

**Minutes of the meeting of Nuneham Courtenay Parish Council held on 1<sup>st</sup> August 2018 at the Village Hall**

The Chair opened the meeting at 7.11pm

**18/38. Present/Apologies**

Parish Councillors present: James Fallon, John Peters, Madhvi Saini (Chair), Mandy Rigault and Sue Lawson.

Also present: Geoffrey Ferres (Clerk).

Apologies: County Councillor Lorraine Lindsay-Gale.

**18/39. Declarations of interest**

James Fallon said he lived next door to 25 Nuneham Courtenay for which there was a planning application on the agenda.

**18/40. Parishioners' issues**

There were no parishioners present.

**18/41. Minutes of the Annual Council Meeting**

The minutes of the Annual Council Meeting held on 8<sup>th</sup> May 2018 meeting were **approved**, then signed on each page by the Chair.

**18/42. Minutes of the Extraordinary Council Meeting**

The minutes of the Extraordinary Meeting held on 29<sup>th</sup> June 2018 were **approved**, then signed on each page by the Chair.

**18/43. Matters arising from the minutes of the Annual Council Meeting**

- a) **Risk assessment.** Mandy Rigault had forwarded to the Clerk a copy of the schedules detailing the Council's current insurance.
- b) **Garden waste bin.** The Church had given permission in writing for a garden waste bin to be placed at the churchyard.
- c) **Speeding.** The Chair said she would chase Anthony Kirkwood.  
**Action: Chair**  
The repainting of the 30mph gates at the northern entrance of the village is still outstanding but the southern gates have now been repainted.
- d) **SSE Resilience Fund.** Mandy Rigault had submitted an application to the SSE Resilience Fund for a grant towards the cost of purchasing an emergency generator and a secure shed in which to keep it.

Signed:

*Mandy Rigault*

Date:

*11 Sep 18*

- e) **New parish noticeboard.** The Chair said she would see to it that something was placed inside the noticeboard with the Council's name on it. **Action: Chair**
- f) **OxonCC Town and Parish Council events.** The Vice-Chair and Mandy Rigault confirmed they are both still willing and able to attend the event in Abingdon on Thursday 6<sup>th</sup> September.

**18/44. Matters arising from the minutes of the Extraordinary Council Meeting held on 29<sup>th</sup> June 2018**

None.

**18/45. County Councillor's report**

Lorraine Lindsay-Gale had circulated a report.

**18/46. District Councillor's report**

Sue Lawson presented her report.

**18/47. Planning**

- a) 25 Nuneham Courtenay: Construction of timber-framed and timber-clad detached double garage with studio above [P18/S0947/HH] [Consultation deadline: 22<sup>nd</sup> August 2018].  
The Council **agreed** the Vice-Chair as Planning Champion should object to this application on the basis of the Nuneham Courtenay Legal Agreement: the garage should be behind the house, not to the side; the roof type was in appropriate. **Action: Vice-Chair**
- b) Highfield Nurseries, Baldon Lane, Marsh Baldon: Demolition of existing building and construction of one five-bedroom dwelling with associated car parking and landscaping [P18/S0791/FUL] [Consultation deadline: 3<sup>rd</sup> August 2018].  
Although this application was for a neighbouring parish and the Council had not been consulted by SODC, the Clerk reported that he had been sent an Employment Statement relating to the application. The Vice-Chair asked the Clerk to forward him the papers. **Action: Clerk**
- c) Notcutts Garden Centre: Replacement of existing signs with six advertisement and five logistical signs [P18/S2290/A] [Consultation deadline: 6<sup>th</sup> August 2018].  
The Council **agreed** it had no objection to this application.

Signed:



Date:

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- d) 8 Nuneham Courtenay: Proposed alterations to existing hardstanding and insertion of new entrance gates [P18/S1928/LB] [P18/S2264/HH] [Consultation deadline: 8<sup>th</sup> August 2018].  
The Council **agreed** the Vice-Chair as Planning Champion should write to SODC insisting the gates should be straight in keeping with the Nuneham Courtenay Legal Agreement
- e) Global Retreat Centre: Construction of external central heating boiler enclosure, related service route to main house, conversion of existing bathrooms to shower rooms and introduction of new roof insulation [P18/S1886/LB] [P18/S1885/FUL] [Consultation deadline: 25<sup>th</sup> July 2018].  
The Council **agreed** it had no objection to this application.
- f) The Council discussed the fact there were several houses on the main road where the shutters seemed to have been removed.  
The Council **agreed** the Clerk should write to the occupiers of these houses before the Council asked SODC to take action to enforce the Nuneham Courtenay Legal Agreement. **Action: Clerk**

#### 18/48. Finance

a) Update

The Council **noted** the end of Quarter 1 bank reconciliation and end of Quarter 1 monitoring report put forward by the Clerk as Responsible Financial Officer.

The Council **agreed** to add a provision for £600 for litter bins to the 2018-19 budget.

b) Payments

The Council **approved** the following payments:

- £134, Arrow Accounting, Internal Audit 2017-18
- Geoffrey Ferres, Clerk expenses Q1
- The Council **agreed** to pay for three hours' hire of the Village Hall **for this meeting and instructed the Chair and Vice-Chair to sign a cheque for £30 to the Village Hall Committee.**

c) Confirmation of Payments

The Council **approved** the following payments made by the Chair and Vice-Chair since the last Council Meeting:

- £40.50, SODC, direct debit for garden waste bin for churchyard
- £612.36, Geoffrey Ferres, Clerk pay net of tax Q1
- £153, HMRC, PAYE tax deducted Q1

Signed:



Date:

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d) Bank mandate

The Council **agreed** all members apart from Sue Lawson should be on the mandate. The Council also **agreed** the Clerk should be on the mandate to enable him to deal with Barclays but he should only be permitted to sign cheques up to £50.

**18/49. Correspondence**

None.

**18/50. Grant application from Nuneham Courtenay Adult Lunch Club**

The Chair had agreed with the Lunch Club this application would be considered at a later meeting.

**18/51. Standing Orders**

The Clerk apologised for the fact he had not yet drafted a revised set of Standing Orders for approval and would aim to bring one to the next meeting. **Action: Clerk**

**18/52. Risk Assessment**

The Council **approved** a revised Risk Assessment tabled by the Clerk incorporating all the amendments that had been suggested at the last meeting.

**Action: Chair and Clerk to sign an amended contract.**

**Action carried forward from last meeting: Chair to arrange for the Council's electrical equipment to undergo Portable Appliance Testing.**

**18/53. Internal Auditor's Recommendations**

The Council **agreed** the Clerk should pull together all the recommendations into a table and bring it to the next meeting. **Action: Clerk**

**18/54. Data Protection issues**

The Chair, Vice-Chair, Mandy Rigault, Lorraine Lindsay-Gale and the Clerk had all taken part on 25<sup>th</sup> May in an examination and weeding of the Council papers kept at the Village Hall.

The Clerk had deposited the Council's first minute-book at the Oxfordshire History Centre on 15<sup>th</sup> June after reading it in its entirety.

Signed:



Date:

4/8/07/12

The Council **agreed** the Chair would arrange for a meeting with Simon Gray and the Clerk to find a solution to the issue of preventing access to the Council's gmail account by unauthorised persons. **Action: Chair**

**Action carried forward from a previous meeting: Clerk to arrange for the Council's laptop to be protected.**

#### **18/55. Playing Fields Lease**

After discussion, the Council **agreed**:

- that the draft lease received from the Playing Fields Association was unacceptable
- to ask its solicitor to
  - draft a lease and send it to the Playing Fields Association
  - seek more information about the structure of the association and the history behind the creation of the lease.

The Clerk remarked that when reading the Council's first minute-book he had come across a decision in 1976 that the Council's own insurance would cover the Playing Field because the Council were the Trustees of the Playing Field.

#### **18/56. Nuneham Courtenay Legal Agreement**

Sue Lawson said she was arranging a date for a meeting at the Village Hall where SODC officers could speak about the Nuneham Courtenay legal Agreement. **Action: Sue Lawson**

The Council **agreed** that it would request sufficient copies of the new guide published by SODC to make it possible to deliver a copy to every house on the main road with the publicity for the meeting.

#### **18/57. Garden waste bin for churchyard**

The Chair said that as far as she was aware the bin had been paid for but not yet delivered.

#### **18/58. New litter bins**

Three quotations had been obtained for litter bins. The Council **instructed** the Clerk to purchase four black and gold 50 litre Dinbins complete with dual waste logo and jubilee clip fixings at a cost of £59 each plus carriage and VAT. **Action: Clerk**

The Vice-Chair said he would install them when they were delivered. **Action: Vice-Chair**

Signed:



Date:

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**18/59. Proposal to cover cycle rack at south end of village**

Mandy Rigault said three bikes were using the cycle rack every day and she believed it should be covered.

James Fallon said he would be unhappy to see it covered in Perspex.

It was **agreed** the design must be in keeping with the status of a conservation area.

Mandy Rigault offered to investigate possible designs.

**Action: Mandy**

**18/60. Electronic means to communicate with parishioners**

The Chair said she wanted to see something basic set up, which would be on an opt-in basis and would not be for selling things. She thought it should be for the parish and not just be for Council news.

The Council **agreed in principle** to take the idea forward.

**18/61. Automated external defibrillator**

The Clerk said before purchasing a defibrillator the Council needed to agree where it would be kept and who would conduct the monthly checks on it.

James Fallon and the Chair said they would be willing to carry out the monthly checks.


Members felt the defibrillator could be placed either at the Village Hall or in the old public telephone box. The Chair said she would find out if BT's permission would be required to install the defibrillator in the old public telephone box. **Action: Chair**

**18/62. Any other business**

None.

The meeting closed at 9pm.

Signed:



Date:

4 Sep 18