

Minutes of the Meeting of Uffington Parish Council, Monday 13th July at 7.30pm at the Tom Brown's School Museum

Present: Cllr Simon Jenkins (Chair), Cllr Sharon Smith, Cllr Karen Pilcher, Cllr Fenella Oberman, Cllr Graham Banks
 Clerk/Finance Officer: Julia Evans (Incoming), John-Paul Roche (outgoing), Catherine Aldridge (Deputy Clerk)
 District Councillor: Cllr Robert Sharp
 Members of the Public: None

1/15	APOLOGIES FOR ABSENCE: Apologies received from Cllr John Helsby.	Action
2/15	DECLARATIONS OF INTERESTS None.	
3/15	MINUTES OF MEETINGS HELD 1st JUNE 2015 Cllr Smith proposed acceptance of the minutes of the meeting held on Monday 1 st June 2015. Cllr Pilcher seconded. RESOLVED.	
4/15	REMAINING BUSINESS FROM PREVIOUS MEETING: None.	
	ONGOING PROJECTS	
5/15	Parish Council Assets and Land Registry: Cllr Banks reported that there had been no further progress on this matter. Cllr Banks is working to get the burial ground and other unregistered land transferred to the Parish Council. He has identified references to deeds but has not yet found the deeds themselves. Cllr Banks felt that it was important that Helen Evans is kept as the point of contact for Land Registry and that she should remain as an employee. Mr Roche felt that the contact name for the Land Registry could be changed. Cllr Jenkins to discuss with Helen Evans. Cllr Jenkins asked if there was an asset register. Mr Roche reported that there is one that is sent to the accountant each year. Mr Roche to forward a copy to the Clerk and to Cllr Jenkins.	Ongoing: GB SJ JPR
6/15	Housing Development off Station Road: It was reported that the developers are awaiting approval from Thames Water and the Vale of White Horse District Council on some planning conditions. Work is expected to start in August. £100,000 will in due course be made available to the Parish Council from S106 funds. Funds will become payable once 12 houses have been occupied. Cllr Jenkins stated that the Parish Council is unlikely to get a cheque from the Vale for this amount, as payments will need to be justified by projects. Cllr Jenkins had sent the two S 106 agreements (with VWHDC and OxCC) to Cllrs on 16 June 2015 and would discuss S106 payments with Adrian Butler of VWHDC. Afternote: Adrian Butler's advice on obtaining funds from S 106 agreements was circulated to Cllrs on 15/07/2015. Cllr Smith suggested having a separate agenda item for S106 funds. Cllr Jenkins to circulate the Village Hall wishlist to all councillors so that it can be used to build up a project list. Cllr Smith noted that the CLP has some items to be included on this list. Cllr Jenkins to speak to the White Horse Show Trust to establish how they will fit in, as they donate funds to village projects.	SJ Clerk SJ SJ
7/15	Community Led Plan and Neighbourhood Plan It was reported that the CLP was nearing completion and the final draft is imminent. This will be sent to the Parish Council for review; expected early August. It is anticipated that the CLP will be finalised by September. The Terms of Reference for the Neighbourhood Plan have been reviewed and accepted by the Steering Group chair and by Baulking Parish Meeting. Cllr Jenkins to contact the Chair of Woolstone Parish Meeting (Wendy Davies) regarding the Terms of Reference. A meeting has been arranged for 22 nd July.	SJ

8/15	<p>Village Website and Email address Mr Roche reported that Uffington.net has very little storage capacity and should only be used as a forwarding mechanism. The clerk has set up a new email account uffingtonpc.clerk@gmail.com John Henville to set up an auto-forward from uffington.net. Afternote: This has been completed. Mr Roche to send the password for Uffington.net to the clerk. A meeting has been arranged on 27th July to discuss the website. Mr Roche noted that it was important that the new website has a decent Content Management System. It was noted that the domain name for the current site costs £25. It was suggested that the name uffington.net should be retained. It was reported that as the new Transparency Code is now active it is important to progress this matter quickly.</p>	John Henville JPR
	PLANNING MATTERS	
9/15	<p>New Applications to be considered: P15/V1377/HH - Proposed first floor extension over existing store room and single storey lean-to to the rear of the kitchen at 2 Shotover Corner. The council had no objections.</p>	Clerk
10/15	<p>New Applications addressed by circulation: P15/V1524/DIS - development work at Shotover House, Shotover Corner. Discharge of conditions 4 (Parking) & 6 (Samples) on application ref. P14/V2826/FUL Erection of 1 new dwelling with 2 new garage parking spaces. As this is a discharge of conditions only, it is not possible for the Parish Council to comment.</p>	
	FINANCE	
11/15	To approve and note cheques previously signed. None.	
12/15	<p>To approve and sign cheques:</p> <ul style="list-style-type: none"> - Thomas Hughes Memorial Hall (Hall Hire) - £13.70. Cllr Smith proposed approval. Cllr Oberman seconded. RESOLVED. - PG Hawkins Building contractors (Repairs to Old Schoolroom) - £6668.40. Cllr Pilcher proposed approval. Cllr Banks seconded. RESOLVED. - Arrow Accounting (internal audit) - £275.70. Cllr Smith proposed approval. Cllr Banks seconded. RESOLVED. - The Noticeboard Company (new noticeboard) - £1160.40. Cllr Smith proposed approval. Cllr Oberman seconded. RESOLVED. <p>The cheques were signed.</p>	
13/15	<p>Accounts and Audit Mr Roche reported that the internal audit has been completed. Comments were</p> <ul style="list-style-type: none"> - The council should establish different levels of approval - The council should have an asset register. Mr Roche reported that this was in hand. - Donations should be fully explained. <p>Mr Roche reported that the external auditor has come back with a couple of points which he is dealing with. Cllr Jenkins thanked Mr Roche for his work on the audits.</p>	JPR
14/15	<p>Bank Mandate Change Mr Roche reported that a mandate change form had been received, which he will pass on to the clerk for completion.</p>	JPR
15/15	<p>ANNUAL/QUARTERLY REVIEW The review of the internal audit report was covered under minute 13/15.</p>	
16/15	<p>UPKEEP (INC. WATERCOURSES) It was reported that OCC have reduced grass cutting to two cuts per year. It was noted that residents have been cutting some of the verges. Clerk to establish whether the Parish Council can obtain a grass cutting grant from OCC in order to take over this service. It was reported that D&G Contractors have cut the verges at some of the junctions out</p>	Clerk Clerk

	<p>of goodwill. They are to be thanked for this.</p> <p>Cllr Jenkins asked whether Pond Dredging was due this year. Cllr Banks reported that it was scheduled for 2016. It is carried out by a contractor.</p> <p>Cllr Oberman reported that the Vicarage ditch needs cleaning out. The church wardens have agreed to do this.</p> <p>Cllr Jenkins suggested sending out a reminder to residents about hedge cutting and ditch cleaning. Cllrs responded that this was a well-known requirement of residents but should be repeated in the next edition of the Courier.</p>	SJ / Clerk
	GENERAL	
17/15	<p>Parish Council Staffing:</p> <p>Cllr Jenkins welcomed the new clerk at the beginning of the meeting. Mr Roche reported that this would be his last full week as clerk.</p> <p>A meeting has been arranged between Cllr Jenkins, the Clerk and the Deputy Clerk to discuss the way forward.</p> <p>It was agreed that the Parish Council's payroll should be moved from the Douglas Tonks payroll bureau to HMRC Basic PAYE Tools software, to be run by the Clerk. The Clerk's salary would be paid monthly in arrears by cheque.</p>	Clerk
18/15	<p>Moving the Council Noticeboard</p> <p>It was reported that the new noticeboard had been ordered and would be installed on arrival.</p>	JH
19/15	<p>Parish Council Meeting Venue: Cllr Jenkins proposed moving the monthly Parish Council meetings to the Village Hall subject to availability. The cost would be approximately £150 per annum. He suggested a pilot and agreed to check on availability.</p> <p>Afternote: The small hall has been booked for the meetings in September, October and November</p> <p>Cllr Pilcher asked whether the Jubilee and Trustee meetings should be held in the Village Hall as well. Cllr Banks suggested a pilot along with the Parish Council.</p>	Deputy clerk
	CORRESPONDENCE/AOB	
20/15	<p>Bus Services: Cllr Helsby was looking into this but hasn't reported back. Cllr Oberman reported that Kingston Lisle were worried that they would lose their bus. A question was raised about the 67 service to Faringdon. Clerk to establish whether this service is under review.</p>	Clerk
21/15	<p>Farmers Market: A request from Lucy Palmer to allocate a small bbq area at the next market on Sunday 2nd August for customers to cook their own bbq food purchased from the stall holders was discussed. The area in question is part of the village hall so the request needs to be discussed with them. Cllr Jenkins to respond to Lucy Palmer regarding parking on the site, as it will not be possible if the ground is wet.</p> <p>Afternote: This was completed on 14/7/2015</p> <p>Cllr Oberman reminded the meeting that care will need to be taken with the barbeque.</p>	SJ
22/15	<p>Sarsen Wall: It was reported that the sarsen wall outside the museum has dangerous bulges caused by trees. Cllr Jenkins to speak to the owner.</p> <p>Afternote. Cllr Jenkins met with the owner on 23 July; he agreed to deal with the problem.</p>	SJ
23/15	<p>Village Hall Grant</p> <p>An increase in the annual grant to the Village Hall has been requested. Cllr Banks reminded the meeting that the Village Hall benefits in other ways from the Parish Council, in addition to the current grant of £400 Cllr Jenkins agreed to speak to Mr Boaler about this. It was agreed that all grants made by the Parish Council would be reviewed as part of the budget setting process for next year.</p>	SJ Clerk
24/15	<p>Letter from Mr Mitchell</p> <p>The meeting discussed the letter. Some of the matters included were not within the scope of the Parish Council. Cllr Jenkins to check and circulate via email.</p> <p>Afternote: Completed on 15/07/2015</p>	SJ

25/15	DATE OF NEXT MEETING: The next meeting will be Monday 14 th September at 7.30pm, at the Thomas Hughes Memorial Hall.	
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The meeting closed at 9.35pm