

SUNNINGWELL PARISH COUNCIL

MINUTES of the PARISH COUNCIL MEETING held on WEDNESDAY 25 MARCH 2015 at BAYWORTH CHAPEL

Present:

Councillors

Paul Wooldridge (in chair), Hilary Lynam-Smith, Joanne Blower, Andrew Veal, Colin Weyer and James Greenman.

In attendance:

Bob Warne, Colin and Annie Thomas, Mike Woodward, Bob and Penny Nichol.
Emily Smith
Brian Rixon (Clerk)

40/15 Questions and Comments from members of the public.

SPADE (*Sunningwell Parishioners Against Damage to the Environment*) and Sunningwell Parish Council have jointly been considering the latest consultation from the County Council.

“Connecting Oxfordshire” is the new Local Transport Plan which is intended to run from 2015 to 2031. It sets out the proposed transport solutions for the county.

SPADE outlined a template of information to be presented at an open meeting arranged for Sunday 29 March at Sunningwell Village Hall.

41/15 Apologies for Absence.

Councillor Bill Dring.

Bob Johnston (OCC), Elizabeth Bennett (VWHDC)

A written report from Bob Johnston was discussed and forwarded to the Council after the meeting.

42/15 Declarations of members’ interest in respect of any item on this agenda.

Cllr Hilary Lynam-Smith on any flood related matters.

43/15 To approve the Minutes of the meetings held on 25 February 2015.

A small amendment was noted and initialled.

The minutes were then approved and signed.

44/15 To consider matters, not on this agenda, arising from 28 February’s minutes.

Replacing the plaque from the old bench onto the new bench around the pond willow tree is in hand.

45/15 Report on meeting with Nicola Blackwood MP

Notes on a meeting held on 20 March will be circulated to the Council.

46/15 Report on meeting with Layla Moran, Parliamentary candidate

Notes on a meeting held on 21 March will be circulated to the Council.

SUNNINGWELL PARISH COUNCIL

47/15 Public meeting arrangements for Sunday 29 March

The arrangements were discussed and agreed. Councillor Joanne Blower will print and deliver a notice to each house. A similar notice has already been posted on the notice board and kindly displayed, by Mike Woodward, on the Sunningwell.com website. Thanks were given to SPADE and Sunningwell Scene for publicising the event.

48/15 Village Hall Lease

A meeting has been arranged for 10 April, between the Village Hall Chairman and the Parish Council Chairman, to discuss the lease.

49/15 Village Green Wall and Central Hedgerow

Wall

Councillor Paul Wooldridge met David Mason, Director of Glebe and Buildings for the Diocese, to discuss the condition of the village green boundary wall. There was a full discussion and the Diocese will send a response by the end of April.

Hedgerow

Bob Evans, and the working party, intends to replant areas of the central hedgerow on the village green. Although he did not request funding the Parish Council will offer to pay for the hedging on presentation of a purchase invoice.

50/15 Village Green Gazebo

We are awaiting firm prices from two contractors.

51/15 White Gates

The repainting of the white gates on Sunningwell and Bayworth village entrances is in hand and will proceed when the weather is suitable.

52/15 Parish Council Website

The Clerk reported that the Government's Transparency Code, aimed at placing more power into citizens' hands to increase democratic accountability, could require the Parish Council to publish detailed accounting and supporting information on a website.

This matter needs to be addressed in the Council's current efforts to develop a new website. The old website is offline due to technical issues relating to hacking risks.

53/15 Village Hall carpark

Cllr Colin Weyer reported that the lengthy debate over access width to the field has reached a conclusion and the application to the Land Registry has been lodged. The Council is awaiting the result.

54/15 Village Hall storage

The Clerk issued a key to Councillors Hilary Lynam-Smith and Joanne Blower. Consideration will now be given to shelving and other forms of storage.

SUNNINGWELL PARISH COUNCIL

55/15 Third Dam

The Principal Engineer of South and Vale District Council sent a Land Drainage Consent form for completion and advised that the landowner will need to give permission. Cllr Hilary Lynam-Smith will meet the proposed contractors to obtain the appropriate information for the form. ACTION Cllr Hilary Lynam-Smith

56/15 Footpaths

The proposed kissing gate on footpath 372/15 from Foxcombe Road to Bayworth Lane needs further consideration to ensure an effective location is found to deter cyclists using the footpath. The cost will be around £1,500.

ACTION Cllr Paul Wooldridge

57/15 Annual Risk Assessment

The schedule of risks and monitoring processes was reviewed and amendments made in relation to the village green wall and village hall storage. The amended schedule was then approved. ACTION Clerk

58/15 Audit and Annual Return

The Clerk outlined the timetable for the accounts to be prepared and audited by both internal and external auditors. The accounts and Annual Return will be presented for approval and signature at the April Council meeting to enable the audit deadlines to be met. ACTION Clerk

59/15 Clerk Pay Scale Increment

The contract for employment includes an automatic annual increment to the next National Joint Council pay scale. This will mean an increase of £12.25 a month before tax from 1st April.

The Clerk raised concern that his contract is for 32 working hours (plus 3 hours holiday pay in lieu) per month with overtime payable with approval. In the last four years the clerk has never claimed any overtime but now reported that actual working hours each month were never less than 40, and sometimes were up to 55. It was agreed a new contract would be issued amending the working hours to 40 per month (plus 3 hours holiday pay in lieu).

60/15 Meeting with Ted Wilcox

Cllrs Paul Wooldridge and James Greenman meet Ted Wilcox on a “for information” basis over permitted development of two barns. The Council was grateful to have been so advised.

61/15 Accounts for payment

| | | | |
|------|--------------------|--|---------------|
| 1523 | Clerk March | Salary and office expenditure | 706.12 |
| | | <i>Inclusive of Domain & Website hosting renewal</i> | <i>234.82</i> |
| 1524 | HMRC | PAYE | 85.80 |
| 1525 | ORCC | Annual subscription | 50.00 |
| 1526 | OALC | Annual subscription | 180.16 |
| 1527 | Hilary Lynam-Smith | Carol singing expenditure | 187.35 |
| 1528 | Joanne Blower | Stationery | 15.50 |

SUNNINGWELL PARISH COUNCIL

62/15 Planning Applications

It was agreed that all planning applications will be notified to all Councillors upon receipt even though an individual councillor will undertake a review.

ACTION Clerk

63/15 Any Other Business

Village Green Committee

The brief for the Village Green Committee will be debated. The Committee automatically ceases at the end of the accounting year and the appointment of any committee is discussed at the Annual General meeting in May.

Village Pond Bench

The Clerk will write to H&S Fencing over concerns about splinters on the new bench.

ACTION Clerk

64/15 The Next Parish Council Meeting

will be on **Wednesday 29 April 2015** at **Sunningwell Village Hall** from 7:30

The Chair closed the March meeting at 10:03 p.m.