

MINUTES OF THE ORDINARY MEETING OF RADLEY PARISH COUNCIL HELD IN THE CHURCH ROOM, RADLEY ON THURSDAY 28TH MARCH 2013

PRESENT: Cr J Standen (Chairman), Crs Crowley, Davies, Henderson, Pasquire, Platts, D Standen and Tomlinson.

In attendance: Jayne Manley (Earth Trust), Roger Thomas (Friends of Radley Lakes), Graham Keddie (Lafarge), Andrew Kadell (Lafarge) and the clerk

49/13 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST:

There were none.

DISPENSATIONS: No requests were received.

50/13 APOLOGIES FOR ABSENCE: Apologies were received from Crs Howard and Johnston and from County Councillor Fatemian.

51/13 MATTERS RAISED BY MEMBERS OF THE PUBLIC:

Mr Keddie from Lafarge (formerly Tarmac) wished to introduce himself to the Council. He had heard that there were concerns at the recent VOSA HGV operator licence application and said this was a generic application which Lafarge had made for every site in the country on taking over from Tarmac. The Council requested information in writing on the expected number of vehicle movements and asked the company to be aware of operating time limits and noise generated by empty trucks. Lafarge had written to the residents regarding their operation and they were asked to copy that letter to the Council

The company would be submitting an application for a second silo on the site and were asked to send details to the Council.

Jayne Manley (Earth Trust Chief Executive) reported on activities at Thrupp Lake. *Visitor Survey:* Counters at the entrance to Thrupp Lake had recorded 28,000 visits from probably 6,000 people, 81% of whom were from the OX14 postcode area. The majority were on foot/bike, with only 1/3 by car. 98% of respondents valued being able to access the natural environment at the Lake.

The Council asked whether the Visitor survey could be made available and suggested that it might be posted on the Earth Trust website.

Planning permission: A condition appears of the approval to make the Earth Trust wholly responsible for the enhancement of Thrupp Lane, but OCC recognises that that such work is outside the Charity's remit.

OCC has said that it has contingency in its budget for the works which it considers are required and if this is not forthcoming, the Trust will appeal the condition.

Vandalism: Ms Manley reported some very serious damage to the Lily Shelter which would cost £1500-£2000 to repair and said that the Trust was not able to afford recurring repairs so wished to address the community and try to encourage better behaviour. She said that vandalism tends to come in waves, coinciding with school holidays.

The Council requested a copy of the Thrupp Lake management plan.

52/13 MINUTES OF THE MEETINGS HELD ON 28TH MARCH 2013:

The minutes of the meeting were accepted to be a true record and signed by the Chairman.

The Chairman reported that she had received Garry Cook's resignation from the Council that day. The Council was very sorry to lose him and thanked Mr Cook for all his input into the Council in the last two years.

The Clerk would start the procedure for filling a casual vacancy and this would be an item for the next agenda.

53/13 PROGRESS REPORT ON MATTERS ARISING FROM THE MINUTES:

- (i) CULHAM MOTOCROSS: Councillors were awaiting alternative dates.
- (ii) ALLOTMENTS: The vacant allotment was let and the waiting list now stood at 4.
- (iii) LIAISON GROUP MEETING: The meeting was now set for Saturday 11th May, meeting at 10am at Sandles. All Councillors were invited to attend. Npower had submitted their restoration proposals to OCC.
- (iv) CHURCH ROAD BUS STOP: No response at present from Highways.
- (v) POTHOLE REPAIRS: Cr Howard and the clerk had made a list of potholes in the parish which the clerk was reporting individually online via FixMyStreet to OCC. Those reported so far had been marked up for repair.
- (vi) JUNCTION MARKINGS, LOWER RADLEY: OCC's response was reported to the resident concerned.
- (vii) OBSCURED STREET LIGHT, LOWER RADLEY: Some minor cutting back had been effected. Cr D Standen asked that it was reported to SEB that branches were growing into the power lines. (SEB ref: T42782)
- (viii) COMMUNITY GOVERNANCE CONSULTATION: The Council was asked for further comments.
- (ix) GARDEN COMPETITION: Further sponsorship requests had been made. It was hoped that leaflets will be ready for delivery by the end of May. The clerk asked councillors to suggest a speaker for the presentations.
- (x) GARDEN BUILDING, FOXBOROUGH ROAD: Reported to Enforcement.
- (xi) POLICE MATTERS: Station parking: A letter had been received from a resident regarding cars blocking drives in Stonhouse Crescent.
It was noted that although the extension was open and parking was still free, cars were often parked on Foxborough Road and on the bridge approach.
- (xii) RADLEY LARGE WOOD: Cr Crowley was following the matter through the appropriate channels.
- (xiii) BUS SHELTER: The clerk hoped to have quotes in place by the next meeting.
- (xiv) WEBSITE: The Finance and Administration committee had made some recommendations.

54/13 POLICE MATTERS:

- (a) STATION PARKING: Discussed above
- (b) VANDALISM AT THRUPP LAKE: Discussed above.

55/13 PLANNING:

- (a) PLANNING APPLICATIONS:
 - P13/V0607/FUL: The New Boathouse Lower Radley - Proposed glazed extension to front of boathouse flat - **NO OBJECTION**
- (b) PLANNING DECISIONS:
 - P12/V2220/HH: 9 Sugworth Crescent Radley Abingdon Oxfordshire, OX14 2JR: Side pitched roof dormer and front canopy. **REFUSED**

- (c) OTHER APPLICATIONS: For information only – no action necessary: None
- (d) VALE OF WHITE HORSE LOCAL PLAN 2029: The Council noted material errors.
- (e) REPORT OF POSSIBLE PLANNING BREACH, Longmead Lake, Barton Lane. The clerk had forwarded to the Vale a report from member of the public of a storage container on Green Belt land near Longmead Lake.

56/13 FINANCIAL MATTERS:

- (a) REPORT OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING held on 11th April: Minutes of the meeting and the recommendations therein were received.
 - (i) WEBSITE: It was **RESOLVED** that the Council should allocate a starting budget of £500 for software and expenses (subject to the presentation of receipts).
It was **RESOLVED** that Crs Crowley, Pasquire and Platts should be delegated to meet Radley College to discuss the brief.
 - (ii) TREE PRUNING: It was **RESOLVED** that the Tree Planting Working Group should meet to consider where any more trees might be planted.
 - (iii) TELEPHONE PROVIDER: It was **RESOLVED** that once the current contract expired, the Council would move to an internet based system at £5.99/month.
 - (iv) ALTERNATIVE PARISH MAPPING SOFTWARE: It was **RESOLVED** that the Council should move to PT online Mapping at a saving of £30/year.
 - (v) BUS SHELTERS:
It was **RESOLVED** that the Council should accept a quote from SH Lewis Cleaning Limited of Kennington for cleaning the parish bus shelters:
Initial clean: £70. Cleaning 4 times a year alternately:
A full clean including the roof and frame: £60 in total for 6 shelters (including the new one)
Walls only: £40 in total for all 6 shelters. Total: £200. (Budget allocation: £150)
 - (vi) STAFFING MATTERS:
It was **RESOLVED** that the clerk should be allocated a fixed monthly sum for expenses against which itemised refunds would be drawn. She would check whether this constituted petty cash.
It was **RESOLVED** that as many recurring expenses as possible should be paid direct by the Council by account or Direct Debit.
 - (vii) FINANCIAL REGULATIONS: It was **RESOLVED** that that the Council should adopt the new regulations.
 - (viii) POLICIES: It was **RESOLVED** that with minor amendments as discussed, the Council should adopt amended Donations policy and application form, Allotment allocation policy and Anonymous Communications policy.
 - (ix) INTERNAL AUDIT PROCEDURES: It was **RESOLVED** that the new procedures should be adopted.
 - (x) INTERNAL AUDITOR: It was **RESOLVED** that Roger Symes should be appointed Internal Auditor for the coming year.
 - (xi) SCHEME OF DELEGATION:
It was **RESOLVED** that the Council would reduce the number of members sitting on the Finance and Administration committee members, and that Standing Orders should be amended to allow substitution for absent members.
The clerk would circulate committee meeting agendas to all councillors so that they might attend and speak to the meeting.
 - (xii) RISK ASSESSMENT AND ASSET REGISTER: It was **RESOLVED** that that the Council should adopt the risk assessment and asset register.
The clerk was asked to verify with the Internal Auditor that the Village Hall should be

included on the Parish Council asset register.

- (b) ACCOUNTS FOR THE YEAR 2012-13: The Council received the Draft Financial statement and bank reconciliation for the 2012-13 financial year.
- (c) ANNUAL RETURN: The Council **APPROVED** the Annual Governance Statement “We acknowledge as the members of Radley Parish Council our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the council’s accounts for the year ended 31 March 2013, that we agree with the eight statements on the Section 2 Annual Governance Statement.”
- (d) ACCOUNTS FOR PAYMENT:

It was **RESOLVED** that the following payments should be made:

Payments made during the month

Receipts

	VWHDC	Grant		2,968.05	
	VWHDC	Precept		25,525.00	
	Berinsfield	Donation to the garden		75.00	
	Community	competition			
	Business				
			<u>Power to</u>		£
			<u>Act</u>		
DD	British Gas	Pavilion electricity	LGA (Misc Provisions)		54.23
			Act 1976		
DD	Peninsula Graphite	HR Advice	LGA 1972 s111		79.20

Payments

661	Mrs J E Dymock	Net salary (Mar)	LGA s112	987.48	1,263.90
		Village Cleaner (April)	LGA s112	81.82	
662	Mrs J E Dymock	Refunds	LGA s111	30.82	
663	HMRC	PAYE & NI	LGA s112		151.48
664	OCC	Pension contribution	LGA s112		248.84
665	ST Grounds Maintenance	Play Area bin	LGA (Misc Provisions)		50.00
			Act 1976		
666	Berinsfield	Gardening	LGA 1972 S142		227.70
667	NALC	Subscription to Local Council Review	LGA 1972 S111		16.00
668	OALC	Annual subscription	LGA 1972 S111		463.37
669	ORCC	Annual Subscription	LGA 1972 S111		65.00
670	Thames Water Utilities	Water supply pavilion	LGA (Misc Provisions)		89.14
			Act 1976		
671	Thames Water Utilities	Water supply allotments	Allotment Act 1950		11.39
672	Mrs J Standen	Councillor Petrol expenses	LGA 1972 s111		13.85

Crs J and D Standen abstained from voting on this item.

- (d) PAVILION – ENERGY SAVING MEASURES: The clerk was asked to establish whether TOE grant were available only on works supported by a TOE funded energy audit.
- (e) BUS SHELTER: Deferred to the next meeting.
- (f) LOWER CHURCHYARD: It was reported that the PCC had not budgeted for maintenance in the current year’s budget and the vicar had proposed that the PCC and Parish Council should split costs this year. It was agreed that this should be an agenda item for May.

57/13 REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS:

- (a) DISTRICT COUNCILLOR: Cr Johnston reported that:

While it had been a quiet month, as most members were heavily involved with the County elections, there were two items of interest to the Parish:

 - (i) Confirmation had been received that the funding for the Vale's CCTV system had been confirmed by the new Commissioner for the current financial year.
 - (ii) The Planning Department was being reorganised into new teams which were intended to be multidisciplinary. The intention was that they would be more customer orientated and better at liaising with the public, councillors and above all parish councils.
- (b) COUNTY COUNCILLOR: Cr Fatemian “This has been a quiet month as the County Council prepares for elections on the 2nd May. The only thing on my radar is the planning element from npower “, details of which were received.

58/13 THRUPP LANE ISSUES:

- (a) HIGHWAYS AND TRAFFIC: There were none
- (b) PLANNING - ROMP: No further information.
- (c) RADLEY WETLANDS CENTRE: Reported by Jayne Manley above.

59/13 HIGHWAY MATTERS:

- (a) No items were raised by Councillors.
- (b) OXFORD ROAD, Bagley Woods: Crs J Standen and Howard with representatives from neighbouring councils had attended a briefing by Highways on their programme for repairing the road.

Highways reported that the work would take 4 months, but BT works might delay the start until Spring 2014 in which case work would not be complete until late summer or early autumn of 2014.

60/13 COMMUNITY GOVERNANCE REVIEW: The Council had no comment on the methodology.

61/13 CORRESPONDENCE:

FOR ACTION:

- (i) VWH: Taxi tariff consultation: Councillors were asked to comment

individually.

- (ii) Peninsula Graphite: The service would expire in July.
- (iii) Nuisance parking in Stonhouse Crescent (reported above)

FOR INFORMATION: Received:

- (i) CPRE: Transport Toolkit
- (ii) CPRE: Countryside Voice
- (iii) Xylem: Invitation to subscribe to their monthly newsletter.
- (iv) Oxfordshire Counsellor directory: suggested link from the website
- (v) ORCC: April News Bulletin
- (vi) PSMA Secretariat Department for Business, Innovation, and Skills: Mapping licence
- (vii) OCVA April 2013 Funding newsletter
- (vii) Mainwaring Ditch: Helping with External Works Projects
- (ix) Livedrive software upgrade
- (x) Essential advice on how to grow your business from Peninsula
- (xi) OALC March/April Members Update
- (xii) Request for Coat of Arms / Logo badge
- (xii) NALC Putting Communities First conference
- (xi) Upcoming elections - voter registration promotions (posters posted)
- (xv) CPRE Vale of White Horse Newsletter and Programme
- (xv) Parish Online Newsletter
- (xv) Fields in Trust April ezine
- (xii) OSS Enews Spring 2013
- (xi) Taxi tariff consultation press release
- (xx) Oxfordshire County Council - Fire Safety Training
- (xx) Arborforce Ltd - New Service
- (xx) SLCC News Bulletin

62/13 MATTERS FOR REPORT: None were raised.

63/13 DATE OF THE NEXT MEETING:

Ordinary Meeting: Thursday 23rd May 2013 at 7.30pm in the Church Room
Radley Liaison Group site meeting: 11th May 2013 at 10am at Sandles.

There being no further business, the meeting closed at 9.45pm

Signed.....Date.....
(Chairman)