

# ALVESCOT PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 21<sup>st</sup> September 2016

Present : Justine Garbutt (JG) Mike Honour (MH) Richard Munro (RM)  
Malcolm Farley (MF) Dennis Govan (DG)

### ACTION

57 **Apologies for Absence:**

Becky Hird (BH)

58 **To Receive Declarations of Pecuniary Interest:**

None

59 **Adjournment for Public**

MF: Car Park- was there any progress.

None as yet we are waiting to hear from the School and Village Hall. VH meeting has been postponed until 5<sup>th</sup> October so we will hear after that. School meeting has been held but we have not been informed of their decision.

MF: The school is looking to expand and they have problems with parking/congestion this may be grounds for leverage for funding. MF asked if PC had considered taking out the small grass area by the pavement as people drive over it.

Mrs King has written to the PC and asked if the school can use the gravel area in the MUGA for half and hour morning and afternoon. There is an issue of wear and tear and who would pay for upkeep.

60 **Co-Option of New Councillor**

Dennis Govan has contacted the PC to be considered for co-option to the Council. All agreed. DG was asked to join the meeting.

61 **Signing of Declaration/Code of Conduct**

DG signed his declaration. Code of Conduct form was given to him to complete and return to Clerk.

As MF was present, and at MH discretion Car Park and St Peter's School consultation were moved to the top of the agenda.

62 **Car Park**

No progress has been made as we are still waiting for a response from the school and village hall. The cheaper option is not being considered at present. Plan A showed that it was high priority with residents that a more permanent solution be carried out. Clerk re-iterated that we cannot fund this ourselves- we do not have the resources and if we did we would be taking responsibility for the future. It is not the PC that uses the car park. We must keep our reserves until we find out what implications OxonTogther is going to bring to us. Money could be added to precept but not to this amount, this would end up with the residents funding it. If the car park does not get done we will need to publicise why this has not happened as residents will need to be informed. We are already undertaking extra work as the car park needs to be free from debris for work to start.

63 **St Peters School Consultation**

The proposal is to extend the age range into 4 Classes. The numbers in each class will be brought down gradually from 25 to 15 which will reduce the numbers from 105 to 75. The standards can be contained with one extra teacher. This will be phased over 4 years. Where will the building be placed and will it affect neighbours. This will be examined at Planning level. Parking will be the main problem, as it is at the moment. This must be solved as part of the expansion. Plan A supported the expansion of the school but not the location.

The school have contacted MH and asked if they can use the gravel area in the MIGA for parking for half an hour each morning and afternoon. This is allowed for occasional use but who will be responsible for the wear and tear? If we allowed it there would need to be a formal legal agreement to be signed and the wear and tear would be their responsibility. A trial period may cause damage to the surface which we would have to repair. In principal we agree to that area being used but an agreement has to be drawn up. Letter in response will be drafted.

RM

**64 Minutes of Last Meeting**

64.1 Minutes of meeting 20<sup>th</sup> July were accepted and signed

64.2 Fete minutes from 5<sup>th</sup> September were accepted and signed.

64.3 Matters arising:

Item 2.4 Localism Act: need to nominate a building/land as an asset of the community. When the item is on the list if the owner wants to sell they have to tell the District Council. There is then 6 weeks to bid and a further 6 months to get the bid together. This will create a delay in the system to allow things to happen. The pub is probably the facility we would want to list. The landlords and brewery will be spoken to first.

Item 4.2 Speed Wardens- MF was asked to look into this and report back.

Item 5.4 Sign for Lower End. Hole was found where brown sign used to be, this was originally erected by PC. Clerk will contact OCC Highways and ask for sign to be reinstated.

**65 Planning Applications: RM**

65.1 16/1595/FUL 5 Thorpes Field approved

65.2 16/1960/FUL Myrtle Cottage- change of use of garden approved

65.3 16/02013/HHD Shill Cottage – approved

65.4 16/02391/FUL 3 Thorpes Field - change of use of garden approved

65.5 16/02172/FUL Alvescot Field Farm- approved

65.6 16/02402/FUL Rectory Farm- awaiting decision

65.7 16/02565/FUL 8 Pemscott Close awaiting decision

**66 Plan A: RM/JG**

66.1 Plan A update appendix 1. MH to give list of names on War Memorial to Clerk.

66.2 Small scale development policy- RM drafted Policy and circulated. This needs to be simple and straightforward. Any development needs to be in scale and in an appropriate place and benefit the needs of the village. All Councillors agreed to adopt the Policy.

**67 Playing Field: MH**

67.1 Meeting is to be held on 17<sup>th</sup> October.

67.2 RoSPA report will be discussed by sub-Committee and then report back at next meeting.

67.3 Advert for maintenance person was updated and will be published in Parish Pump and noticeboard.

67.4 Re siting of cricket net will cost an extra £3-400, it may encourage people to use it and will not have to be moved for the fete each year.

67.5 Fete Committee have asked if the top 1m can be flattened on the "mound" so it can be used as a stage. It is made up of all the spoil from the MUGA so will be an expensive job to do. It was decided, due to its size, not much would be gained from it. To remove it altogether would also be expensive.

**68 Traffic & Highways MH**

68.1 Nothing to report

**69 Environment & Conservation:**

69.1 Andy McIntyre was responsible for this item. DG offered to take it over.

69.2 New waste collection has been announced by WODC. In 2017 there will be wheelie bins issued for recycling and they will be collected every two weeks. Green bins will be charged for at £30 each per annum.

69.3 Dixs Pit- OCC is looking to close Dix's Pit in the near future. Comments have been made that this will lead to more fly tipping.

- 70 **Countryside & Footpaths:**  
70.1 Blocked footpaths have been reported to Dan Weeks. DG will be sent details of the footpath survey.  
70.2 E mail has been received from CTC concerning the footpath. They say that RAF did cut the path and they will follow up for next year. They only cut to the middle of the runway Clerk will report back to CTC.
- 71 **Communication:**  
71.1 Clerk will write next issue of Parish Pump and include, groundsman job, fireworks, next meeting and new 105 phone line.
- 72 **Fete Committee: RM/MH**  
72.1 Decision was taken to become independent under an appropriate formal governance. They will become a Charitable Corporated Organisation going forward. Investigations are on going to how to register with the Charity Commission. Inaugural meeting of the new fete committee is planned for 10<sup>th</sup> January 2017. Nomination is required for one Trustee from each of the beneficiaries. Within the next month we need to agree and minute CIO set up and who our Trustee is. This would not be under the control of any organization but would be independent. RM was nominated as the Trustee. Tessa Farley as Secretary will be informed using the wording in the minutes and copied to Kim Govan.
- 73 V Hall: BH  
73.1 Nothing to report
- 74 **Finance**  
74.1 Cheque list circulated and agreed. Cheques were signed.  
74.2 Audit has been concluded with no remarks  
74.3 New Bank Mandate- needs to be completed as AM needs to be taken off. DG offered to be the third signature. Clerk, MH and RM completed the form DG will take to HSBC with his identity documents.  
74.4 Website- due to changes in Transparency Code we cannot keep using the Wospweb site as we cannot upload all the documentation we need to. Clerk has been in touch with Town and Parish Council Websites and obtained a quote for this service. The price is £360 plus £10 per month for weekly backups and domain name. This was agreed. OALC are publicizing grants for setting up websites which includes initial costs and extra hours work required to upload all the information. Clerk will apply as the next date is 17<sup>th</sup> October.
- 75 **Standing Orders**  
75.1 Standing Orders have been re-drafted by the Clerk and were accepted.  
75.2 Financial Regulations have been circulated and were accepted subject to alteration of 13.1 and 15.2.
- 76 **WODC Council Tax Reduction**  
Link to be sent to Councillors.
- 77 **RAF Meeting**  
Little was passed at the last meeting except not much action takes place. There was an exercise today but no/little publicity beforehand.
- 78 **Next Meeting**  
Next meeting will be on 19<sup>th</sup> October 2016