REVIEWS | |
| 46/15 | Review of annual RoSPA inspection It was noted that the RoSPA inspection had resulted in a high risk assessment. Cllr Banks reported that it was planned to replace the play equipment within the next year or so. The meeting was reminded that it had a duty to manage the risks. Cllr Oberman has volunteered to inspect the play area regularly. Cllr Helsby agreed to report any issues he notices. Cllr Jenkins to develop a template to be used to record inspections. Afternote: The template has been drafted and approved for use. | FO/JH/SJ |
| 47/15 | Review of allotment rents It was agreed to keep the allotment rents at £40 per annum for the forthcoming year. | |
| 48/15 | UPKEEP (INC. WATERCOURSES) Cllr Jenkins reported that he is working on a note for the Courier, including about the clean-up day on 25 th October. He will circulate a draft to all councillors. Clerk to update as required and submit to the editor for publication. Afternote: This has been completed Cllr Banks reported that he normally clears the area around the pond and the bench but his mower is broken. Cllr Jenkins suggested focussing on this area on 25 th October. Cllr Smith reported that she usually instructs the contractors where to work. It was agreed that they would work on the area behind the shop and around the skateboard ramp if there is enough time. Cllr Banks reported that he has a list of potential volunteers from the CLP questionnaire. He will send an email around. | SJ/Clerk GB GB GB |
| | GENERAL | |
| 49/15 | Moving the Council Noticeboard It was reported that the new noticeboard had been installed. Cllr Banks and Cllr Helsby were thanked for their work. It had previously been agreed that the old notice board should be donated to the Parochial Church Council. | CLOSED |
| 50/15 | Review of subsidised bus services: It was reported that a response had been submitted urging the retention of the local service. | CLOSED |
| 51/15 | Development of an Emergency Plan Templates have been provided. To be reviewed later. | SJ |
| 52/15 | Approval of Appointment to Thomas Saunders Trust | |

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| | It was agreed that Mrs Joanne Trichler was to be nominated as the Parish Council's nominee to the Thomas Saunders Trust along with Mrs Maxine Parsons. | |
| | CONSULTATIONS | |
| 53/15 | Consultation on Household Waste Recycling Centres A draft response has been circulated to all councillors. Comments to be sent to the Clerk who will amend as necessary and submit when complete. Afternote: The Parish Council's response was submitted on 24 September 2015 | All councillors/Clerk |
| 54/15 | Audit of Village and Community Halls Paul Armishaw has completed this. | CLOSED |
| 55/15 | Audit of Open Space, Playing pitch and Sports Facilities Cllr Jenkins has completed this. All councillors to review. | All councillors |
| 56/15 | Consultation on Minerals and Waste Core Strategy. The council had no comment to make. | |
| | CORRESPONDENCE/AOB | |
| 57/15 | Chairman's Community Awards Cllr Smith reported that she has sent in a nomination on behalf of the museum. | |
| 58/15 | Town and Parish Forum. The meeting was advised that the provisional date for this event was 16 th November. | |
| 59/15 | SSE Resilience Fund: Clerk to send the email on this to Cllr Jenkins. | Clerk |
| 60/15 | Request for Grant from South and Vale Carers Centre. Grants are assessed at the February Meeting. Clerk to write and inform them that their request will be assessed at this time. | Clerk |
| 61/15 | Thames Water renovation of Sewer network It was reported that Thames Water will be seeking access to the allotments in order to carry out a survey of the sewer network. | |
| 62/15 | Resignation Cllr Smith tendered her resignation from the Parish Council as she will be moving out of the village at the end of the month. Cllr Jenkins thanked her for everything that she had done for the village over the years. | |
| 63/15 | Bank Mandate for Museum Cllr Banks reported that the bank mandate for the museum would need to be changed. | GB or KP to advise |
| 64/15 | Printing of The Courier It was noted that someone will need to take on the task of printing The Courier. It takes one day to print using the copier at the school and is best done at the weekend. Cllr Jenkins proposed sending an email asking for volunteers to print The Courier. This was agreed and completed. The meeting discussed whether outsourcing the printing was an option. Cllr Jenkins to investigate costs. Afternote: It was agreed in response to a note from the Chair on 29 September that printing should be outsourced. | SJ SJ / Clerk |
| 65/15 | Frequency of newsletters Cllr Jenkins suggested the introduction of a monthly newsletter to be circulated by e-mail, in addition to the quarterly Courier, so that the information was more up to date. Cllrs Helby and Smith felt this was not necessary. | |
| 66/15 | DATE OF NEXT MEETING: The next meeting will be Monday 12 th October at 7.30pm, at the Thomas Hughes Memorial Hall. | |

The meeting closed at 9.50pm