

# SUNNINGWELL PARISH COUNCIL

## MINUTES of the PARISH COUNCIL MEETING held on WEDNESDAY 24 June 2015 at BAYWORTH CHAPEL

**Present:**

**Councillors** Paul Wooldridge (in chair), Joanne Blower, Andrew Veal and Colin Weyer.

**In attendance:** County Councillor Bob Johnston  
District Councillors Debby Hallett and Emily Smith.  
Oliver Isaacs.  
Brian Rixon (Clerk)

<b>98/15</b>	<b>Questions and Comments from members of the public.</b>
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**Cllr Bob Johnston.**

Bob Johnston gave an update on the Growth Board's meeting agenda for 25 July when the Lodge Hill interchange funding will be discussed. Bob is due to meet Democratic Services on 21 July and has been invited to sit in on the Cabinet meeting on 7 July when matters will be discussed informally.

**Cllrs Debby Hallett and Emily Smith**

Debby and Emily outlined the idea of a Neighbourhood Plan for Sunningwell and gave examples of how similar plans have been started in other local councils. Such a plan would be a community led project and could not contradict the agreed wider Local Plan.

The Council discussed and approved the initiative and it was agreed that Cllrs Andrew Veal and Colin Weyer would proceed with registration. Cllr Debby Hallett will put the clerk in touch with the district local officer to seek his assistance in starting the project.

**ACTION Cllrs Andrew Veal and Colin Weyer**

<b>99/15</b>	<b>Apologies for absence</b>
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Hilary Lynam-Smith, James Greenman

<b>100/15</b>	<b>Declarations of members' interests in respect of any item</b>
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None

<b>101/15</b>	<b>To approve the Minutes of the Parish Council held on 13 May 2015</b>
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The minutes were approved and signed.

<b>102/15</b>	<b>To consider any Matters Arising from the minutes of 13 May</b>
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No matters were raised.

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<b>103/15</b>	<b>Co-option of a seventh councillor</b>
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Oliver Isaacs was unanimously co-opted to the Parish Council and completed a Declaration of Acceptance of Office form. He took away a Register of Interests form which needs completing and submitting to the District Council as soon as possible.

<b>104/15</b>	<b>Village Green Events – Equipment and Storage</b>
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Cllr Hilary Lynam-Smith has circulated a list of items that would be useful for village green events. Included were a large calor gas table top cooker, three gazebos, a maypole, tug of war ropes, industrial tape measure, a rounders set and a football set including goals. The council approved the list other than the rounders and football sets. These were felt to be activities that should be avoided until the ground is more appropriately prepared.

The Council approved the provision of shelving and other storage but advised that, for safety reasons, the shelving should be fixed and not free standing.

A budget of £1,200 was approved to cover equipment and storage.

**ACTION Cllr Hillary Lynam-Smith**

<b>105/15</b>	<b>To appoint any committees of the council</b>
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This item was postponed from the May annual general meeting and discussed again. No decision was reached and it will be put on the July agenda.

<b>106/15</b>	<b>Banking arrangements</b>
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In the light of the transparency code, the change in the two signature requirement, and the HMRC ruling that cheques are not an acceptable means of paying tax and national insurance, the clerk presented a case to apply for telephone and internet banking. The council would need to review and adjust the internal controls by, say, having a bank reconciliation presented at council meetings on a regular basis.

Secondly, to aid the review process, and the ease of accounting, the clerk recommended that the accounting procedures were be more transparent, effective and efficient if the present Auto-Transfer arrangement between the business reserve and current accounts was cancelled.

The council approved both recommendations.

**ACTION Clerk**

<b>107/15</b>	<b>Third Dam</b>
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The clerk confirmed that, on instruction from the parish council, he wrote to Whitehorse Contractors on 11 June to say that all appropriate permissions and information had been received and they should proceed with the extra dam on the Stert stream tributary.

The letter emphasised that included in the Land Drainage Consent from Oxfordshire County Council (and accepted by Vale of White Horse District Council) was the condition that a detailed method statement must be received by the Vale two weeks prior to works commencing on site. Also seven days' written notice must be received before commencement and upon completion.

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<b>108/15</b>	<b>Parish Council Website</b>
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No further progress was reported but the matter is being pursued.  
Cllr Andrew Veal is using a different contractor to the one Bill Dring had started the process with.

The clerk mentioned that when he had to urgently appoint an ISP to provide a new email domain and mailbox he had gone to one who specialises in hosting WordPress websites as this was the method being used by Bill Dring's contractor.

The clerk suggested that it would be beneficial if the current project continued in WordPress as the council could use the same domain and ISP as is used for email.

**ACTION Cllr Andrew Veal**

<b>109/15</b>	<b>Road signs near Beaulieu Court</b>
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Cllr Colin Weyer inspected the road and the current positioning of signs and considers they are probably at an appropriate distance to give adequate warning. He will contact the county council and raise the matter.

**ACTION Cllr Colin Weyer**

<b>110/15</b>	<b>Village Green Gazebo</b>
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Although the plan to put a wooden gazebo on the village green was approved unanimously last autumn, some councillors have changed their opinion. A full discussion resulted in the decision not to proceed with a gazebo.

<b>111/15</b>	<b>Village Green</b>
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An ongoing discussion with the diocese is progressing and the council hopes to get feedback by mid-July.

**ACTION Cllr Paul Wooldridge**

<b>112/15</b>	<b>Village Hall Lease</b>
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Nothing further has been heard from the Village Hall committee. Cllr Paul Wooldridge will raise the matter again and will also re-send the proposed head of terms to all councillors. The parish council contribution towards the village hall ceiling repairs will not be paid until the lease matter is progressed.

**ACTION Cllr Paul Wooldridge**

<b>113/15</b>	<b>Village Hall car park</b>
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The land registry application should be completed by September, even though a last minute modification, from the field owner's agent, was requested to the "area in blue" on the map. The chairman will sign off the deed of easement.

**ACTION Cllrs Colin Weyer and Paul Wooldridge**

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<b>114/15</b>	<b>White gates</b>
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The council asked the clerk to contact H&S Fencing to see if they will quote for repainting the white gates at all entrances to the parish.

**ACTION Clerk**

<b>115/15</b>	<b>Lodge Hill</b>
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Cllr Joanne Blower reported on her meetings, and conversations, with SPADE, CPRE and WAG.

Joanne and Bob Warne will attend the Oxfordshire Growth Board on Thursday 25 June when the agenda includes the A34 Lodge Hill Interchange, Park and Ride, and the Freight Park. It is understood that Phase 1, the new slip roads and improved connectivity, is costed at £13m. The estimates for the second phase, for the P&R and Freight Park, are between £13m and £18.5m.

The Board has declared it will not take questions during the session but will answer in writing sometime after the meeting.

Cllr Joanne Blower had prepared several questions for submission and these were discussed and agreed by the Parish Council.

<b>116/15</b>	<b>Accounts for payment</b>
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1546	Clerk Jun	Salary and Office Expenditure	525.40
1547	HMRC	PAYE	101.00
1548	Bayworth Chapel	Hall hire May	24.00
1549	Ian Hutt	Village green grass cut April and May	384.00
1550	Mark McCracken	Strimming Sunningwell and Bayworth	140.00

<b>117/15</b>	<b>Any other business</b>
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### **Playground repairs**

Cllr Andrew Veal asked for an update on the repairs agreed following an inspection of the playground by MRH Services. The clerk will contact Mr Herring for an update

**ACTION Clerk**

### **Pig Roast**

A float of £100 will be available.

It was decided that, for safety reasons, there should not be an ice cream van near the entrance to the village green for the pig roast event.

<b>118/15</b>	<b>The Next Parish Council Meeting will be on Wednesday 29th July 2015 at Sunningwell Village Hall starting at 7.30pm</b>
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*The Chair closed the June meeting at 10:20 p.m.*

Signed ..... Chairman. Date .....

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