

**MINUTES OF THE ORDINARY MEETING OF RADLEY PARISH COUNCIL
HELD AT THE CHURCH ROOM, RADLEY, ON THURSDAY, 28 APRIL 2005
AT 7.30 PM**

PRESENT: Cr D Standen (in the Chair)
Crs Crowley, Henderson, Johnston, Mott, Nutt, J Standen, Wilson, Wyatt
PC Nigel Broomfield (for Item 55/5)

51/05 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cr Wren. The Clerk was asked to write to Cr Gilbert reminding him that if he did not attend the next meeting he would be disqualified from being a Radley Parish Councillor.

52/05 DECLARATIONS OF INTEREST

There were no declarations of interest.

**53/05 MINUTES OF ORDINARY MEETING OF THE PARISH COUNCIL, 24
MARCH 2005**

The Minutes of the Ordinary Meeting of the Parish Council held on 24 March 2005 were **APPROVED** and signed by the Chairman.

54/05 BUSINESS ARISING OUT OF THE MINUTES

- (a) **TRIANGLE OF LAND – BY GARAGES IN SOUTH WEST CORNER OF STONHOUSE CRESCENT:** The Clerk reported that she had spoken to the DC Estates Department about clearing this site of garden rubbish. Councillors indicated that a lot of the other rubbish had been cleared.
- (b) **VANDALISM TO SPORTS PAVILION – COST OF REPAIRS:** The insurance company had requested more information on the cost of repairing the soffit.
- (c) **NOISE NUISANCE:** It was noted that South Oxfordshire DC had heard from the police and would be writing to the Parish Council.
- (d) **MEETING WITH BURSAR, RADLEY COLLEGE:** The Bursar had indicated that he did not think a further meeting was necessary and that he would be following up the matter of the footpath across the copse to allow easier access to the car park.
- (e) **VILLAGE SHOP:** The Clerk reported that Mr Mike Gilbert, Senior Planning Officer at the DC, had indicated that Condition 7 of the planning permission said: “Prior to the commencement of development, a detailed scheme to enable the existing shop on the site to continue trading whilst building works are in progress shall be submitted to and approved in writing by the District Planning Authority. The approved scheme shall be implemented before the commencement of building works and shall be retained for the duration of those

works. Reason: To ensure the continuity of this important village facility (Policy SF1 of the adopted Local Plan).” Although the “existing shop” had ceased trading, Mr Gilbert would expect the developers to clarify their intentions regarding the provision of a shop (both during and after construction) before demolition work started – in accordance with the spirit of Condition 7.

Letters from two residents of Catharine Close, which expressed concern that the Parish Council and the District Councillor were pressing for a village shop, were noted. The Parish Council confirmed that its interpretation when a large number of Radley people attended the Parish Council meeting on 24 July 2003 was that there should be a village shop and, following that meeting the Parish Council had put forward a number of objections on the planning application and had pressed for a clause to be included ensuring the continuation of the village shop. The Clerk was asked to reply to the residents accordingly.

- (f) **VILLAGE CLEANING:** It was reported that Mr Hugh Rogerson was extremely pleased to receive the letter of thanks from the Parish Council.
- (g) **THE SOUTH EAST PLAN:** The Clerk reported the inappropriate acknowledgement which had been received to the complaint that the questionnaire had not been delivered to houses in Radley. She would follow this up with the South East England Regional Assembly. Cr J Standen reported that there had been no follow up from Sunningwell Parish Council/SPADE.

55/05 POLICE MATTERS

PC Nigel Broomfield attended the meeting and introduced himself to the Councillors. He indicated that he would be seen regularly in the Parish and would continue to run the police surgeries, giving a series of dates which he was advised to clear with the Radley VHMC. There was a police page on the website, and the Council indicated that it hoped that PC Broomfield would contribute to this as well as Radley News. It was also suggested that he should make contact with the local youth worker.

The Parish Council expressed concern about vandalism at the sports pavilion and PC Broomfield undertook to look into this.

56/05 PLANNING MATTERS

(i) New Applications

- (a) RAD/11009/2 – Raising of the roof for loft conversion to include two bedrooms, Single storey front extension and alterations, 25 Sugworth Crescent: No objections, subject to neighbours’ comments.
- (b) RAD/7637/2 – Demolition of single storey side extension and garage. Erection of two storey side extension and garage, 24 Sugworth Lane: No objections, subject to neighbours’ comments.

- (c) RAD/11540/3-X – Proposed conversion of building to a dwelling to include raising the roof by 1.2 metres, The Old Forge, Lower Radley: Objected on the grounds that it was out of character with the area.
- (ii) Permission Given**
- (a) RAD/237/99 – Amendments to planning permission RAD/237/93 for the construction of new real tennis court alongside existing sports hall, extension and alteration works to sports centre entrance area and alterations to car park to incorporate additional area for an internal climbing wall facility, Radley College.
 - (b) RAD/3279/12 – Erection of 3x3 bedroom terraced dwellings and associated parking and vehicular access including redesign of car park layout for public house, The Bowyer Arms. The Chairman reported that he had spoken against this application at the DC Planning and Development Committee.
- (iii) Withdrawn**
- (a) RAD/3279/11 – Erection of a two storey dwelling with detached garage/studio and associated works, The Bowyer Arms.

57/05 FINANCIAL MATTERS

- (a) REPORT OF FINANCE AND ADMINISTRATION COMMITTEE, 14 APRIL 2005

Cr Crowley presented the report:

- (i) ACCOUNTS FOR 2004/2005: The Parish Council noted the following amendments to the draft accounts for 2004/2005:
 - (a) 27 May 2004: The Parish Council agreed to pay Radley College £314.66, but the cheque was made out as £314.16. The Clerk had paid Radley College the further 50p.
 - (b) 22 July 2004: The Parish Council agreed to pay Mrs J Standen £103.00, but the invoice was for £103.50. The Clerk had paid Mrs Standen the further 50p.
 - (c) 16 December 2004: The cheque for £400 to Mr Darren Sandbach was not recorded in the minutes, although the cheque was signed at the meeting.

It was noted that a supply of Millennium Trinket Boxes remained, and the History Club were willing to display them on its stall at the Village Fete.

- (ii) BUDGET FOR 2005/2006: The Committee had reviewed the budget for 2005/2006, and would be taking the following action:

- (a) Playing Field Expenditure – Provision of Security Equipment: The Clerk was asked to get an estimate for a CCTV system. It was noted that a dummy system cost from £25 to £100 from B&Q.
 - (b) Grass Cutting/Gardening: An estimate of costs had been received from J V Strong, and the Clerk was asked to get other estimates.
- (iii) ANNUAL PARISH MEETING – FINANCIAL STATEMENT: It was noted that the Committee had considered the draft financial statement, suggesting some amendments.
- (iv) PLAY AREA: The Committee considered the following:
- (a) Payment of Retention: The Clerk reported that the final payment of £2,203.82, including VAT, was now due. The play area had been inspected by Cr Nutt who had reported that he was satisfied with it. The Parish Council **AGREED** to pay the retention.
 - (b) Provision of paved areas by entrances: The Committee considered two estimates from MRH Services:
 - (i) Path 900 mm wide (the opening width of the gate): £262.80
 - (ii) Path 1200 mm wide: £276.18

It was proposed by Cr Crowley, seconded by Cr Wyatt and **AGREED** that the Parish Council should accept the estimate for the 1200 wide path.
 - (c) Erection of Sign: It was noted that Mr Herring hoped to commence the outstanding work for the Parish Council within the next two weeks.
- (v) SPORTS PAVILION/GOOSEACRE PLAYING FIELD
- (a) Review of the Terms and Conditions of Use: A number of changes were made to the booking form and Terms and Conditions of Use.
 - (b) Review Charges for 2005/2006 season: It was proposed by Cr Crowley, seconded by Cr Wyatt and **AGREED** that the charges for 2005/2006 season should be:
 - (i) Use of Pavilion: £10.00 an hour
 - (ii) Use of Recreational Field Only: £20.00 up to four hours

- (iii) Single booking of sports pavilion and recreational field – private users: £50 up to four hours
- (iv) Single booking of sports pavilion and recreational field – other local authorities: £110 up to four hours
- (v) Charges for block bookings - £450
- (vi) Deposit should be increased from £100 to £150 per booking.
- (vii) Parish Council should meet the cost of gas, water and electricity up to a value of £700 per annum (£600 previously).

The Clerk was asked to ascertain from the OALC if there was any information on the charges made for recreational facilities by other Parish Councils

- (c) Appointment of Cleaner: **IT WAS AGREED** that the post should be extended to include a caretaker role. The Clerk was asked to ascertain if details of this type of role was available from other organisations.
- (d) Outstanding work: It was noted that Mr Herring had undertaken a number of the following jobs, and the other matters were being pursued:
 - (i) Review of electrical installation and equipment
 - (ii) Completion of outside repair work, including further work on double doors
 - (iii) Erection of fencing by gas meter
 - (iv) Repairs to fence by goal post at Norfolk Close end of field
 - (v) Painting of sports pavilion
- (e) SPORTS PAVILION – ROOF: It was noted that the pitched roof had been damaged by youths climbing on the flat roof and then on to the roof, and some of the tiles would need to be replaced. It had been suggested that barbed wire should be put around the flat roof. The Parish Council **AGREED** that barbed wire was too dangerous and it asked that the special anti-vandalism paint be used.
- (vi) VILLAGE POND: It was noted that Mr Herring would be replacing the roadside fencing shortly.
- (vii) CAR PARK, CHURCH ROAD: It was noted that:
 - (a) Resurfacing of Car Park: This was awaiting permission from the Bursar to create the footpath through from the road.
 - (b) Erection of Notice: This would be installed shortly.

(viii) **IMPROVEMENTS TO STREET LIGHTING:** It was noted that the following costs had been obtained from the OCC:

- (a) LOWER RADLEY: £500
- (b) STONHOUSE CRESCENT: £2,100.

IT WAS AGREED that this would be put on the agenda of the next meeting for full consideration.

(ix) **ACCOUNTS FOR PAYMENT:** It was noted that the following accounts had been paid:

- (a) Copycat Services – Photocopying: £31.02
- (b) Southern Electric: £82.58
- (c) Oxfordshire Association of Local Councils: £395.26
(including a copy of Local Council Review)
- (d) J V Strong & Co Ltd: £4,079.60
 - (i) Grass Cutting/Gardening: £3,550.85
 - (ii) Planting Centenary Garden/Lime Tree:£528.75
- (e) Public Works Loan Board – Repayment of Loan/Interest:
(LAST PAYMENT) £1,251.00
- (f) Inland Revenue (Post Office Counters): £365.45

IT WAS AGREED that the Clerk should obtain a further estimate for the Parish Council insurance cover.

(x) **ALLOTMENTS:** It was noted that the following action was being taken in relation to three of the allotment holders:

- (a) Allotment No. 1: The allotment holder should be asked if she wished to share her allotment.
- (b) Allotment No. 4: The Clerk should write terminating the agreement, and re-let the allotment.
- (c) Allotment No. 5: Cr Mott would speak to the allotment holder.

(xi) **ACCESS TO THE GOOSEACRE PLAYING FIELD:** It was noted that the Bursar of Radley College had indicated that the NALC agreement was acceptable to the College.

(b) **DRAFT ACCOUNTS 2004/2005**

The Parish Council noted the draft accounts for 2004/2005, which were now ready to go to the Internal Auditor.

(c) BUDGET 2005/2006

The Parish Council noted the budget figures for 2005/2006.

(d) RISK ASSESSMENT – ANNUAL REVIEW

The Parish Council noted that the Finance and Administration Committee had considered the 2004 Risk Assessment was suitable for 2005. The Parish Council **AGREED** to accept this.

(e) ACCOUNTS FOR PAYMENT

It was proposed by Cr Johnston, seconded by Cr Crowley and **AGREED** that the following payments should be made.

(i)	Daren Sandbach – Website	£125.00
(ii)	AGD Dorflo Ltd – Repair to lean-to door, Sports Pavilion:	£70.50
(iii)	Radley PCC – Hedge cutting, Car park:	£66.66
(iv)	Thames Water – Sports Pavilion:	£69.78
(v)	Thames Water – Allotments:	£4.46
(vi)	Miss S E Raven	£423.32
	Salary, April 2004:	£368.32
	Payment to Village Cleaner – May 2005	£55.00
	(It was noted that the payment to the Clerk was for four weeks although there were five Mondays in May, as the Clerk has one week in hand from 2004/2005)	
(v)	Playdale Playgrounds Ltd – Retention Payment:	£2,203.82

(f) EXTERNAL AUDIT YEAR ENDING 31 MARCH 2005

It was noted that the external audit would take place on the 21 October 2005.

58/05 CORRESPONDENCE

(i) **ACTION REQUIRED:**

- (a) Oxfordshire County Council – Consultation on Draft Local Transport Plan: Cr Crowley reported on the draft Local Transport Plan, and **IT WAS AGREED** that the questionnaire he had completed should be submitted. The OCC should be asked to clarify the point that Radley, along with Kennington, was included in the Premium Bus Route Scheme, including the provision of real-time signs.

Cr D Standen **AGREED** to review the draft Bus Strategy.

- (b) Vale of White Horse DC:
 - (i) Review of Parish Arrangements: The Clerk was asked to emphasise that the Parish Council was totally against the transfer of any of its Parish to Kennington Parish Council, and that the people living in the area under consideration should be asked for their views on this suggestion.
 - (ii) Part III Local Government Act 2000 – Local Code of Conduct High Court Cases: noted
 - (iii) Powers to remove unauthorized signs from the highway: noted
- (c) Patient and Public Involvement South West Oxfordshire Forum – ways of consulting with the public: noted
- (d) DEFRA – Funding for Parish Plans: Further details should be obtained for discussion at a future meeting
- (e) 6donation0th Anniversary of Ending of Second World War, Sunday, 10 July 2005 (National Commemoration Day): Cr D Standen **AGREED** to raise this with the Radley PCC.

(ii) FOR INFORMATION:

- (a) Oxfordshire County Council:
- (b) (i) News, April 2005
- (c) (ii) Oxfordshire News Magazine, Spring 2005
- (c) (iii) CAG Oxfordshire March 2005/Composting Article
- (d) Vale of White Horse DC:
 - (i) Retirement of Director of Environmental Services
 - (ii) Standards Committee, 18 April 2005
 - (iii) Abingdon and District Twin Towns Society, Newsletter April 2005
- (e) Oxfordshire Playing Fields Association Newsletter, Spring 2005
- (f) RoSPA – International Play Safety Conference, 6 June 2005, Stratford
- (g) Oxfordshire Association for the Blind – Letter of thanks for the donation
- (h) Abingdon and District CAB – Letter of thanks for the donation
- (i) Cr D Nutt – Donation towards village seats: Cr Nutt was thanked for the
- (j) HLB AV Audit – Auditor Briefing, Spring 2005
- (k) Glasdon Range
- (l) Wicksteed Leisure – play area information
- (m) Trafalgar Weekend, 21 – 23 October 2005
- (n) Oxford Green Belt Network – Candidates Views on the Green Belt
- (o) SPISE News 43, Spring 2004
- (p) SMP Playgrounds – launch of NEXUS range

59/05 CONSERVATION MATTERS

- (a) VILLAGE SEATS: The Chairman and Clerk reported that they had seen the seat prepared by Mr Ed Carter, one of the pupils at Radley College. The seat was of extremely high quality, and the Clerk was asked to write to the Warden of Radley College expressing its delight at the seat. The Parish Council would be responsible for its installation, and the Clerk would write to Mr Herring for an estimate.

Maintenance of the village seats should be discussed by the Finance and Administration Committee.

- (b) REPORT OF ANNUAL TREE PLANTING/MAINTENANCE OF FOOTPATHS ADVISORY WORKING GROUP

Cr Wilson presented the report:

- (i) AMENITY TREE PLANTING: The Committee did not think that there was any need to change the sites proposed for new trees., which were:
- (a) Gooseacre - Hedge between the two playing fields: Five or six standard trees should be planted on the hall side of the gate. Alternating Maple (*acer campestre*) and Lime (*tilia cordata*) were suggested. The gap between the two playing fields should be narrowed, but sufficient room should be left for the grass cutting machine used by the Radley Youth Football Club.
 - (b) Gooseacre: The ash tree on the recreational field, by the double gates at the back of the village hall, should be inspected. Cr Johnston advised that if the ash tree had to be cut down, further planting should not take place for several years.
 - (c) Gooseacre – along stream: Blackthorn/Hawthorn whips/one pussy willow in big gap (*salix caprea*L)
 - (d) Gooseacre – fence along roadside: *rosa rugosa* should be planted.
 - (e) Footpath 8 – Horse Chestnuts/Sycamore trees are over mature. Eight or nine small leaved standard lime trees should be planted in between the mature trees.
 - (f) Church Road – in front of car park: Plant three or four standard lime trees. The trees should be planted in the middle of the area back from the road and from the car park itself.
 - (g) Church Road – further down from car park. Plant small leaved lime trees (*tilia cordata*).

- (h) A flowering tree/shrub should be planted between the seats and the telegraph pole on the Lower Radley Green.

In addition, it had been agreed that the following should be added to the list:

- (i) Gooseacre Playing Field: Two oak trees should be planted to replace the oak tree which had been cut down and the ash which was diseased.
- (ii) TREE PRESERVATION ORDERS: It was noted that one of the allotment holders had asked if the cherry trees bordering the allotments could be pruned as they were throwing shade across the allotment. The Clerk had asked the DC if TPOs could be put on this row of trees. She also undertook to obtain a list of those trees with TPOs in the Parish.
- (iii) BID TO COMMUNITY TREES FUND: It was noted that bids would be made for the following schemes:
 - (a) Gooseacre – Hedge between the two playing fields: Three maple trees and two oaks. The Radley Youth Football Club would be approached to see if the younger members of the club could be involved in planting the trees.
 - (b) Church Road – in front of the car park: Three or four standard lime trees. The Primary School would be approached to see if the pupils could be involved in planting the trees.

Cr Wilson had undertaken to complete the application forms and contact Mr Chris Ford to obtain the cost of providing the trees, supervising the planting and providing the necessary maintenance for the first twelve months.

The Clerk would approach the Radley Youth FC and Radley Primary School to ascertain if they wished to take part in the projects.

- (iv) FOOTPATHS: The following points were made:
 - (a) Footpath 2: Mr Nick Frearson was not interested in rerouting this path. He indicated that the path had been in a poor condition due to the planting which had taken place but it would improve now that the work had been finalised.
 - (b) Footpath 8: The reply from Mr Craig Rossington, OCC, was noted. Consideration was given to the options he set out:
 - (i) Upgrading the path to a bridleway.

- (ii) The path could be formally adopted as a cycleway, but this is very unlikely to be successful.
- (iii) Ask the landowner to grant permissive rights to cyclists so they can ride on the footpath.

The Parish Council **AGREED** that Option 3 be followed. It was noted that the landowner had already given permission to this. It would be helpful if signs could be put up both ends of the footpath indicating that cycles could use the path.

- (c) Footpath 9: The Clerk was asked to press for the improvements suggested some time ago. Thrupp Lane was still hazardous to cyclists and pedestrians, and improvements were urgently needed.
- (d) “Lost Ways”: Cr Wilson had discussed this with Mr John Homewood, who indicated that the History Club might be interested in helping.

60/05 VALE OF WHITE HORSE LOCAL PLAN 2011 – PUBLIC LOCAL INQUIRY

Cr Johnston indicated that it was not necessary for the Parish Council to take any action in relation to the Public Local Inquiry as there were no proposals to amend the Green Belt around Radley.

61/05 HIGHWAY MATTERS

- (a) FOOTWAY BY RAILWAY BRIDGE: It was noted that the OCC Road Safety Engineering Team had visited the site and considered that any narrowing of the carriageway, either with a kerbed footway or white lining would increase the potential for head on conflicts. As there was inadequate provision for pedestrians at the site, it was considered that a footbridge would be a better solution, and this was being considered by the Transport Planning Team. The Clerk was asked to draw this matter to the attention of the Warden at Radley College.
- (c) CONDITION OF FOOTWAYS: The Clerk had not been able to clarify the section of footway in Radley Village due for repair.
- (d) ROAD CONDITIONS: It was noted that repair work had been requested for the following:
 - (i) FERNY CLOSE - POTHLES
 - (ii) AUDLETT DRIVE/TWELVE ACRE DRIVE ROUNDABOUT – ROAD SURFACE
- (e) BRANCH OF TREE – CHURCH ROAD: The OCC Highways were asking its tree experts to look at the condition of trees in Church Road. They would also follow up the removal of the branch by the kennels.

62/05 PARISH WEBSITE

Cr Wilson requested that everyone at the meeting should put forward an item for the WebSite Forum.

The Advisory Group would be meeting shortly to consider how the balance of the budget should be spent.

63/05 RWE_nPOWER

- (a) Visit to Gravel Pits, Saturday, 14 May 2005, at 10.30 am: noted

64/05 ANNUAL PARISH MEETING, FRIDAY, 6 MAY 2005-05-20

Councillors noted the date and time of the Annual Parish Meeting

65/05 REPORT OF DISTRICT AND COUNTY COUNCILLOR

Cr Johnston reported that the Vale of White Horse District Council was reorganising its senior management. The District Council had the ninth lowest Council tax rate in the country. On the Oxfordshire County Council, Cr Johnston was involved with a panel which was looking at the way services were run and the targets set by officers.

66/05 NOTIFIED BUSINESS

- (a) MOTOCROSS, CULHAM – NOISE NUISANCE: **IT WAS AGREED** that the Parish Council should complain about the noise created by the Motocross held at Culham, especially as the number of meetings had increased considerably.
- (b) TIMING AND DURATION OF PARISH COUNCIL MEETINGS: Councillors **AGREED** that they needed to be more disciplined in their discussions to ensure meetings finished by 9.30 pm.

Date:

Chairman

CONFIDENTIAL MINUTE, 28 APRIL 2005

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.

67/05 RWEnPOWER – FILLING OF GRAVEL PITS:

The Chairman and Clerk reported on their meeting with representatives of RWEnPower. **IT WAS AGREED** that Councillors should discuss this when it met RWEnPower staff at the Gravel Pits on the 14 May 2005.

Date:
Chairman