

Minutes of the meeting of Nuneham Courtenay Parish Council held on 4th September 2018 at the Village Hall

The Chair opened the meeting at 7.08pm

18/63. Present/Apologies

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

Also present: County Councillor Lorraine Lindsay-Gale, Geoffrey Ferres (Clerk).

Apologies: Peter Brooks, Georgie Gillett, Sheila Harris.

18/64. Declarations of interest

None.

18/65. Parishioners' issues

Peter Brooks asked about the garden waste bin. He said it was still not there. The Chair has already submitted a missing bin complaint to SODC.

Peter Brooks also asked who destroyed all the Expressway Action Group posters in the village. No one knew when and how the posters were destroyed.

18/66. Minutes of the last ordinary Council Meeting

The minutes of the last ordinary Council Meeting held on 1st August 2018 were **approved**, then signed on each page by the Chair.

18/67. Matters arising from the minutes of the last ordinary Council Meeting

a) **SSE Resilience Fund.** Mandy Rigault reported that the Council's 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 has been refused.

b) **New parish noticeboard.** The Chair said she would investigate whether she could get the Council's name added to the outside of the noticeboard. **Action: Chair**

James Fallon will look at whether there is space in the noticeboard to insert a piece of board. **Action: James Fallon**

Signed:



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- c) **OxonCC Town and Parish Council events.** The Clerk has registered the Vice-Chair and Mandy Rigault for the event in Abingdon on Thursday 6th September.
- d) **Risk Assessment.** The Chair has signed an amended Clerk contract and passed it to the Clerk for signing. The Chair asked the Clerk to leave the computer behind for Portable Appliance Testing.
- e) **New litter bins.** The Clerk has asked Broxap to confirm that their quotation still stands and is waiting for their reply.

18/68. County Councillor's report

Lorraine Lindsay-Gale had circulated a report and left the meeting.

18/69. District Councillor's report

Sue Lawson presented her report.

18/70. Planning

The Vice-Chair said he had not made any representations to SODC since the last meeting.

The Clerk said he needed someone to provide him with a list of the houses without the required shutters. The Vice-Chair offered to do this.

Action: Vice-Chair

- a) **Oxfordshire County Council: Issues and Options for the Oxfordshire Minerals and Waste Local Plan: Part 2 – Site Allocations**
[Consultation deadline: 3rd October 2018].
The Clerk said the document contained a proposal for a quarry in the parish. The Council did not agree to submit any comment.
- b) **25 Nuneham Courtenay: Construction of timber-framed and timber-clad detached double garage with studio above [P18/S0947/HH]**
[Consultation deadline: 22nd August 2018].
James Fallon said the Oxford Preservation Trust has objected.

18/71. Finance

a) **Update**

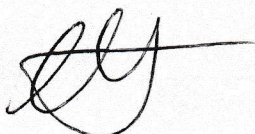
The Council **noted** a report circulated by the Clerk listing all the payments made so far in Quarter 2, of which there were only three.

b) **Payments**

The Council **approved** the following payment:

- £95.40, Geoffrey Ferres, Clerk expenses Q1.

Signed:



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The Chair and Vice-Chair then signed the cheque after checking and initialling the supporting papers.

c) Bank mandate

The Clerk has not yet asked the Chair or Vice-Chair to contact the bank about changing the mandate. **Action: Clerk**

d) Employee salary procedure

The Council **approved** an employee salary procedure tabled by the Clerk.

18/72. Correspondence

South Oxfordshire District Council has written to the Council regarding three events to help town and parish councils know what to do before, during and after an emergency. The Vice-Chair and Mandy Rigault offered to attend the one at Thame Town Hall at 7pm on Wednesday 5th September.

18/73. Grant application from Nuneham Courtenay Adult Lunch Club

The Clerk explained that the Council has the power to fund a lunch club. Two representatives attended and a report was presented. The club has about 50 members: at least 20 members are from the village, the rest are from the Baldons. The grant was needed to keep the price at £4 per lunch. The Council **approved** a grant of £565 and the Chair and Vice-Chair signed the cheque.

18/74. Standing Orders

The Clerk had tabled an amended set of Standing Orders for approval.
Deferred

18/75. Internal Auditor's Recommendations

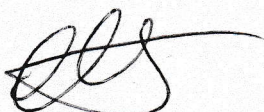
The Clerk had tabled a report listing all the recommendations and reporting on the Council's progress in implementing each of them. The Chair will telephone Simon Gray. **Action: Chair**

18/76. Data Protection issues

The Chair has not yet arranged 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**

The Clerk has not yet arranged for the Council's laptop to be protected.
Action: Clerk

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The Chair left the meeting and the Vice-Chair took over the chair for the remainder of the agenda.

18/77. 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.

Action: Clerk

Papers received from the Playing Field Association. Clerk to reply to Ron Benson. **Action: Clerk**

Sue said in her other parishes it is the association, not the parish council, that takes responsibility for regular safety checks.

18/78. Nuneham Courtenay Legal Agreement

Sue Lawson has arranged for a meeting to be held on 18th October at the Village Hall where SODC officers will speak about the Nuneham Courtenay legal Agreement.

The Council **agreed** to take responsibility for the meeting and **authorised** up to £100 for refreshments and other expenses.

The Council **agreed** that it would request 50 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. **Action: Sue Lawson**

The Vice-Chair and Mandy Rigault agreed to deliver the copies. **Action: Vice-Chair and Mandy Rigault**

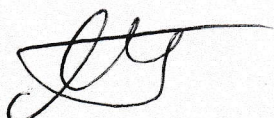
18/79. Speeding

It was not known whether the Chair has chased OxonCC's Anthony Kirkwood about Vehicle Activated Signs.

The repainting of the 30mph gates at the northern entrance of the village is still outstanding. **Action: Vice-Chair to contact OxonCC's Keith Stenning**

The Council **agreed** to support the establishment of a Community Speedwatch scheme in Nuneham Courtenay. The Chair, James Fallon and Simon Gray have all expressed interest. High visibility jackets will be

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required. The Council **agreed** to establish a budget for the scheme of £100.

18/80. Proposal to cover cycle rack at south end of village

James Fallon said he has had a look at possible designs.

18/81. Electronic means to communicate with parishioners

Nothing to report in the absence of the Chair.

18/82. Automated external defibrillator

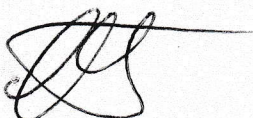
It was not known whether the Chair has found out if BT's permission would be required to install the defibrillator in the old public telephone box.

18/83. Any other business

Scanning the tree roots. **Action: Vice-Chair**

The meeting closed at 8.58pm.

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