

**MINUTES OF THE ORDINARY MEETING OF RADLEY PARISH COUNCIL  
HELD AT THE CHURCH ROOM, RADLEY, ON THURSDAY, 20 DECEMBER  
2007 AT 7.30 PM**

**PRESENT:** Cr J Standen (in the Chair)  
Crs Crowley, Henderson, Johnston, Rogers, D Standen, Wilson, Yorston  
Three members of the public

**181/07 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Crs Davies, Nutt and Wren.

**182/07 DECLARATIONS OF INTEREST**

Cr Crowley declared a personal and prejudicial interest in relation to matters relating to the Radley Lakes.

Cr Johnston declared a personal interest in relation to Village Hall matters as he was Secretary to the Radley Village Hall Management Committee.

**183/07 MINUTES OF THE ORDINARY MEETING OF PARISH COUNCIL, 22  
NOVEMBER 2007**

The Minutes of the Ordinary Meeting of the Parish Council held on the 22 November 2007 were **APPROVED** and signed by the Chairman with the following amendments:

**Minute 169/07 (a)** should read: "... following up the repair of the crack in the black safety surface."

**Minute 169/07 (j)** should read: "It was noted that the Village Hall had had its Bar Licence and its Entertainments Licence suspended."

**Minute 169/07 (m)** should read: "**IT WAS AGREED** that no further action was possible at the moment.

**Minute 171/07 (i) (a)** should read: ""Several residents from Gooseacre and Badgers Copse attended the meeting and ..."

**Minute 171/07 (iii) (a) 3** should read: "Cr Crowley drew attention to how the clay stockpile ..."

**184/07 BUSINESS ARISING OUT OF THE MINUTES**

The Clerk reported:

- (a) **PLAY AREA:** No feedback had been received from Playdale regarding repair work.

- (b) SCHOOL CROSSING PATROL PERSON: Contact had been made with the Chairman of the School Governors about this.
- (c) CONSERVATION AREA: A reply had been received from the DC repeating the points made previously but not answering the Parish Council questions, and a further letter had been sent.
- (d) NOISE/WORK AT STATION: A reminder had been sent.
- (e) LAND BY BOWYER ARMS: A reminder had been sent.
- (f) VILLAGE HALL WORKING GROUP: It was noted that the Radley VHMC representatives were Mr Graham Collett and Mrs Valerie Hicks, and the Parish Council **AGREED** that Cr Bob Johnston, as its Secretary, should sit on the group.
- (g) ADOPTION OF RADLEY STATION: It was noted that the OCC advice was:
  - (i) To leave the matter until the New Year, by which time the new footbridge would be installed, and the County Council scheme to improve the station should be in full swing.
  - (ii) Get all the people who expressed an interest together to decide the kind of activities they wanted to do at the station, and for each person to fill out an application to join the scheme. Once the application forms had been returned to FGW, a meeting would need to be held so that Mr Steve England, Service Delivery Manager, and Adrian Saunders, OCC Rail Development Officer, could meet everyone and talk about the activities and how they could help the group get started, and most importantly, for Steve England to give a safety briefing to everyone (a passport sized photograph would be needed for an identity card). After that had taken place, and once the ID cards and hi-visibility clothing had been issued, the members of the group could begin doing things around the station.

It was noted that work on the footbridge should be completed in January 2008.

The Clerk was asked to follow this up.

#### **185/07 POLICE MATTERS**

- (a) VEOLIA DEPOT, THRUPP LANE: It was noted that Veolia vehicles had been vandalised.

#### **186/07 PLANNING MATTERS:**

- (i) **New Applications**

- (a) RAD/11540/5 – Conversion of existing building to single 2-bed dwelling involving raising of ridge by 300 mm and insertion of 3 no. dormer windows (amendment to Planning Permission RAD/11540/3), The Old Forge, Lower Radley: No objections, but the Parish Council felt that the 1.8 m fencing was far too high and the advice should be sought of County Highways on visibility.
- (b) RAD/20373 – Erection of single storey extension and replacement of existing flat roofs with pitched, 6 New Road: No objections, subject to comments from neighbours. Cr D Standen voted against this decision.
- (c) OCC Application – Tuckwells: It was noted that an application had been sent out by the OCC on the 18 December 2007, requiring comments by 18 January 2008. The Clerk had been told that the consultation period would not be extended. The Parish Council **AGREED** to object to this on the grounds that there was no time to consider it, but it would need to be made clear that the Parish Council was aiming to clear this area of industry and return it to the Green Belt. If temporary permission was considered necessary to clear the site, the Parish Council would accept a temporary extension of six months. The Clerk was asked to circulate the plan and reply after consultation with the Chairman, Vice-Chairman and Cr Johnston.

**(ii) Permission Given**

- (a) RAD/20302 – Erection of 2 x 1-bed flats. Demolition of existing garages and provision of three parking spaces, bin storage and cycle parking with access via Bowyer Close, land to rear of 24 Stonhouse Crescent.

**(iii) Misc:**

- (a) THRUPP AND BULLFIELD LAKES, RADLEY: It was noted that:
  - (i) The OCC had delayed consideration of the Village Green application until the 14 January 2008.
  - (ii) The DC had considered the Parish Council’s request to support the village green and were minded to be supportive in principle and on a without prejudice basis but would need to consider from the Parish Council a detailed proposal, including its objectives, other partners to be involved, and financial implications at a future Executive meeting. The Executive also asked that the Parish Council be advised that the DC would not be willing to contribute to any legal costs awarded against the Parish Council if it was unsuccessful.

No reply had been received from Abingdon Town Council.

- (iii) The Parish Council noted the advice received from NALC.
- (b) RAD/8051/1: Letter from Professor H P Summers was noted.

## 187/07 FINANCIAL MATTERS

- (a) **FINANCE AND ADMINISTRATION COMMITTEE, 29 NOVEMBER 2007:** Cr Crowley reported matters discussed at the last meeting of the Finance and Administration Committee, and the Parish Council noted:

### 1. EXPENDITURE

#### (i) Administration:

**Salary:** Salary increase of 2.457% had been awarded to the Clerk from 1 April 2007. This would affect the salaries of the Clerk, Village Cleaner and Sports Field Caretaker/Cleaner. An allowance had been allowed in the estimate.

It was noted that consideration might need to be given to the work of the Clerk which was based on the hours worked. At the moment the Parish Council had set up Working Parties on Village Hall and Conservation. There was the possibility of involvement in the following:

Parish Plan

Station Adoption

Parish Council could take the lead over the legal action in relation to the Village Green application.

**Telephone:** It was proposed by Cr Johnston, seconded by Cr Wilson and **AGREED** that the Clerk should be paid one-third of the cost of her telephone line/broadband. Currently she was paid one-third of the rental of her telephone line, and the cost of calls.

**Insurance:** It was noted that the Parish Council would be responsible for insuring the two new bus shelters. There might not be sufficient amount allowed in the 2008/2009 budget for insurance taking into account the increase in the Fidelity Guarantee Insurance, the Web-Site Insurance and the two new bus shelters. The Clerk was following this up with the Insurance Company.

**Awards to Local People/Awards to Retired Councillors and Chairmen of Council:** It was proposed by Cr Johnston, seconded by Cr Wilson and **AGREED** in principle that the Parish Council should arrange a special lunch, along the lines of the lunch provided for the Garden Competition, for people considered to have done/or do a lot of work in the Parish. The Parish Council would need to decide on the list of names, and the Clerk was asked to put this on the agenda of the next meeting.

**Management of Finances:** It was noted that several firms offered to set up computerised finance systems for Parish Councils. The Clerk was finding out more information from the Clerk of Kennington Parish Council who had recently had a new system installed.

- (b) **Playing Fields Expenditure:** The Clerk reported that she had been trying to find a firm to service the gas water heaters/gas fire at the sports pavilion, and British Gas had indicated it could undertake the work. They were also interested in a special deal buying gas and electricity from British Gas, and they agreed to provide a quote for this.

The Thames Water cost would be higher in 2007/2008 as a tap was left on around the time of the fete and the bill for one quarter was very high. The possibility of having automated switch off taps was raised.

**CCTV:** The detailed quote from Feel Secure was considered. The Parish Council **AGREED** to defer a decision for six months in view of the other large projects included in the estimates:

Fencing for Village Pond  
Support to Village Hall  
Fund for New Village Hall  
Footpath 8 –Widening Project

- (c) **Conservation:** It was proposed by Cr Johnston, seconded by Cr Crowley and **AGREED** that the following quotes from Berinsfield Community Service should be accepted:

- (i) White's Lane – To cut and remove basal growth from the Lime trees and to remove two fallen trees. Two men for 2.5 days had been allowed: £650 including chipper hire and dump runs.
- (ii) Lower Radley – To remove and kill off old elders. Two men for 0.5 day had been allowed: £185 including chipper hire and dump runs.
- (iii) Lower Radley – To clear rough area, add soil to level where needed, seed to grass. Two men for two days had been allowed: £570 including 2 tonnes top soil, dump run and grass seed.

Prices were net of a 10% discount on the labour. Some savings would be made if jobs (i) and (ii) were done at the same time and these would be passed on. All prices were exclusive of VAT.

- (d) **Village Pond:** It was noted that the Clerk was asked to purchase the appropriate amount of extract of barley straw to clear the pond. The cost was £7.99 per 250 ml which covered 1000 gallons of water.
- (e) **Bus Shelters:** £3,000 had been left in the estimates for 2007/2008. The latest position would be reported later in the meeting.
- (f) **Parish Plan:** The Parish Council **AGREED** that an application for a grant should be made to ORCC as soon as possible.
- (g) **Land Registry:** The Land Registry had indicated that the two sites – village green and triangle of land at Lower Radley – were not registered with anyone. An approach had been made to the OCC to check if anyone had expressed an interest in registering this land. The Parish Council **AGREED** that the Parish Council proceeded with this registration.
- (h) **Village Hall:** It was noted that:
  - (i) The cost of the soundproofing had increased and another £1,000 would be required. It was understood that the DC would not increase its grant, and Cr Johnston hoped the Parish Council would meet the increased cost.
  - (ii) The amount of revenue to the Village Hall would be £2,000 to £5,000 lower than required due to the change in policy regarding bookings. £2,000 had been allowed in the estimates for 2008/2009 to allow the Parish Council to help the Village Hall cover its costs.

It was proposed by Cr Rogers, seconded by Cr Henderson and **AGREED** that the Parish Council should meet the amended cost of the work, but that the District Council should be asked if it would be prepared to meet part/all of the increase in the cost of the work.

The Parish Council **AGREED** to include a maximum of £2,000 in the budget to subsidise the Village Hall Management Committee, but any claim against this sum would be on the production of accounts/evidence that the subsidy was required.

- (i) **Notice Boards:** The Committee considered that the need for an open community notice board in the village where notices could be posted by the public was justified, and the Parish Council **AGREED** to provide a community notice board. **IT WAS AGREED** that a good site would be on the corner of the Lower Radley turn, on the side by the allotments. The Clerk would

follow up with the DC the question of planning permission, and Radley College had been asked if the notice board could be a project for one of its pupils.

**2. PARISH COUNCIL ASSETS:** The Committee considered the following:

1. The definition of “Assets” as set out in A Practitioners’ Guide to the Governance and Accountability in Local Councils in England and Wales was as follows:

“The assets that it owns (things that will be of economic benefit to the council in the future: e.g., buildings, vehicles, investments, cash)”

2. The following information was given in the Notes attached to the summary receipts and payments account for 2006/2007:

“Assets are defined as land and buildings, vehicles, and plant and equipment with a value in excess of £1,000.

At 31 March 2007 the Parish Council held the following assets:

	<b>Cost</b>
Allotments	£2,500.00
Cemetery	£1,800.00
Play Area Equipment:	£22,071.57
Bus Shelter, Foxborough Road:	£2,870.64
Bus Shelter, Kennington Road:	£7,955.56”

The cost given for the last three items on the list were updated each year in accordance with the insurance cover, which had been indexed linked since the items were purchased. The price for the land was the purchase price.

It was proposed by Cr Johnston, seconded by Cr Rogers and **AGREED** that the Parish Council accepted that its Assets had been reviewed and that no changes were necessary.

3. **DONATIONS 2007/2008:** It was noted that the Committee had looked at the requests for donations, details of which would be put to the Parish Council, and that it had recommended that Save Radley Lakes should be given a grant of £1,000 towards the cost of obtaining independent legal advice on the Town Green Inspector’s report.

4. **ACCOUNTS FOR PAYMENTS:** It was noted that the following account had been paid:

(a) Radley College – Grass Cutting: £493.50

**(b) TO CONSIDER THE PRECEPT FOR 2008/2009**

The Parish Council received the Financial Statement and Summary relating to Parish Council expenditure for 2006/2007 and 2007/2008 and estimates for 2008/2009. It was noted that the Finance and Administration Committee had reviewed the budget figures carefully and considered that an increase in the precept was required. It was proposed by Cr Johnston, seconded by Cr Rogers and **AGREED** that the precept for 2008/2009 should be £49,500.

**(c) DONATIONS**

The Parish Council considered the list of donations:

- (i) Abingdon and District Citizen Advice Bureau: It was proposed by Cr Rogers, seconded by Cr Johnston and **AGREED** that a donation of £300.00 should be made.
- (ii) South and Vale Carers Centre: It was proposed by Cr Johnston, seconded by Cr Rogers and **AGREED** that a donation of £250.00 should be made.
- (iii) Oxfordshire Association for the Blind: It was proposed by Cr Johnston, seconded by Cr D Standen and **AGREED** that a donation of £50.00 should be made.
- (iv) Gone Sailing – The Farmoor Reservoir Pontoon project: It was proposed by Cr Johnston, seconded by Cr D Standen and **AGREED** that a donation of £100 should be made.
- (v) Junior Citizen Trust: It was proposed by Cr D Standen, seconded by Cr Rogers and **AGREED** that a donation of £50 should be made.
- (vi) Oxfordshire Children’s Information Service: It was proposed by Cr J Standen, seconded by Cr Rogers and **AGREED** that a donation of £100 should be made.
- (vii) Victim Support: It was proposed by Cr Johnston, seconded by Cr D Standen and **AGREED** that a donation of £100 should be made.
- (viii) Radley History Club: It was proposed by Cr Johnston, seconded by Cr D Standen and **AGREED** that a donation of £50 should be made.
- (ix) Radley News: It was proposed by Cr Johnston, seconded by Cr Wilson and **AGREED** that a donation of £300 should be made subject to the presentation of a set of accounts.

- (x) Save Radley Lakes: It was proposed by Cr Johnston, seconded by Cr Wilson and **AGREED** that a donation of £1,000 should be made. Cr Crowley left the meeting for this item.

The Parish Council decided that no donations would be made to:

Sunningwell School of Art  
Oxfordshire Chinese Community and Advice Centre  
Vale and Downland Museum

- (d) **ACCOUNTS FOR PAYMENT:** It was proposed by Cr Henderson, seconded by Cr Johnston and **AGREED** that the following accounts should be paid:

(i)	Miss S E Raven:	£1,450.70
	Salary, December 2007:	£379.28
	Village Cleaner, January 2008:	£77.00
	Fourth Shelf for Metal Cupboard:	£14.09
	Allowance for Use of Computer:	£250.00
	Expenses, 1 July to 30 September 2007:	£325.00
	1. Expenses:	£25.00
	2. Telephone:	£21.74
	3. Mileage:	£128.92
	4. Postage:	£85.50
	5. Stationery:	£59.74
	6. Photocopying:	£4.10
	Expenses, 1 October to 31 December 2007:	£405.33
	1. Expenses:	£25.00
	2. Telephone:	£21.74
	3. Mileage:	£164.83
	4. Postage:	£39.24
	5. Stationery:	£70.22
	6. Photocopying:	£65.76
	7. Bags for Cleaner:	£13.56
	8. No Smoking Notices:	£4.98

The Parish Council noted that, with the cost of mileage on top of the cost of the photocopying, it was uneconomical for the Clerk to continue to use Copycat Services. **IT WAS AGREED** that a letter of thanks should be sent to Copycat Services for the valuable help they had given the Parish Council.

(ii)	Mrs K Sharp – Salary, December 2007:	£139.33
(iii)	Southern Electric – Sports Pavilion:	£51.30
(iv)	Ringrose Tree Services:	£2,097.38
(v)	Society of Local Council Clerks – Subscription:	£91.00

- |       |                                                 |         |
|-------|-------------------------------------------------|---------|
| (vi)  | Berinsfield Community Business – Bark Dressing: | £164.50 |
| (vii) | Mr J Huddleston – Domain Renewal:               | £14.98  |

### **188/07 CODE OF PRACTICE**

- (a) DETAILS OF DC PRESENTATION DURING TRAINING SESSIONS FOR TOWN AND PARISH COUNCILS: Noted
- (b) OALC BRIEFING NOTE ON PUBLIC PARTICIPATION SESSIONS AT PARISH COUNCIL MEETINGS AND PARAGRAPH 12(2) OF THE REVISED MODEL CODE OF CONDUCT: It was proposed by Cr Crowley, seconded by Cr Johnston and **AGREED** to accept the recommended code and amend the Standing Orders accordingly, particularly in relation to public participation.

### **189/07 CONSERVATION**

- (a) ACTION ON “ENVIROCRIMES” – POWERS FOR PARISH COUNCILS: **IT WAS AGREED** that the two DC environment wardens, Colin Marshall and Sadie Broadbridge, should be invited to the February meeting of the Parish Council.

- (b) CONSERVATION WORKING PARTY: It was noted that the following members of the Abingdon Naturalists Society were willing to join the Parish Council’s Working Party:

Mrs Jo Cartmell, 31 Norris Close, Abingdon OX14 2RL, Tel: 01235 534424

Mrs Gunilla Harbour, 43 South Avenue, Abingdon OX14 1QR, Tel: 01235 526678

Dr Robert Eeles, 69 Alexander Close, Abingdon, OX14 3SX, Tel: 01235 537128

**IT WAS AGREED** that Radley College should be asked if it wished to have a representative on the Working Party.

- (c) PLACES FOR PEOPLE: It was noted that Radley College had no objection to Footpath 8 being widened. **IT WAS AGREED** that an application should be made to TOE for a grant towards this work. The Clerk, in consultation with Cr Wilson, would prepare and submit an application for this work, taking into account that the Parish Council had included £5,000 towards the cost.
- (d) VILLAGE POND: The matter of a school representative had been raised with the Chairman of the School Governors.

## **190/07 YOUR VALE – YOUR FUTURE**

The Parish Council considered this document and felt that for any development under this framework document it wished to be assured that the Green Belt around Radley be retained in its present form, and that brown sites should be fully utilised.

## **191/07 BUS SHELTERS**

- (a) **COMPLAINT FROM MR HARPWOOD:** The Parish Council considered the complaint from Mr Harpwood regarding the Real Time Display signs and the OCC view on this complaint **IT WAS AGREED** that the OCC view should be forwarded to Mr Harpwood so that he could follow up this matter as suggested.
- (b) **BUS SHELTERS – OCC AGREEMENT:** It was noted that the OCC had placed the orders for the bus shelters for Sugworth Crescent and Pebble Hill with Bus Shelters Ltd, and that the work should be carried out towards the end of February. It was proposed by Cr Johnston, seconded by Cr Henderson and **AGREED** that the Parish Council should accept the OCC legal agreement in relation to the provision of these bus shelters.

It was noted that the Parish Council would not be expected to make a contribution towards the cost of these shelters as there was a 100% grant funded by the OCC. The values of the Pebble Hill and Sugworth Crescent shelters were £2,477.50 and £3,155 respectively.

**IT WAS AGREED** that the Parish Council should submit applications through the Shelter Grant Scheme early in the new financial year for further bus shelters.

## **192/07 HIGHWAY MATTERS:**

- (a) **INCREASED TRAFFIC ALONG THRUPP LANE/CONDITION OF THRUPP LANE/NOISE FROM RECYCLING VEHICLES:**

It was noted that Mr Alick Natton had indicated to the residents that his report was being considered on the question of whether the present situation with noise from the Veolia vehicles amounted to a Public Nuisance. If the DC was satisfied that there was a reasonable chance of bringing a successful case, they would pursue the authorisation to do so. Details of the DC traffic survey had been received.

Cr Johnston reported that he had discussed this matter further with the DC and understood that it was hoped that the waste lorries would be moving to another site shortly and that when the new contract came into effect in 2010 wherever they would be based it would not be Thrupp Lane.

- (b) **TREE – FOXBOROUGH ROAD:** The Clerk had been in touch with the OCC Tree Officer, and had had confirmation that the tree would be removed shortly.

- (c) RAILWAY BRIDGE, LOWER RADLEY: The Clerk was pressing for details of the date when the pedestrian signs would be put up.
- (d) STONHOUSE CRESCENT: The OCC should be asked to give urgent attention to the road outside 35/36 Stonhouse Crescent as it had completely disintegrated.

#### **193/07 PARISH WEBSITE**

Cr Wilson reported that the Working Party had met and had made alterations to the front page. It now included less news items and was more manageable. They were also looking at the size of the screen and links to organisations outside the area.

#### **194/07 REPORT OF DISTRICT AND COUNTY COUNCILLOR**

Cr Johnston reported:

- (i) Vale of White Horse DC: The DC was wholly taken up with the disposal of the Old Gaol. The Executive had chosen its preferred scheme and was making rapid progress on signing an agreement. He also reported that RWE Npower had given a presentation to the DC.
- (ii) Oxfordshire County Council: The OCC Highways were introducing a new system of contracting and was inviting contractors to become a consortium. The OCC would soon be choosing a preferred contractor for the proposed waste disposal contract. Budget discussions were still ongoing and it looked as though it would be a very tight budget.

#### **195/07 CORRESPONDENCE**

##### **(i) FOR ACTION**

**NIL**

##### **(ii) FOR INFORMATION**

- (a) Vale of White Horse DC:
  - (i) Standard National Planning Application Form – 1APP
  - (ii) Lift and Reduce Crown to 1 x oak, 39 Bigwood Park
  - (iii) Reduce Crown Spread on One Oak Tree by 20%, 39 Bigwood Park
- (b) Oxfordshire County Council - Review of external transport posts: NOTED
- (c) Oxfordshire Community Land Trusts

- (d) The Public Catalogue Foundation
- (e) Oxford Green Belt Network, Newsletter December 2007
- (f) Rail Watch, December 2007

**(ii) FOR INFORMATION:**

- (a) Vale of White Horse DC:
  - (i) Vale Views, Autumn 2007
- (b) Oxfordshire Rural Community Council:
  - (a) Changes to the Post Office network in Oxfordshire
  - (b) Review of the Provision of Primary Education in Oxfordshire
  - (c) News Bulletin November 2007
  - (d) Review, Autumn/Winter 2007
- (c) Oxford Green Belt Network – AGM 19 November 2007
- (e) Open Space Society – Greens get a second chance
- (f) Communities and Local Government – Outdoor advertisements and signs: a guide for advertisers
- (g) Local Council Review, November 2007
- (h) Clerks and Councils Direct, November 2007
- (i) Glasdon – Latest Products for Local Councils
- (j) Thames Valley Police – Christmas Crime menu
- (k) Oxfordshire Association of Local Councils: County Circular November 2007
- (l) South Oxfordshire DC: Core Strategy – Issues and Options Consultation

**196/07 NOTIFIED BUSINESS**

NIL

Date: .....

Chairman

**CONFIDENTIAL MINUTE, 20 DECEMBER 2007**

The Chairman formally moved that the Parish Council moved into confidential session and that the public and press be excluded for this item to avoid the release of exempt information.

**197/07 RADLEY COLLEGE**

The Chairman reported on recent discussions with the Bursar. The Parish Council **AGREED** that this should be followed up as quickly as possible.

Date: .....  
Chairman