

**MINUTES OF THE ORDINARY MEETING OF RADLEY PARISH COUNCIL
HELD AT THE CHURCH ROOM, RADLEY, ON THURSDAY, 22 APRIL 2010
AT 7.30 PM**

PRESENT: Cr J Standen (in the Chair)
Crs Crowley, Davies, Henderson, Johnston, Nutt, Pasquire, Rogers, D
Standen, Yorston (for part)
County Councillor Arash Fatemian
Mrs Jane Dymock
Two representatives from Thrupp Lane Residents Association

63/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cr Dutton

64/10 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cr Johnston declared a personal interest in Village Hall matters
- Cr Jenny Standen declared an interest as expenses were being paid to her. She did not participate in the vote on signing cheques.

65/10 MATTERS RAISED BY MEMBERS OF THE PUBLIC

Mrs Sue Calvert-Fisher reported that the Thrupp Lane Residents Association was being consulted on a re-application from Tuckwells for a CLEUD, and she wondered if the Parish Council had been approached and would be taking action. The Clerk reported that she had received electronic information but was awaiting a formal consultation letter and a paper copy of the application.

**66/10 MINUTES OF THE ORDINARY MEETING OF PARISH COUNCIL, 25
MARCH 2010**

The Minutes of the Ordinary Meeting of the Parish Council held on the 25 March 2010 were **APPROVED** and signed by the Chairman with the following amendment:

Minute 48/10 (b) second sentence should read: "There was a high range of ..."

Minute 56/10 (b) should read: "...detailed report from Cr Fatemian giving a detailed update ..."

67/10 CLERK'S REPORT ON BUSINESS ARISING OUT OF THE MINUTES

- (a) COPSE – CHURCH ROAD: No further information had been received from the solicitor.
- (b) LAND AROUND FIELDHOUSE AND SUGWORTH FARM, SUGWORTH LANE: Cr Johnston reported that he had followed this up and could confirm that a report should be ready by the end of April and should go to the Planning and Development Committee the second week of May.
- (c) HEADED PAPER: No further information had been received from Mr David Beckett.
- (d) LAND FOR ALLOTMENTS: A detailed reply had not yet been received from Mrs McDougall regarding a piece of land suitable for additional allotments.
- (e) INSTALLATION OF PICNIC TABLE: It was noted that this had been installed.
- (f) INTRODUCTION OF CAR PARK CHARGES AT RAILWAY STATIONS: Nothing further had been heard about this.
- (g) UNSUNG HEROES OF THE VALE: It was noted that the Parish Council had been offered a photograph of its nominations.

68/10 POLICE MATTERS

- (a) RURAL ABINGDON NEIGHBOURHOOD POLICING UPDATE, APRIL 2010: noted
- (b) RURAL ABINGDON NAG, 30 March 2010: Cr J Standen reported that she had attended this meeting in place of Cr Davies, and gave details of the proceedings. It had been indicated that crime was relatively low – there had been a reduction in much crime. As the Parish Council was concerned about the lack of action in relation to a theft at Longmead, the Councillors were sceptical about this. There was also discussion on the dog fouling notice which the Parish Council had already published.
- (c) LONGMEAD LAKE: There was great concern about the lack of police action in relation to the break-in and theft at Longmead, and the Clerk was asked to write a strong letter of complaint to the Chief Constable.
- (d) CYCLE SAFETY TALKS: It was not known if the Cycle Safety Talks had taken place.
- (e) SPEEDING – KENNINGTON ROAD/SUGWORTH LANE: It was noted that the police had carried out a number of speed checks over the last few weeks, although most of the people given tickets lived locally.

- (f) FOOTPATH 9/THRUPP LAKE – PROBLEM WITH MOTORCYCLISTS:
- (g) THRUPP LANE – QUAD BIKES:
- (h) MOTORCYCLISTS – BEHIND STONHOUSE CRESCENT:
- (i) FOOTPATH 8 – USE BY MOTORCYCLISTS:
This was an ongoing problem despite regular patrols by the police. It was considered that the local landowner, Mr John Curtis, would have to make continual representations for assistance to stop the motor cyclists using his land and would need to put up notices which indicated that motorcycling on the land was trespass.

No further information had been received from Mr Neil Irwin, Motocross Events Organiser.

- (j) SHOOTING – LAKE N: Photographs provided by Cr Crowley had been given to the police.

69/10 PLANNING MATTERS:

(i) New Applications:

- (a) RAD/21056/1 – Demolition of existing rear extension and detached garage; removal of existing roof structure and demolition of bay windows. Erection of a single storey rear extension; extension to front elevation and erection of new roof structure (with accommodation within) encompassing new front and rear extensions. Erection of a detached garage, 13 Foxborough Road: No objections.
- (b) RAD/21163 – Demolition of existing garage. Erection of a two storey side extension, 8 Whites Lane: No objections
- (c) RAD/15745/4 – Construction of a wooden dome structure for community and educational use, Sandles, Thrupp Lane: No objections.

(ii) Permission Given:

- (a) RAD/7515/6 – Demolition of single storey extensions to Lyric Wood and erection of new single storey extensions. Erection of two new dwellings at Lyric Wood, 6 Lower Radley. It was noted that a lot of conditions had been included in the permission, particularly in relation to the entrance which would be shared with the Lower Radley Caravan Park.

(iii) Misc:

- (a) TUCKWELLS CLEUD APPLICATION: Councillors were extremely concerned that enforcement action had not been taken and **IT WAS AGREED** that the Clerk should write to the Chief Executive, OCC expressing the Parish Council's concerns.

It was reported that the OCC had received a revised CLEUD application from Tuckwells and electronic copies had been received. The Clerk was asked to press for the consultation papers on the re-application for a CLEUD

- (b) **OXFORDSHIRE MINERALS & WASTE DEVELOPMENT FRAMEWORK – GRAVEL AND SAND EXTRACTION IN OXFORDSHIRE:** It was noted that the PAGE Campaign (Parishes Against Gravel Extraction) felt there would be a conflict of interest for Radley to join the group, as both areas were options being considered by the OCC. This was appreciated by the Parish Council, and **IT WAS AGREED** that it was necessary to ensure the Parish Council was kept fully informed about the OCC intentions as far as Radley was concerned. The suggestion was made that RAGE (Radley Against Gravel Extraction) should be used as a campaign title.

70/10 FINANCIAL MATTERS

- (a) **REPORT OF FINANCE AND ADMINISTRATION COMMITTEE, 15 April 2010:** The notes of the meeting were received, and Cr Crowley presented the report.
1. **BUDGET FOR 2010/2011:** The Parish Council received the following papers:
- (a) Actual Income and Expenditure for the year 2009/2010
 - (b) Revised Budget for 2010/2011
 - (c) Balances/Accruals

The following points were noted:

- (i) **Play Area:** **IT WAS AGREED** that the need for a second picnic table should be reviewed later in the year. The total cost of the table and the installation was in the region of £850.
- (ii) **Tree Pruning:** It was noted that Simon Ringrose was willing to do an annual inspection of the following trees without any charge:
 - Willows along Gooseacre/Play Area
 - Trees around the Gooseacre Playing Field and Play Area
 - Village Pond
 - Village Green, Lower Radley
- (iii) **Provision of Adventure Trail:** It was **AGREED** that the Radley Parish Plan Steering Committee should be asked to determine the age range of young people in the Parish and to ascertain what young people wanted in relation to play equipment for the older age range of children. The Parish Council **AGREED** to give consideration to some funding being set aside for the Radley Wetland Centre if no play equipment for older children was required.

- (iv) Parish Plan: It was noted that the balance of the budget from 2009/2010 had been transferred to 2010/2011. Any further funding which came for this project would need to be ring-fenced and any funding left over might need to be refunded to the grant-giving organisation.

2. **TERMS OF BOOKING AND CHARGES FOR HIRE OF PLAYING FIELD AND SPORTS PAVILION:** The Parish Council **AGREED** that the charges should remain unchanged as follows:

- Use of pavilion: £10.00 an hour
- Use of Sports Pitch only: £20.00 up to four hours
- Single booking of sports pavilion and Sports Pitch – private users: £50.00 up to four hours
- Charges for block bookings are made by agreement with the organisations concerned – the Radley Youth Football Club rental was £450.00

3. **ESTIMATES FOR WORK:**

- (i) Fence/Gates to Gooseacre Playing Field at back of village hall - Provision of self-closing kissing gate with bow top fencing on either side: It was reported that Radley College had installed a similar gate on the road to the boat house, and it had stopped the problem with motorcyclists. There was a similar problem with motorcyclists using the Thrupp Lane and Gooseacre fields as a through way, and this was why the recommendation had been put to the Parish Council.

It was proposed by Cr Johnston, seconded by Cr Pasquire and **AGREED** that the estimate from MRH Services for the installation of a kissing gate and fencing at a cost of £2,725.43, with an additional £472.35 (including VAT) for providing the gate in the same colour as the bow-top fencing be accepted. It was noted that the net cost would be £2,830.25 if the invoices for the fencing were met by the Parish Council. Cr Henderson abstained from the voting.

Cr Johnston proposed that the Parish Council looked into the possibility of applying for a byelaw to allow prosecution of motorcyclists using the playing field. This was seconded by Cr D Standen and **AGREED**. The Clerk was asked to contact Mrs Julia Kent, solicitor, to ascertain the cost of such action. Councillors indicated that they did not know the content of the present Parish Council byelaws.

- (ii) Gateway between Gooseacre and Thrupp Lane Field – Provision of gate and fence. It was proposed by Cr Rogers, seconded by Cr Crowley and **AGREED** that the estimate from MRH Services to supply and install a gate and fence between the two fields at a cost of £724.45 be accepted. **IT WAS AGREED** that the gate should be kept locked. Cr Henderson voted against this provision.

- (iii) Fascia on Sports Pavilion: It was proposed by Cr Rogers, seconded by Cr Davies and **AGREED** that the estimate from MRH Services to fit an 18mm fascia board (brown) at a cost of £506.00 be accepted.
- (iv) Fencing along ditch at either side of Sports Pavilion: It was proposed by Cr D Standen, seconded by Cr Nutt and **AGREED** that the estimate from MRH Services to supply and install green plastic coated chain link fencing both sides of the sports pavilion, with a free 900 mm gate for £490.68 with £80 to extend the gate and posts to 1.2 metre be accepted. Cr Henderson voted against this provision. A padlock would be required to secure the gate.
- (v) New Door to Lean-To: It was reported that it might be possible to obtain the necessary spare part but if this was not available a new door would need to be provided as soon as possible for safety reasons.
- (vi) Repair of Play Area Equipment: It was proposed by Cr Johnston, seconded by Cr Davies and **AGREED** that the Parish Council should accept the estimate of £292.65 from MRH Services to repair the junior multi play equipment.
- (vii) Provision of Notices: The Parish Council noted that the following estimates (plus VAT) had been received from Falcon Signs:

Overlay for present Notice Board at Play Area:	£15.00
One No Dogs Notice Board and pole for Playing Field:	£58.50
Four Keep Clear notices for vented area in Sports Pavilion:	£12.00 each
Two Cyclists Must Give Way Signs for Footpath 8:	£25.50 each

It was proposed by Cr Johnson, seconded by Cr Davies and **AGREED** that the above estimates be received.

Second Notice Board for Play Area:	£522.92
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It was proposed by Cr Johnston, seconded by Cr Standen and **AGREED** (5 in favour, 2 against and 2 abstentions).

- (viii) Grass Cutting/Gardening Contract with Berinsfield Community Service: The amended schedule of work, circulated to Councillors, was accepted by the Parish Council. This would include the annual clearance of the ditch along the back of the sports pavilion, putting bark on the garden areas annually and new planting at the Centenary Garden, Spinneys Close.
- (ix) Binding of Account Papers: It was proposed by Cr Davies, seconded by Cr Johnston and **AGREED** that the Parish Council should accept the estimate of £60.50 from Temple Bookbinders.

(b) ACCOUNTS FOR PAYMENT: It was proposed by Cr Henderson, seconded by Cr Johnston and **AGREED** that the following accounts should be paid. Cr J Standen did not vote because one of the cheques was for her expenses:

(a)	Miss S E Raven:		£752.88
	Salary April 2010:	£666.30	
	Village Cleaner, April 2010:	£86.58	
(b)	Mrs K Sharp – Salary April 2010:		£148.15
(c)	Oxfordshire Association of Local Councils – Subscription:		£441.24
(d)	Oxford Green Belt Network – Subscription:		£15.00
(e)	Oxfordshire Rural Community Council - Subscription:		£30.00
(f)	LCR – Subscription:		£13.50
(g)	Berinsfield Community Business – Grass Cutting/Gardening/Tree Planting:		£361.84
(h)	Glasdon – Picnic Table:		£497.08
(i)	AON Local Council Insurance – Renewal:		£1,989.13
	It was noted that the administration of the Local Council Insurance Policy had been transferred from Allianz Insurance PLC to the Local Council Team within AON.		
	Cover for the new bus shelter for the period 15 April to 31 May would be issued by Allianz.		
	The insurance value for the sports pavilion was discussed. The figure on the Register of Risks 2010 was based on the current insurance schedule, and the insurance company advised that the Parish Council should have the premises surveyed to establish an adequate figure for insurance purposes. The Clerk was asked to follow this up.		
(j)	Radley Village Hall Management Committee – Hire of Hall for Garden Competition presentations:		£24.00
(k)	Mrs J Standen:		£47.78
	Interviews - Refreshments:	£5.29	
	Mileage – OCC Meeting at Benson:	£16.05	
	Mileage – Northmoor Trust, Little Wittenham,		
	February 2010:	£13.22	
	April 2010:	£13.22	

- (c) ACCOUNTS FOR 2009/2010: **IT WAS AGREED** that the final accounts should be accepted, and that the Chairman should sign the Annual Return for the Year ended 31 March 2010 provided the Internal Auditor agreed, without amendment, the final accounts. The completed form would be circulated to Councillors at the next meeting.

It was noted that the Fidelity Guarantee was worked out on the Year End Balance and half of the precept, and it was likely that the Internal Auditor would recommend that this be increased from £103,000 to £130,000.

- (d) BANKING ARRANGEMENTS: It was proposed by Cr J Standen, seconded by Cr Henderson and **AGREED** that the NatWest Bank Account, which held £20.00, be closed.

- (e) REVIEW OF PROCEDURES: The Parish Council **APPROVED** the following procedures for 2010/2011:
- Financial Regulations
 - Register of Risk, including a review of the insurance cover for 2010/2011
 - Internal Audit
 - Freedom of Information Scheme
 - Procedure for Dealing with the press and/or other Media
 - Disciplinary Procedure
 - Grievance Procedure
 - Contact with the Media

All the procedures would be reviewed on an annual basis.

Discussions were continuing on the amendments required to the Standing Orders, and it is hoped to supply Councillors with the amended Standing Orders at the next meeting so that these can be discussed at the June meeting.

71/10 CONSERVATION

- (a) DAMAGE TO WILDLIFE HABITAT PLUS ARCHAEOLOGICAL SITE, GOOSEACRE FARM: The report from Dr Bob Eeles was received by the Parish Council.
- (b) GARDEN COMPETITION: The Clerk reported that she had obtained £470 in funding from Berinsfield Community Service, Peter Mansbridge and Son, Ringrose Tree Services, Didcot Power Station, Mr Attia and Mr Curtis. In addition, Peachcroft Farm had agreed to give sponsorship by providing strawberries for the lunch and Robert Mattock had indicated that he would continue giving the prizes. Cr D Standen had asked the managers of the Bowyer Arms if they wished to make a donation, and the Clerk was asked to write to them with this request.

- (c) **REPORT OF THE ANNUAL TREE PLANTING/MAINTENANCE OF FOOTPATHS ADVISORY WORKING GROUP HELD ON THE 6 APRIL 2010:** The report presented by Cr Johnston set out the position on inspection and planting of trees and walking the footpaths. Further action in relation to inspection of trees and preparing a planting programme would be needed in the summer. **IT WAS AGREED** that a list of the trees with Tree Preservation Orders should be put on the website.
- (d) **RUBBISH:** It was reported that the broken glass was still in the verge by the allotments, and the Clerk was asked to follow this up.
- (e) **FOOTPATH 8:** Peter Mansbridge & Son had indicated that the resurfacing of the footpath should take place during May.

72/10 HIGHWAY MATTERS:

- (a) **PROVISION OF BUS SHELTER, FOXBOROUGH ROAD:** The bus shelter had been installed and did not look intrusive. It did appear that there was a gap large enough for the fence to be painted so it might not be necessary to remove the back panels to allow this maintenance to take place.
- (b) **35 BUS SERVICE – LACK OF ROAD GRITTING/SALTING DURING RECENT INCLEMENT WEATHER:** There was no further information on this.
- (c) **SUGWORTH LANE - SIGNING AT JUNCTION WITH OXFORD ROAD:** No changes had been made to the signage.
- (d) **OVERGROWN HEDGES:** One resident was concerned about cutting the hedge back, but the Oxfordshire Highways had been asked to give advice to the resident.
- (e) **THRUPP LANE – USE BY HEAVY VEHICLES AND THE GOODS VEHICLES (LICENSING OF OPERATORS) ACT 1995:** **IT WAS AGREED** that this should be left for Mrs Dymock to follow up when she was in post.
- (f) **POTHoles:** The Clerk was asked to draw the attention of Oxfordshire Highways to areas needing urgent attention – opposite 45 Church Road, outside 39 Foxborough Road, Whites Lane/Foxborough Road junction, railway bridge on the village side - road had dropped, Radley Road.

73/10 RADLEY LAKES WETLANDS CENTRE

Cr Jenny Standen reported that the Radley Lakes Wetland Centre Management Group met on the 13 April 2010. She outlined the priority work for 2010 which included:

- (a) The circular walk around the site

- (b) The area around the Sandles property would be safe and usable to visitors
- (c) The majority of habitat improvements works around the site would have been completed.

The following works were already underway and would be completed in the next few weeks:

- (a) Complete the Lily Shelter
- (b) Install a new wooden gate at the far end of the Sandles property, replacing the existing metal gate
- (c) Removal of obsolete materials and redundant fence posts around the Sandles property

The following works should be completed in the first half of the year:

- (a) Remove the collapsing fence along the borders of the Sandles property and replace it with a wooden post and rail style fence
- (b) Remove old concrete and wire fencing on the southeast corner of the lake near the isthmus
- (c) Erect welcome signs by the entrance to Thrupp Lake and the Sandles property
- (d) Spray and removal of Japanese Knotweed

The following work needed to be completed by the end of the year, once costings had been received and following discussion and agreement on the details:

- (a) Re-profile and install sections of boardwalk along the northwest corner. This may require the import of some material.
- (b) Re-profiling at selected locations on the northern and western shores.
- (c) Felling some of the leylandii on the western shore. Some of these might be removed and others felled into the lake.
- (d) Re-grade and/or resurface the concrete plinth halfway along the BOAT on the eastern side of the lake.
- (e) Install a gate and re-grade the path between the cycle route and the west bank of Thrupp Lake, passing over John Curtis's land.
- (f) Construct a small shelter with seating on the western shore of the lake (and possibly an additional one on the northern shore).
- (g) Construct a bird hide, most likely on the western shore of Thrupp Lake.
- (h) Construct a small jetty beside the beach area and lily pad shelter.

Details of the major items were shown on a map which was shown to Councillors.

Cr Standen reported that Northmoor would soon have someone, Melati Granucci, on site for part of the week.

Cr Crowley reported that Save Radley Lakes were discussing their future role and the possibility of changing their name to Friends of Radley Lakes. This was being discussed on the 14th May.

74/10 RADLEY LOCAL LIAISON COMMITTEE, 9 MARCH 2010

The notes were received.

75/10 REPORT OF VILLAGE HALL WORKING PARTY HELD ON THE 19 APRIL 2010

Deferred

76/10 RADLEY PARISH PLAN STEERING COMMITTEE

It was noted that the next meeting was on the 26 April 2010.

77/10 PARISH WEBSITE

The statistics for March 2010 had been made available by Mr John Huddleston. There was nothing further to report this month.

78/10 REPORT OF DISTRICT AND COUNTY COUNCILLOR

- (a) DISTRICT COUNCILLOR: The shared service programme had now been completed and has saved both Councils a lot of money. Between 50 and 60 members of staff had been affected and there had been 3 or 4 compulsory redundancies. The Old Gaol project is progressing steadily and there have not been any archaeological finds so far to affect the development.
- (b) COUNTY COUNCILLOR: Cr Fatemian indicated that he was now the Executive Member for Adult Services. On potholes, a lot of work was being undertaken on this. He indicated that the position of the enforcement work in relation to Tuckwells was under discussion. The OCC website was undergoing work to make it more user friendly.

79/10 CORRESPONDENCE

(i) FOR ACTION

- (a) Vale of White Horse DC – New Waste Collection Service: Crs J Standen and Henderson confirmed that they were attending one of the consultation meetings on the 19 May 2010.
- (b) ORCC – 90th Birthday celebrations: Two representatives from the Parish were invited to the celebrations on 3 July 2010. It was thought that the shop should be represented and Chris Gasson and the Clerk was asked to see if they could attend.

(ii) FOR INFORMATION

(ii) FOR INFORMATION:

- (a) Oxfordshire County Council:
 - (a) Local Transport Plan 3, Newsletter
 - (b) Home2School Newsletter: Summer 2010
- (b) Vale of White Horse DC – Fund raising event for Vale House: “Morse, Murder and Mayhem – An Evening with Colin Dexter, 28 April 2010
- (c) Railwatch, April 2010
- (d) Oxfordshire Nature Conservation Forum’s Weekly Environmental E-Bulletin, 25 March, 1, 8 and 15 April 2010
- (e) ORCC News Bulletin, March 2010

80/10 NOTIFIED BUSINESS

NIL

81/10 ITEMS FOR CONSIDERATION FOR PRESS RELEASE

NIL

Date:
Chairman

CONFIDENTIAL MINUTE, 22 APRIL 2010

The Chairman formally moved that the public and press be excluded from the meeting on the grounds that if they were present there would be disclosure to them of exempt information relating to legal and financial affairs.

81/10 CONFIDENTIAL MINUTES OF THE ORDINARY MEETING OF PARISH COUNCIL, 25 MARCH 2010

The Confidential Minutes of the Ordinary Meeting of the Parish Council held on the 25 March 2010 were **APPROVED** and signed by the Chairman.

82/10 APPOINTMENT OF NEW CLERK

The Chairman confirmed that Mrs Jane Dymock had accepted the post of Clerk to Radley Parish Council and would commence on the 15 May 2010 to allow a period of handover. The Clerk indicated that she would be meeting Mrs Dymock several times before the 15 May to show her the Parish and discuss the work of the Parish Council with her. The Terms and Conditions of her appointment had been sent to Mrs Dymock, and the Chairman was meeting with her shortly to go through these.

The Chairman outlined the arrangements for the farewell party to the present Clerk, which would be held on Friday, 28 May 2010, between 6-7 pm.

Date:
Chairman