

**MINUTES OF THE ORDINARY MEETING OF RADLEY PARISH COUNCIL  
HELD AT THE CHURCH ROOM, RADLEY, ON THURSDAY, 15 DECEMBER  
2005 AT 7.30 PM**

**PRESENT:** Cr B Mott (in the Chair)  
Crs Crowley, Henderson (for part), Johnston, Nutt, D Standen, J Standen,  
Wilson, Wren (for part), Wyatt

**183/05 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cr Rogers.

**184/05 DECLARATION OF INTEREST**

Cr Crowley declared a personal but non-prejudicial interest as set out in the Standards Board for England lobby group, dual-hatted members and the Code of Conduct, top paragraph, page 7 in relation to matters relating to Radley Lakes.

Cr Johnston left the meeting for matters relating to Radley Lakes, and declared an interest in play area matters because he was the Chairman of the Oxfordshire Playing Fields Association.

**185/05 MINUTES OF ORDINARY MEETING OF THE PARISH COUNCIL, 24  
NOVEMBER 2005**

The Minutes of the Ordinary Meeting of the Parish Council held on 24 November 2005 were **APPROVED** and signed by the Chairman with the following amendments:

Minute 175/05 (d) (iv) should read: "... around the field, but clarification was being sought ....."

Minute 177/05 (i) (a) (iii) – Heading should read: "Draft Oxfordshire Children & Young People's Plan"

**186/05 BUSINESS ARISING OUT OF THE MINUTES**

- (a) **ADDITIONAL STREET LIGHTING, LOWER RADLEY:** This had not yet been installed.
- (b) **DEVELOPMENT, CHURCH ROAD:** The Clerk reported that Mr N Kennedy, 5 Catharine Close, had been in correspondence with the DC regarding the height of the new development, indicating that he had not had a reply within a satisfactory length of time. It was noted that he had now received a reply along similar lines to that given to the Parish Council.

### **187/05 POLICE MATTERS**

- (a) DISTURBANCE FOLLOWING EVENT AT VILLAGE HALL: Cr Wren indicated that the police had not been in touch with him about this matter. No further information had been received from PC Broomfield.
- (b) PARKING ON PAVEMENT, 17 CHURCH ROAD: PC Broomfield would be looking into this. No further information had been received.
- (c) STOLEN MOPED - POLICE SURGERY, 3 SEPTEMBER 2005: No further information had been received.
- (d) VANDALISM TO SPORTS PAVILION: This matter was being followed up.
- (e) POLICE SURGERIES: The Clerk reported that ABO Broomfield would be holding police surgeries at the Village Hall on the 17 December 2005 and the 7 January 2006 from 12.30 to 2.30 pm.
- (f) MOTORCYCLISTS ON PUBLIC FOOTPATHS: It was noted that all illegal riding of motorcyclists on footpaths and cycle tracks should be reported to the police.
- (g) FLY TIPPING – SHAWS COPSE: Fly tipping had taken place by the gate to the railway yard. The Clerk was asked to see if this could be removed.

### **188/05 PLANNING MATTERS**

- (i) New Applications:
  - (a) RAD/15714/9-LB – Part retrospective application for alterations to fireplaces, Spinneys, 51 Lower Radley: No objections.
  - (b) RAD/8252/1 – Proposed first floor rear extension and new roof to garage, 26 Ferny Close: No objections.
- (ii) Permission Given:
  - (a) RAD/6156/1 – Erection of a single storey side extension, extend roof of existing house to form a gable end, conversion of existing garage and alterations, 2 Little Howe Close.

### **189/05 FUTURE OF VILLAGE SHOP**

The Chairman indicated that a local resident had requested further information on the possibility of running the shop.

## 190/05 FINANCIAL MATTERS

- (a) ACCOUNTS FOR PAYMENT: It was proposed by Cr Johnston, seconded by Cr D Standen **AGREED** that the following payments should be made:

(i)	Radley PCC – Table at Christmas Bazaar for Radley Website:	£8.00
(ii)	BDO Stoy Hayward LLP – Audit Fee:	£411.25
(iii)	Copycat Services – Photocopying:	£46.67
(iv)	SLCC – Subscription:	£84.00
(v)	Miss S E Raven:	£437.07
	(a) Salary, December 2005	£368.32
	(b) Payment to Village Cleaner, January 2006:	£68.75
(vi)	Radley PCC:	£96.00
	(a) Hire of Hall:	£56.00
	(b) Hedge Cutting, Cemetery/Car Park:	£40.00

- (b) REPORT OF FINANCE AND ADMINISTRATION COMMITTEE, 7 DECEMBER 2005

There were insufficient members to form a quorum, but Cr Crowley reported that the two members who had attended the meeting went through the items for discussion and reported that:

- (i) SPORTS PAVILION
- (a) Gas Servicing/Repairs: The gas boilers had been serviced, and a new burner was on order.
  - (b) Repairs to roof of sports pavilion and painting flat roof with sticky paint
  - (c) Repairs to plaster and outside painting
  - (d) Vent covers:
  - (e) Step/Ramp:  
The Clerk had spoken to Mr Herring, who had been off sick, and had ascertained that the outstanding work would be undertaken as soon as possible.
  - (f) Inside decoration: This would cost in the region of £200 with Dulux Trade Paint. The colour would be decided by the Parish Council.
  - (g) APPOINTMENT OF CARETAKER AND CLEANER: It was noted that Mr Sharp had not responded to the invitation to meet the Chairman and the Playing Field Co-coordinator. The Clerk and Cr Nutt were pursuing this.

- (h) **KEYS FOR SPORTS PAVILION: IT WAS AGREED** that a replacement key be provided but the Radley Youth Football Club should be informed that if further keys were lost, new locks would be provided throughout the sports pavilion and the club would be expected to meet the cost.
- (i) **VANDALISM:** No further details had been received from Mr Sharp.
- (j) **ELECTRICITY:**
  - (a) **PERIODIC INSPECTION REPORT/PAT TEST:**
  - (b) **ESTIMATE FOR REPAIR WORK:**

It was noted that the test report indicated that most of the work needed related to the Football Club – the installation of a circuit breaker for socket in garage/store, and replacement of plug tops. **IT WAS AGREED** that the work should be undertaken, and the quotation from Mr D A Thomas of £290 plus VAT was accepted. **IT WAS AGREED** that no charge would be made to the Radley Youth Football Club, but the Club would be informed that it must not do any further work at the sports pavilion or put in any further electrical equipment without agreement.

- (k) **DISABILITY ACCESS – ESTIMATE:** This was not yet available, but the Clerk had discussed the possibilities with Mr Herring.
- (l) **ESTIMATES FOR THE PROVISION OF CCTV SECURITY SYSTEM:** Three estimates were considered. As the Clerk had asked the firms to recommend the best way of covering both the sports pavilion and the village hall, the estimates were not comparable, although all estimates quoted a similar cost - in the region of £2,000 to £3,000 to cover the sports pavilion. The Clerk was asked to clarify a few points, and to ask the police adviser for comments on the estimates received. Comparable estimates would be required once a suitable system was agreed.
- (ii) **GOOSEACRE PLAYING FIELD:**
  - (a) **REPAIR TO FENCE AT NORFOLK CLOSE END OF PLAYING FIELD:** The Clerk had spoken to Mr Herring who understood he could not undertake this work until the ground was hard.
  - (b) **PROVISION OF GATE BETWEEN GOOSEACRE AND THRUPP LANE PLAYING FIELDS:** Advice was awaited from the Bursar at Radley College.

- (iii) VILLAGE SEATS
- (a) INSTALLATION OF SEAT AT PEBBLE HILL: It was not yet known when the seat would be installed.
  - (b) PROVISION OF SEATS, CENTENARY GARDEN, SPINNEYS CLOSE: Details had been put in the estimates for the provision of new seats and the removal of the existing seats.
- (iv) ACCOUNTS 2004/2005 – REPORT OF INTERNAL AUDITOR: The Clerk reported that a number of Parish Councils were not continually adjusting the Fidelity Guarantee Insurance. **IT WAS AGREED** that the Clerk should obtain an estimate to see what difference this would make to the cost of the insurance.
- (v) CONSIDERATION OF BUDGET FOR 2006/2007 WITH A VIEW TO RECOMMENDING THE PRECEPT: It was noted that the following points had been made:
1. Gardening Competition: The balance over the nine years the Parish Council had been holding garden competitions was £501.60. This was included in the balance held by the Parish Council and not shown separately.
  2. Management of Income Tax (PAYE): The Clerk reported that she had used a firm called PROTAX since June 2000 to work out the Parish Council income tax on her salary. During this period they had made the necessary returns to the Inland Revenue on behalf of Radley Parish Council. The Village Cleaner was now being employed by the Parish Council, and it was hoped that a caretaker and cleaner would also be employed very shortly.  
  
As PROTAX make the returns on line, there has been a £250 reduction in income tax during 2005/2006, and there will be £150 reduction in 2006/2007.  
  
**IT WAS AGREED** that the Clerk should be reimbursed the costs she has met since 2001, which amounted to £381.63 plus VAT.  
  
It was noted that the Parish Council would need to give consideration to Personnel Procedures (such as Disciplinary Procedure/Health and Safety Procedure/Training) for employees.
  3. Web Site: Cr Wilson would check that the budget was suitable.
  4. Conservation: A request has been received for a litter bin next to the bus stop in Foxborough Road (by Gooseacre). The Clerk

was asked to ascertain the District Council's policy for providing litter bins and for emptying them.

5. Car Park/Cemetery, Church Road:
  - (a) The Bursar was ascertaining the cost of the Licence to allow for the inclusion of the copse in the lease.
  - (b) Hedge Cutting – hedge between the car park and the cemetery: Radley PCC had been advised to have the hedge cut twice a year. Cost should not be much more as both cuts will be smaller. The budget has been increased from £75 to £100 to cover any increase.
  - (c) Car Park repairs: Amended estimates have been received, and the money was available in this year's budget to have the car park resurfaced. Cr Wyatt proposed that this work should go ahead as soon as possible. This was seconded by Cr Crowley, and **AGREED**, with one objection. It was noted that one of the granite sets was proud of the surface and needed to be removed.
  - (d) Clearance of Copse: **IT WAS AGREED** that the Parish Council should accept responsibility for clearing the copse to allow tree planting to take place. This money had been included in the estimates.
6. Play Equipment for Older Children: Although funds were being accrued there had not been any discussion on the type of play equipment required. **IT WAS AGREED** that Parish Council should look at other ways to use recreational field, i.e. distance posts for joggers. The Parish Council also needed to consider facilities for other areas of the Parish such as Lower Radley, Thrupp Lane and the three Mobile Home Parks – Bigwood, Pebble Hill and Woodlands.
7. Bus Shelters: Work was beginning of the Premium Route, and it was queried what help the Parish would get for additional bus shelters.
8. The Parish Council should consider ways of improving the Parish both short-term and long-term. This could be built into discussions on the Parish Plan.

(vi) **DONATIONS:** It was proposed by Cr Crowley, seconded by Cr Wilson and **AGREED** that the following donations should be made:

- |     |                             |      |
|-----|-----------------------------|------|
| (a) | Abingdon and District CAB:  | £200 |
| (b) | South & Vale Carers Centre: | £400 |

- (c) Radley News: £50
- (d) Childline Midlands and East Anglia: £100
- (e) Oxfordshire Association for the Blind: £60 if an application was made for a grant.

It was noted that the following grants had been given:

- (a) Save Radley Lakes: £100
- (b) Christmas Hamper: £20

(vii) ACCOUNTS 2004/2005 – REPORT OF EXTERNAL AUDITOR

It was noted that the External Auditor has recommended that the Parish Council reviews the employment status of all individuals employed on a self employed basis. The Clerk reported that this had been done.

(c) PRECEPT 2006/2007

It was proposed by Cr Crowley, seconded by Cr Johnston and **AGREED** that the Parish Council should precept for £42,000 for the financial year 2006/2007.

**191/05 CORRESPONDENCE**

**(i) ACTION REQUIRED:**

- (a) Oxfordshire County Council:
  - (i) Fares and Ticketing Strategy Consultation: The Parish Council approved of the proposals.
  - (ii) Review of Subsidised Bus Services –Abingdon & Oxford Area – June 2006: The arrangements did not affect the services for Radley.
  - (iii) Information Strategy Consultation: The Parish Council had no comments to make.
- (b) Vale of White Horse DC:
  - (i) Removal of Lower Branches to 1 x oak, 44 Bigwood Park: The Parish Council agreed to this work.
  - (ii) Planning for the Future of the Vale – Consultation on Draft Statement on Community Involvement: The Parish Council had no comments to make.

**(ii) FOR INFORMATION**

- (a) Oxfordshire County Council – News December 2005
- (b) Health Scrutiny News November 2005 – The Oxfordshire Joint Health Overview and Scrutiny Committee
- (c) News from Oxford Inspires, Winter 2005/06
- (d) SPISE News 45, Winter 2005
- (e) Woodcote Parish Council – Youth Service Budget in Oxfordshire: noted
- (f) South East and South West Oxfordshire Primary Care Trusts: noted

**192/05 LEASE WITH RADLEY COLLEGE – CAR PARK/VILLAGE POND**

The Chairman and Clerk reported on the meeting they had had with the Bursar at Radley College. **IT WAS AGREED** that the Parish Council should accept responsibility for the copse and that the Bursar should be asked to proceed with the arrangements to allow this.

**193/05 CONSERVATION MATTERS**

- (a) FOOTPATH 9: It was noted that there had been a meeting with the OCC Field Path staff, DC Environmental Health staff, and local landowners. It was clear that the OCC had to take action to move the blocks and the pole in line with the designation of this path. The Clerk reported that she was going to the Berkshire Archives to ascertain the reason for this designation.
- (b) FOOTPATHS 2 AND 10: The Clerk was asked to report the poor condition of these footpaths, which had not been reinstated after ploughing, to the OCC Footpath Officer.

**194/05 HIGHWAY MATTERS**

- (a) ROAD/FOOTWAY REPAIRS: Work would shortly begin on footway repairs in Church Road and Stonhouse Crescent. Work was being undertaken at Lodge Hill and Sugworth Lane.
- (b) CHURCH ROAD – TREE MANAGEMENT: Work had begun on cutting back the trees.

- (c) HEDGE/TREE, 15A CHURCH ROAD: No further information was available on the pruning of this hedge.
- (e) CONDITION OF THRUPP LANE: The Clerk was pressing for a reply on this.
- (f) LOWER RADLEY – CONDITION OF ROAD: The Clerk was asked to follow this up with the OCC following concerns received from residents.
- (g) VILLAGE GATEWAYS: Work should commence shortly.

**195/05 PARISH WEBSITE**

Cr Wilson reported that members of the Web Site Group would be pursuing the copyright infringement with The Roman Group as they felt the offer of £100 was insufficient.

It was reported that there had been nearly 6000 visits to the website in November. The stall at the Christmas Bazaar had created a lot of interest.

**196/05 REPORT OF DISTRICT AND COUNTY COUNCILLOR**

Cr Johnston reported that the Vale of White Horse DC would be introducing free bus passes from April, which would cost the DC a great deal of money. The Oxfordshire County Council was preparing budgets.

Date: .....

**CONFIDENTIAL MINUTE, 15 DECEMBER 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.

**197/05 RWE NPOWER PLANNING APPLICATION**

The Chairman reported that he had asked the Clerk not to take action on the motion agreed at the last Parish Council meeting as he was concerned that it was incorrect to write to the Oxfordshire County Council at this stage, and that the correct procedure would be to write when any amended plans were received from RWE Npower. He was also concerned that the detailed resolution had been tabled without a copy for everybody, which resulted in the words “less harmful” being used, as he did not feel the Parish Council was qualified to make this statement.

Cr Crowley raised concerns about the further discussion and the delay in sending the motion, indicating that the procedure was not in line with the Standing Orders of the Parish Council.

It was proposed by Cr D Standen, seconded by Cr Nutt and **AGREED** that the motion set out in the Minutes of the November meeting should be sent to the Oxfordshire County Council and released as a press release. Seven councillors voted for the resolution, two abstained, and the Chairman objected for the reasons he had expressed.

Cr J Standen thanked the Chairman for discussing his concerns with the Parish Council.

Date: .....

Chairman