

**Minutes of the meeting of Nuneham Courtenay Parish Council held on 8<sup>th</sup> January 2019 at the Village Hall**

The Chair opened the meeting at 7.31pm

**18/106. 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).

**18/107. Declarations of interest**

None.

**18/108. Parishioners' issues**

There were no parishioners present.

**18/109. Minutes of the last ordinary Council Meeting**

The minutes of the last ordinary Council Meeting held on 6<sup>th</sup> November 2018 were **approved**, then signed on each page by the Chair.

**18/110. Matters arising from the minutes of the last ordinary Council Meeting**

- a) **New parish noticeboard.** The Vice-Chair has put a sheet of backing material inside the noticeboard. The Vice-Chair has obtained quotations from Raw and Restore, and will proceed with Restore's quotation as it is lower.
- b) **Risk Assessment.** The Clerk has not yet left the computer with the Chair for Portable Appliance Testing. **Action: Clerk**
- c) **New litter bins.** The new litter bins have been installed. The Chair is concerned the lid of one bin may be broken.
- d) **18/70b) 25 Nuneham Courtenay.** The Council was notified on 23<sup>rd</sup> November 2018 that the applicant had withdrawn application P18/S0948/LB.  
The applicant subsequently amended application P18/S0947/HH reducing the size of, amending the siting of and re-orientating the proposed double garage.
- e) **18/72 Community emergency plan events:** Mandy Rigault has not yet contacted neighbouring parishes.
- f) **18/89 Winter salt:** Mandy Rigault contacted OxonCC but has not yet completed the order form. **Action: Vice-Chair**

Signed:

*M Rigault*

Date:

*5/3/2019*

- g) **18/99 Deep cleanse:** SODC cleared the paths on both sides of the main road, sweeping and removing weeds and moss.

**18/111. County Councillor's report**

Lorraine Lindsay-Gale had circulated two written monthly reports, which she introduced.

**18/112. District Councillor's report**

Sue Lawson had circulated a written report, which she introduced. Sue explained she has been suspended from the ruling Conservative group for an initial period of six weeks after voting against the new Local Plan 2011-2034.

She doubted whether an Inspector will approve the new Local Plan because six of the seven strategic sites are in the Green Belt.

She felt the main impact of the proposed Oxford Green Belt developments on Nuneham Courtenay, if they were allowed to go ahead, would be increased traffic through the village.

One of SODC's 11 drop-in events is at Sandford-on-Thames Village Hall on 24<sup>th</sup> January between 3pm and 7pm, This would be followed by a Village Meeting. The Vice-Chair and Mandy Rigault said they would probably attend.

The deadline for receipt of comments on the new Local Plan is 5pm on Monday 18<sup>th</sup> February.

The Council **agreed** to call a Parish Meeting on Tuesday 5<sup>th</sup> February in the Village Hall. Sue Lawson would provide a brief introduction to the new Local Plan. The main purpose of the Parish Meeting would be to raise awareness of the new Local Plan among residents.

The Council **instructed** the Clerk to publicise the Parish Meeting and the deadline for comments in the next issue of The Baldons and Nuneham Courtenay Newsletter. **Action: Clerk**

The Council **agreed** to add a £100 provision to its 2018-19 budget to cover the cost of hot drinks and biscuits

The Clerk undertook to send the Chair a notice for display on the Council's noticeboard. **Action: Clerk**

**18/113. Planning**

There are no planning applications before the Council.

**18/114. Finance**

- a) Budget monitoring report

The Council **noted** a report circulated by the Clerk monitoring payments against the budget up to the end of the previous month.

Signed:

*M. Barber*

Date:

*5/3/2019*

The Clerk recommended the Council increase four figures in the 2018-19 budget which were too low to accommodate predicted spending:

- Staff costs from £2,000 to £2,500
- Subscriptions from £150 to £250
- Newsletter from £150 to £300
- Litter bins from £320 to £350

and recommended that the Council add a figure of £60 under One-off costs for purchase of a scanner.

The Council **approved** the five amendments to the 2018-19 budget and also **resolved** to add £120 to the 2018-19 budget for the work Restore would be asked to carry out on the Council's Noticeboard.

b) Payments

The Council **approved** the following payments:

- £48, Broxap Ltd, vinyl stickers for litter bins
- £250, Oxfordshire South and Vale Citizens Advice, grant approved at the last meeting [minute ref 18/94]
- £166.60, Baldons PCC, Newsletter costs
- £37.23, Geoffrey Ferres, Clerk expenses Q3.

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

c) Changes to bank mandate

The Clerk has asked the Vice-Chair to contact HSBC's Mandate Change Team. **Action: Vice-Chair**

d) Confirmation of payments made by the Chair and Vice-Chair since the last Council Meeting in accordance with the procedure for payment of salary of Council employees:

- £354.88, Geoffrey Ferres, Clerk pay Q3
- £88.60, HMRC, PAYE tax deducted Q3.

The Council **confirmed** the payments.

e) 2019-20 budget

The Council **approved** a draft budget for 2019-20 presented by the Clerk as Responsible Financial Officer.

f) Precept for 2019-20

The Council **resolved** to demand a precept of £5,000 from SODC.

**Action: Clerk**

The Council **instructed** the Clerk to inform parishioners of the reasons for the decision in the next issue of The Baldons and Nuneham Courtenay Newsletter. **Action: Clerk**

Signed:

*[Handwritten signature]*

Date:

*5/3/19*

**18/115. Correspondence**

None.

**18/116. Standing Orders**

The Clerk had tabled an amended set of Standing Orders for approval. The Council **agreed** to defer this item to a future meeting.

**18/117. Data Protection issues**

The Clerk reported that following the last meeting he had attempted to install the software for the scanner on the Council's laptop and found he could not do so because he did not have the administrator's password. He had therefore contacted Jasminder and David Love.

David Love had replied promptly giving the Clerk the username and password previously given to the Council and which the laptop would not accept.

The Clerk had then contacted David Love again and he had kindly sent a different password that the Council had not received before. With this other password the Clerk had been able to install the software for the scanner and use it.

**18/118. Playing Fields Lease**

The Clerk had attended a presentation from the Open Spaces Society at the November 2018 branch meeting of the Oxfordshire branch of the Society of Local Council Clerks.

The Open Spaces Society had described several different ways in which pieces of land like the Playing Field could be preserved for the use of the community in perpetuity.

The Clerk recommended that the Council affiliate to the Society and seek specific advice on courses of action appropriate in its current situation.

The Council **agreed** to apply for membership of the Open Spaces Society at a cost of £45, and **instructed** the Chair and Vice-Chair to sign a cheque for this amount.

**18/119. Nuneham Courtenay Legal Agreement**

The conservation meeting took place on 6<sup>th</sup> December 2019. The Council **agreed** that the next step should be to organise a meeting for residents.

The Council **further agreed** to see if the meeting could be arranged for 2<sup>nd</sup> April 2019 in the Village Hall between 7pm and 9pm.

Signed:

*M J Saward*

Date:

*5/3/19*

The Council **instructed** the Clerk to inform parishioners of the date, once agreed with the relevant SODC officers, in the next possible issue of The Baldons and Nuneham Courtenay Newsletter. **Action: Clerk**

**18/120. Speeding**

OxonCC has carried out monitoring of speed in the village. **Action: Clerk to ask OxonCC's Anthony Kirkwood for the data**

The Vice-Chair proposed that OxonCC should be asked what would be the cost of building a tunnel to carry traffic underneath the village compared with the cost of building a bypass. **Action: Clerk to write to Lorraine Lindsay-Gale**

The Vice-Chair has been in contact with OxonCC. He reported that the repainting of the 30mph gates at the northern entrance of the village is still outstanding due to their height; the scanning the tree roots and the replacement of the Give Way sign are also still outstanding but all three items are on a list of things waiting to be done.

**18/121. Proposal to cover cycle rack at south end of village**

There was further discussion regarding possible designs. James Fallon said that the small space rules out most designs. He estimated that a wooden cover might cost as much as £4,000, which would be a very large sum for the Council to spend in the absence of evidence as to whether the people using the cycle rack are parishioners.

**18/122. Providing information about schools**

Following the receipt by the Clerk of consultation materials regarding admissions to Wheatley Park School, the Council **agreed** not to publish materials of this sort on its website.

**18/123. Electronic means to communicate with parishioners**

The Council **agreed** to defer this item to a future meeting.

**18/124. Automated external defibrillator**

The Council **agreed** that it would be helpful to try to identify who still uses the red telephone kiosk in the village.

The Council **instructed** the Clerk to inform parishioners of the possibility of siting a defibrillator in the red telephone box and to enquire who uses it in the next issue of The Baldons and Nuneham Courtenay Newsletter. **Action: Clerk**

Signed: *RA Baldwin*

Date: *5/3/19*

**18/125. Broadband**

James Fallon reported that the end of June 2019 is the current deadline for extending superfast broadband to much of the parish

**18/126. Annual Parish Meeting 2019**

The Council **resolved** to hold the Annual Parish Meeting on Tuesday 30<sup>th</sup> April, from 7.30 to 9pm in the Village Hall, separate from the Annual Council Meeting for the new Council which the Council **resolved** to hold on Tuesday 21<sup>st</sup> May 2019.

The Council **instructed** the Clerk to put these dates in the next issue of The Baldons and Nuneham Courtenay Newsletter. **Action: Clerk**

**18/127. Any other business**

None.

The meeting closed at 10.00pm.

Signed:

*N. J. [Signature]*

Date:

*5/3/2019*