

**MINUTES OF THE ORDINARY MEETING OF RADLEY PARISH COUNCIL
HELD AT THE CHURCH ROOM, RADLEY, ON THURSDAY, 26 JULY 2007
AT 7.30 PM**

PRESENT: Cr J Standen (in the Chair)
Crs Crowley, Henderson, Johnston, Nutt, Rogers, D Standen, Wilson

105/07 APOLOGIES FOR ABSENCE

Apologies were received from Cr Wren.

106/07 DECLARATIONS OF INTEREST

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

Cr Johnston declared a non-prejudicial interest in matters relating to the Village Hall and personal interest in relation to Item 110(i) (b).

Crs D and J Standen declared a personal and prejudicial interest in relation to Item 110(i) (b) and (c).

**107/07 MINUTES OF THE ORDINARY MEETING OF PARISH COUNCIL, 28
JUNE 2007**

The Minutes of the Ordinary Meeting of the Parish Council held on the 28 June 2007 were **APPROVED** and signed by the Chairman with the following amendments:

Minute 97/07 (b) (ii) should read: The suggestion was that the Parish Council should make a grant of £3,000, the DC had been asked for a grant of £5,000, and WREN had been asked for a grant of £3,500.

Minute 100/07 (a) – heading should read: FLOODING BY RADLEY COLLEGE AND SUGWORTH LANE

Minute 100/07 (d) should read: A large tree in front of the last house.

108/07 BUSINESS ARISING OUT OF THE MINUTES

The Clerk reported:

- (a) **PLAY AREA:** It was reported that Playdale Play Equipment were following up the repairs to the safety surface and the two small play items.

- (b) VILLAGE HALL – BOOKINGS: The Clerk had reported the lack of police attendance on the 9 June to the police.
- (c) VILLAGE POND: It was noted that the local farmers had not produced barley or oats straw this year, and the Clerk was trying to find another supplier.
- (d) SCHOOL CROSSING PATROL PERSON: No further information had been received.
- (e) CO-OPTION OF TWO PARISH COUNCILLORS: It was noted that one person had expressed an interest.
- (f) PLAYING FIELD – MAINTENANCE/GRASS CUTTING ARRANGEMENTS: It was noted that Berinsfield Community Services should be able to trim the periphery of the field as part of the contract with the Parish Council.
- (g) VILLAGE SHOP – PARKING: It was noted that parking was not proving a great problem at the shop.
- (h) CONSERVATION AREA – LOWER RADLEY: It was noted that the DC's priority was to carry out Conservation Appraisals of its extension 52 Conservation Areas. The DC was currently completing 3 or 4 appraisals a year, and it would be some time until the DC could look at designating any additional conservation areas. The Parish Council was asked to ascertain how many of the appraisals had been carried out, and whether the Parish Council could carry out any of the preliminary work in relation to Lower Radley being considered as a Conservation Area to expedite matters.
- (i) PROVISION OF BUS SHELTERS: The OCC had not yet made a decision on the contract for bus shelters.
- (j) VALE OF WHITE HORSE DC – OFFER BY CHAIRMAN OF DC TO MEET PARISH COUNCIL: It was noted that the Chairman of the DC was likely to come to the October meeting of the Parish Council.
- (k) DISTRICT COUNCILLOR REPORT: Cr Johnston reported that the ABITS meeting had been called by the OCC, and he had confirmed that DC Councillors were present but had not been able to speak.

109/07 POLICE MATTERS

- (a) SPEEDING MOTORCYCLISTS – FOXBOROUGH ROAD; It was reported that police speed checks were taking place in the Parish.
- (b) CYCLE – OUTSIDE CHURCH: The Clerk reported that she had asked the police if the cycle chained outside the church for the last two months could be removed.

- (c) REQUEST FOR FUNDING FOR LIGHTING AND YOUTH SHELTER, BMX TRACK OFF AUDLETT DRIVE: No further information had been received from the police.

110/07 PLANNING MATTERS

(i) New Applications

- (a) RAD/20186 – Single storey rear extension, 17 Foxborough Road: No objections, subject to neighbours' comments

Crs D and J Standen declared a personal and prejudicial interest in the following two planning applications. Cr Johnston declared a personal interest. Cr J Standen stood down from the Chair during the discussions and all Councillors left the meeting during the discussion. Cr Crowley took the Chair for this item.

- (b) RAD/7515/5 – Proposed extension and alterations to existing dwelling. Erection of two detached dwellings and double garage, Lyric Wood, 6 Lower Radley: No objections, subject to neighbours' comments
- (c) RAD/79/3 – Outline application for erection of a dwelling with integral garage accessed via Lyric Wood, 6 Lower Radley, land rear of Gardener Lodge, Lower Radley: No objections, subject to neighbours' comments.

Crs Johnston, D Standen and J Standen returned to the meeting, and Cr J Standen took over the Chair for the remainder of the meeting.

- (d) RAD/9909/3 – Extension to garage to provide ancillary living accommodation, Thrupp House, Barton Lane: No objections, but considered that a separate condition should be enforced indicating that the extension could not be sold off as a separate house.
- (e) ABG/15334/9 – Renewal of application ABG/15334/8 for the erection of two x three storey office blocks including associated car parking (Units A & B Grange Court, Land adjacent to Nord Gear Ltd (Unit C) Barton Lane): For information as application adjoined Parish Boundary.

(ii) Permission Given

- (a) RAD/20238 – Installation of new dormer and roof light and French doors with balustrade on end gable, 4 Turners Court.

(iii) Misc:

(a) RWE nPOWER – FILLING OF GRAVEL PITS

1. Letter from RWE Npower: Cr Wren had not yet prepared a draft of the letter, but had indicated that this would be ready next week.
2. OCC Planning and Development Committee, 16 July 2007: Cr Standen reported that she had spoken at the OCC Planning and Development Committee regarding the three outstanding conditions. These were approved, but the OCC would not finalise the approval until the position in relation to the quantity of gravel in lakes had been clarified.
3. Meeting with Mr Rainford: It was noted that Mr Rainford wanted clarification why the Parish Council did not wish to use the Liaison Committee which was the agreed form of communication between the Parish Council and the Power Station. The Parish Council thought that this should be a formal meeting open to the public if they wished to attend, which was not the case with the Liaison Committee. The Parish Council would be very sorry if Mr Rainford declined the invitation to a special meeting of the Parish Council, but considered that this was the correct approach in this instance.
4. Fly Tipping – Footpath 9: This had been drawn to the attention of the DC.

110/07 FUTURE OF VILLAGE SHOP

Cr Wilson reported that the shop was doing well and making the target turnover required. The running of the village shop was a lot more work than anticipated and it was a struggle to find sufficient volunteers so anyone wishing to volunteer would be very welcome. Suggestions on suppliers would also be welcomed.

111/07 FINANCIAL MATTERS

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

(i)	Miss S E Raven:	£862.63
1.	Salary, July 2007:	£379.28
2.	Village Cleaner, August 2007:	£77.00
3.	Allsports Trophies – Engraving of Garden Competition Trophies:	£123.38
4.	Purchase of Vouchers – Garden Competition:	£60.00
5.	Purchase of SLCC Working with Your Council Updates May 2006:	£19.50
6.	Expenses:	£25.00
7.	Telephone:	£21.74

8.	Mileage:	£104.45
9.	Postage:	£26.57
10.	Photocopying:	£4.60
11.	Stationery:	£11.11

- (ii) Mrs K Sharp – Salary, July 2007: £139.33
- (iii) Chubb Fire Ltd – Servicing of Fire Extinguishers,
Sports Pavilion: £185.19
- (iv) ITT Flygt Ltd – Servicing of Flygt Pump, Sports Pavilion: £733.04

(b) REPORT OF FINANCE AND ADMINISTRATION COMMITTEE, 19 JULY 2007:

Cr Crowley presented the report of the Committee:

1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

It was noted that Cr Crowley had been appointed as Chairman for 2007/2008, and Cr Rogers as Vice-Chairman for the same period.

2. APPOINTMENT OF PLAYING FIELD COORDINATOR

It was noted that Cr Nutt had been appointed as the Playing Field Coordinator for 2007/2008.

3. REVIEW OF TERMS OF REFERENCE

It was noted that the most up-to-date terms of reference were going to be circulated to the Committee members.

4. KEYS FOR SPORTS PAVILION: It was noted that the Clerk had undertaken a detailed review of key holders and held a chart showing where keys were. It was **AGREED** that Cr Standen should still have keys as he acted as Deputy Playing Field Coordinator when Cr Nutt was not available.

5. NO SMOKING NOTICES: It was noted that there were “No Smoking” Notices in the kitchen and meeting room at the Sports Pavilion but, with the new legislation, it was necessary for a “No Smoking” Notice to be put on the outside of the building. It was proposed by Cr Rogers, seconded by Cr Nutt and **AGREED** that the necessary statutory sign should be purchased.

6. PARISH PLAN: It was noted that the Clerk had agreed to key in the existing plan with the help of Cr J Standen.

7. VILLAGE POND: It was proposed by Cr Rogers, seconded by Cr Johnston and **AGREED** that estimates should be obtained for providing a 4'6" bow-top fencing around the periphery of the Village Pond so that this could be considered for the 2008/2009 budget.
8. CAR PARK: **IT WAS AGREED** that there was a need for a notice indicating that the car park was maintained by the Parish Council with a disclaimer about liability for damage to users, and the Clerk was asked to investigate this.
9. REPORT ON INCOME AND EXPENDITURE FOR 2007/2008
 - (a) CURRENT POSITION: The report summarizing the position as at 30 June 2007 was noted.

The Committee had discussed the level of rent for the Allotments but as the tenants met the cost of water in addition to the rent it was decided that this charge was in line with other allotments in the area.

It was noted that the Clerk had reported that she had created £176.67 bank charges by issuing cheques before transferring money from the Building Society. Following discussion with the Nat West £100 had been refunded. The Clerk had indicated that she would meet the balance of the charges, but it was proposed by Cr Crowley, seconded by Cr D Standen and **AGREED** that the Parish Council should meet these costs.

The Clerk indicated that to try to avoid the problem occurring again she had discussed with Nat West Bank the possibility of transferring funds from one account to another via the internet. She had been told this was not possible for an organization like the Parish Council where three signatures were required on each cheque, even if she was a signatory. The interest rate in the Bradford and Bingley Building Society account held by the Parish Council was currently about 2% and the Bank could only offer the Parish Council a similar rate of interest on a second account, and then there would need to be written agreement for each transfer from one account to another, signed by three of the Councillors. **IT WAS AGREED** that the Clerk should investigate other forms of banking and make a report to the Parish Council.

- (b) BREAKDOWN OF GARDEN COMPETITION ACCOUNTS 2007: It was noted that there was likely to be income in the region of £290, compared with expenditure of £365. However, there was a surplus budget of \$455 over the period of the Garden Competitions, and the Committee considered that there should be no change in the prizes given this year. The Garden Competition

Working Party would meet early in 2008 to put recommendations to the Parish Council on future prizes, considering the very generous gift of plants from Robert Mattocks Roses.

10. ACCOUNTS FOR 2006/2007: It was noted that the Internal Auditor had raised two points with the Parish Council:

- (a) The Fidelity Guarantee Insurance in accordance with CIPFA Formula should be £99,000, compared with the current cover of £52,000. It was noted that the Clerk had put in an application to adjust the sum covered, but had been sent a new type application form for completion. This would be submitted, so that the Parish Council could see the cost of the increased cover on the insurance cover.
- (b) The Cleaners were paid gross, and it would be helpful if rates of pay for these part-time staff could be provided in future years. In view of this comment, this had been put on the agenda of the meeting so that rates of pay could be recorded.

11. PLAYING FIELD MATTERS:

- (a) TREE PRUNING: It was proposed by Cr Rogers, seconded by Cr Henderson and **AGREED** that the Parish Council should accept the estimate from Ringrose Tree Surgery for £1,500. The Clerk reported that she had written to Radley College asking if they could undertake some of the work so the bill might be less than this.
- (b) GRASS CUTTING: It was noted that the Committee was pleased with the grass cutting arrangements with Radley College. It was likely that Berinsfield Community Business would be able to cut the periphery of the field.
- (c) COSTS 2006/2007: The Committee considered the costs over the last year, and considered that these were in order.
- (d) REVIEW OF TERMS AND CONDITIONS/RENTS FOR 2007/2008: The Committee made minor amendments to the Terms and Conditions, taking account of the new No Smoking Regulations. No change was suggested for the rents.

12. VILLAGE HALL – FUTURE FUNDING FOR REQUIRED WORK

Cr Johnston indicated that the Radley Village Hall Management Committee was required to undertake the following work at the Village Hall following complaints about noise. The Village Hall Management Committee would be providing Double Glazing in the windows where double glazing had not been installed, and this would cost £2,000.

In addition, it was necessary to provide sound-proofing in the roof area, and it would cost £11,500 to undertake this work. Cr Johnston had been in touch with the Oxfordshire Rural Community Council, and had been advised that the Parish Council should lead on this as this would open up the possibility of grants from the DC and WREN. In addition, the Parish Council would be able to reclaim the VAT. The suggestion was that the Parish Council should make a grant of £3,000, the DC would be asked for a grant of \$5,000, and WREN had been asked for a grant of £3,500. The grants from the DC and WREN depended on the Parish Council handling the project and making a grant. It was confirmed that the Parish Council had the power to undertake work on the Village Hall.

Cr Johnston confirmed that the work being undertaken was on the recommendation of the DC Environmental Health Department, and the Village Hall management Committee had not yet decided upon a contractor for the work.

A letter from Mr Adrian Palfreyman of Drysdale Close was read out to the meeting, which showed that he was extremely concerned that the work being undertaken would help all residents in the area, not only those in Gooseacre. There was a detailed discussion on the points raised in relation to the work being undertaken, and the Committee feels that the improvements would help all residents. Once this work had been undertaken, the position would be reviewed to see if anything else needed to be done to reduce noise levels. It was noted that Mr Palfreyman was also concerned about the noise on the playing fields when gangs of youths met late at night. This had nothing to do with Village Hall or parish Council events, and was caused by dispersal orders in various parts of the County leading to youths moving to other areas. There was a particular complaint on the 9 June 2007, but members of the VHMC were monitoring the event held that evening, and there was no disturbance whilst this was taking place. The VHMC were no longer taking bookings for 16, 18, and 21 year old birthday parties.

Cr Johnston left the meeting when the Parish Council were discussing the funding options for the sound-proofing.

Members of the Finance and Administration Committee confirmed that they had reviewed the Parish Council budget and that there were sufficient funds to make a donation of £3,000. It was proposed by Cr Henderson, seconded by Cr Wilson and **AGREED** that the Parish Council should take responsibility for the Sound-Proofing Project, giving a £3,000 donation towards it to allow grants from the DC and WREN.

Cr Johnston returned to the meeting.

There was discussion on the need to consider the provision of a new Village Hall Project, and it was proposed by Cr Johnston, seconded by Cr

Henderson and AGREED in principle to set up a Working Party to look into this. This would be discussed at a future meeting when recommendations would be put to the Council on Terms of Reference and membership.

13. REVIEW OF REGISTER OF RISKS 2007: It was noted that the Committee had reviewed the current Register of Risks and RECOMMENDED its acceptance by the Parish Council. The Register of Risks would be circulated to the next meeting for consideration. It was noted that the Clerk had been asked to ascertain from the OALC whether legal cover was required for Parish Council material on the web site.
14. REVIEW OF SALARIES OF VILLAGE CLEANER AND CARETAKER/CLEANER FOR THE SPORTS PAVILION: It was proposed by Cr Johnston, seconded by Cr Rogers and **AGREED** that for 2007/2008 the payments to the Village Cleaner and the Caretaker/Cleaner for the Sports Pavilion should be in line with the increase to the Clerk. This was an ad hoc arrangement for this year only, and would be reviewed annually. The special circumstances of the Village Cleaner would need to be taken into account.
15. ACCOUNTS FOR PAYMENT: It was noted that the following accounts had been paid by the Committee:

(a)	HM Revenue & Customs – Income Tax/NI: Reduced by £150 as paid on-line	£190.41
(b)	Berinsfield Community Business – Gardening:	£361.32
(c)	Copycat Services – Photocopying:	£21.78
(d)	RJS (IA) Ltd – Internal Audit:	£175.00
(e)	MRH Services – Play Area Inspections April and July 2007:	£60.00
(f)	Local Council Review – Subscription Renewal:	£13.50
(g)	Mrs J Standen – Catering Costs incurred: Mrs Standen undertook to pay the amounts owed to the people listed on the invoice.	£96.38
(h)	Margaret Timms – Attia Trophy, Garden Competition:	£50.00
(i)	Victor & Sylvia Bishop – Tuckwell Trophy, Garden Competition:	£25.00
(j)	Valerie & Brian Mott – Parish Council Trophy, Garden Competition:	£25.00

The Parish Council endorsed the action of the Committee in agreeing that the Clerk should purchase £20.00 National Garden Tokens for the following:

- (a) Dian & Michael Slay – Runner-Up, Attia Trophy
- (b) Leslie & Nicky Jones – Runner-up, Tuckwell Trophy

(c) Bernard Woodward, 6 Bluebell Ridge, Woodlands.

16. **BINDING OF MINUTE BOOKS:** The Parish Council noted that the Committee recommended that bound record books were essential for archiving, and the Clerk was asked to get two/three estimates for this work so that this matter could be considered.

(c) **REPORT OF INCOME AND EXPENDITURE FOR 2007/2008, UP TO 30 JUNE 2007**

The Parish Council noted the current figures.

(d) **ANNUAL ACCOUNTS 2006/2007**

The formal accounts papers had been circulated to the Councillors, and it was proposed by Cr Johnston that the accounts should be accepted for submission to the External Auditor. This was seconded by Cr Henderson and **AGREED**.

(e) **PROVISION OF CCTV AT SPORTS PAVILION**

The Parish Council considered two estimates, and it was proposed by Cr Henderson, seconded by Cr Nutt and **AGREED** that the estimate from Feel Secure should be accepted subject to a satisfactory site meeting to discuss the proposals. Cr Johnston abstained from voting.

112/07 CONSERVATION

(a) **GARDEN COMPETITION:** The Parish Council noted the results of the 2007 competition. Cr Crowley reported that pictures of the winning gardens were on the web site.

(b) **FOOTPATHS:** Cr Wilson reported that the Trust for Oxfordshire's Environment (TOE) was offering grants to improve footpaths. He would arrange a meeting of the Annual Tree Planting/Maintenance of Footpaths Advisory Working Group to look into this.

113/07 HIGHWAY MATTERS

(a) **HIGHWAY MATTERS:** The Clerk was asked to arrange a site meeting with OCC Highways to discuss the following:

- (i) Catharine Close:
 - 1. Condition of Splay
 - 2. Manhole Cover
 - 3. Dropped Kerb
- (ii) Potholes – Foxborough Road

- (iii) Lower Radley – Traffic Flow: It was not known when the further survey would be undertaken
 - (iv) New Road – Splay
 - (v) Flooding outside Radley College: Bank had eroded away and urgent action was necessary to stop pavement collapsing.
 - (vi) Tree – Foxborough Road/Whites Lane Junction
 - (vii) Growth of Roadside Trees at St James' Terrace
 - (viii) Growth in Roadside Gutters
- (b) **INCREASED TRAFFIC ALONG THRUPP LANE/CONDITION OF THRUPP LANE/NOISE FROM CLEANAWAY VEHICLES:** The Clerk reported that the residents had prepared a report on the situation, and **IT WAS AGREED** that Mr Mike Wilson should be invited to attend a future meeting of the Parish Council so that the report could be discussed fully by the Parish Council. In addition, the Clerk was asked to follow up with the OCC the possibility of access from Barton Lane to reduce the traffic along Thrupp Lane, restating its concern about the danger to pedestrians and cyclists using the official cycle track.

114/07 PARISH WEBSITE

Cr Wilson reported:

- (a) **EDITORIAL POLICY FOR SPECIAL INTEREST AND PRESSURE GROUPS:** The Radley Village Website Working Group had discussed how to overcome the type of problem which had occurred in relation to material put on the website on the Enquiry into Village Green status for Radley lakes, and a Statement of Editorial Policy prepared by the Committee was circulated to members. In addition, Cr Crowley tabled a statement he had prepared. Councillors considered that they needed to consider these statements before further discussion and **IT WAS AGREED** that these would be circulated with the agenda for the next meeting.
- (b) **FUTURE ARRANGEMENTS FOR TECHNICAL MAINTENANCE: IT WAS AGREED** that Tony Stoye should be offered the job of technical maintenance at a price of £175 for reinstating the forum and £20 per hour for other work up to the budget figure of £350 for this financial year. The Finance and Administration Committee would be reviewing this year's budget in October and it would take into account the cost of the additional work being undertaken.
- (c) **LAYOUT OF THE HOME PAGE:** It was noted that the Working Group had reviewed the material put on the Home Page and were restricting it to an absolute maximum of six line items for news, with no more than two line items being about the same topic.
- (d) **PCC BOOKLET ON RADLEY:** It was reported that this booklet made no reference to the Website.

- (e) E-MAIL ADDRESS: Changes were going to be made to the e-mail address to reduce the amount of junk mail.

115/07 ANNUAL PARISH MEETING, 27 APRIL 2007

This item was deferred.

116/07 CODE OF CONDUCT

The members received the agreed version of Radley Parish Council's Code of Conduct together with the two documents from the Standards Board for England:

- The Code of Conduct: Guide for members
- The Code of Conduct: Pocket guide

117/07 REPORT OF DISTRICT AND COUNTY COUNCILLOR

Cr Johnston reported:

- (i) Vale of White Horse DC: It was noted that tenders had to be received by the DC for the Old Gaol by the 2 October 2007, when one tender would be selected and the necessary contract issued.
- (ii) Oxfordshire County Council: The first financial monitoring report had been received, and services for the elderly and highway maintenance had pressures on their budgets. It was anticipated that with the additional work created by the recent flooding, the highways expenditure was estimated to have a shortfall of £2m even though some Government money would be available.

118/07 CORRESPONDENCE

(i) FOR ACTION

(a) Oxfordshire County Council:

- (i) Town and Parish Council Liaison Event, 27 September 2007 from 6.00 pm until 9 pm, Larkmead School, Abingdon. This would be put on the agenda of the next meeting.
- (ii) Celebration of Millennium of Oxfordshire, Sunday, 16 September 2007: The Chairman **AGREED** to accept this Invitation

- (b) Vale of White Horse: Fell 1 Oak Tree, 10 Bigwood Park: It was accepted that this tree should be felled.
- (c) Oxfordshire Rural Community Council – Migrant workers in rural communities in Oxfordshire – the role of parish councils: The Parish Council did not feel they needed to do anything in relation to Radley.
- (d) Thames Valley Police Museum Open Day, 11 August 2007, Thames Valley Training Centre, Sulhamstead near Reading: noted

(i) FOR INFORMATION:

- (a) Oxfordshire County Council – Council News July 2007
- (b) Clerks and Councils Direct, July 2007
- (c) Local Council Review, July 2007
- (d) ASHTAV Review, July 2007
- (e) Rail Future, Thames Valley Branch Newsletter June 2007
- (f) Oxfordshire Playing Fields Association Newsletter, Summer 2007
- (g) Thames Valley Police – Community Policing Awards winners

119/07 NOTIFIED BUSINESS

NIL

120/07 DATE OF NEXT MEETING

IT WAS AGREED that there should be a meeting on the 23 August 2007.

Date:
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Chairman