

KIDMORE END PARISH COUNCIL

Minutes of a meeting the Parish Council held at the Church Room, Kidmore End on Wednesday 24 October 2018 at 8.00pm and concluded at 9.35pm.

Present: Dr C D Aldridge (Vice-Chairman, in the Chair), A B Gitsham, T M Perchard, J A Swift QC, H Thresher.

Apologies for absence were received from Ms S M Biggs, Ms A S O'Reilly, I G C Pearson, R Simister (district councillor).

6.01 MINUTES

The Minutes of the meeting held on 19 September 2018 were taken as read, confirmed and signed as a correct record, subject to

- the correct spelling of the name "Skarries" in Minute 5.07(i);
- the correct spelling of the position "Vice-Chairman" in Minute 5.10;
- insertion of the word "at" before the name "Palmer's" in Minute 5.13(vii);
- insertion of the figure "31" before the word "July" in Minute 5.22.

6.02 REPORT OF DISTRICT COUNCILLOR

The Council noted a written report by Mr R Simister, the district councillor for the Kidmore End & Whitchurch ward, covering, inter alia:

- the Government's response to the request by his Council's Leader for the definition of the term "affordable housing";
- the Chilterns Walking Festival;
- how to apply for capital grants from his Council, for community facilities, or improvements thereto.

6.03 KIDMORE END PLAY AREA

(i) Playhouse

In presenting her apologies for absence, the Chairman of the Council had advised that Mr K Bulmer, the county councillor for the Goring Ward, had promised a grant to meet the whole cost of a replacement play house at the Kidmore End Play Area. The Chairman of the Council had sourced a suitable playhouse, and had consulted pupils at Kidmore End School about it: they had endorsed her choice. Members acknowledged that there was no specific provision for such a project in the Council's budget for the financial year 2018/19.

RESOLVED: 1 That, in principle, the playhouse at the Kidmore End Play Area be replaced.

2 That an application be made to the county councillor for the Goring Ward for a grant to meet the cost of the replacement playhouse.

(ii) Boundary fence

By e-mail, Mr E Madejski, the occupier of the land to the north east of the Kidmore End Play Area, drew attention to the condition of the chain link fence between the Play Area and his land, and asked the Council to repair the fence. It was reported that Mr I G C Pearson had undertaken some repairs.

The Clerk advised that he would examine the title deeds for the Play Area to discover whether they made reference to fencing responsibilities.

6.04 MEMBERSHIP OF THE COUNCIL

(cf 5.05/18) The Clerk reported a telephone enquiry from a resident of Gallowstree Common about serving as a parish councillor.

6.05 APPOINTMENT OF OFFICERS, SUB-COMMITTEES AND REPRESENTATIVES

(cf 5.06/18) RESOLVED: That consideration of the appointment of a person to serve as a representative on the Playing Fields Committee, vice Ms S L Forde, be again deferred to the next meeting.

6.06 TRAFFIC MATTERS

(i) Vehicle speed reduction campaign

(cf 5.07(iii)/18) The Clerk reported that another councillor had identified suitable structures for the display of vehicle speed reduction posters.

(ii) Kidmore End – parking

(cf 5.07(iv)/18) In presenting her apologies for absence, the Chairman of the Council had reported on her discussions with the headteacher of Kidmore End School and the Vicar about the possible use of the glebe land, at Cold Norton Corner, as a green carpark for the benefit of the School and the Church. Neither had favoured that use, believing that it would not work to relieve traffic congestion in the village.

In the meantime, it was understood that the school authorities were considering removing the large conifer tree at the entrance to the premise on Chalkhouse Green Road, with a view to providing a pupil drop-off facility there.

(iii) Speedwatch

(cf 5.07(vii)/18) Mr T M Perchard reported that “Speedwatch” training had been arranged to be held at the Gallowstree Common Recreation Ground on 27 October 2018.

(iv) Kidmore End – traffic congestion

In an e-mail, Mr A Oram, believed to be a resident of Chalkhouse Green, drew attention to the traffic congestion he experienced during the afternoon of 11 October 2018, in the vicinity of the centre of Kidmore End. He indicated that he and many other drivers had been stuck in the area for c30 minutes.

The Chairman, who had discussed the matter with the headteacher, rehearsed the circumstances of the afternoon in question. There had been a well attended funeral at the church, and the wake was held in the New Inn. The car park of the public house was filled with the mourners’ vehicles. Many parents collecting school pupils, accustomed to parking at public house, had, as a result, parked injudiciously on the highway. The contract school bus had arrived via Kidmore Lane, and the profusion of vehicles parked on the roadside had meant that it was unable to manoeuvre. There had been general ill-feeling amongst drivers and others, and school staff had been verbally abused.

RESOLVED: That Mr Oram be advised of the particular circumstances resulting in the congestion on 11 October 2018.

6.07 GENERAL DATA PROTECTION REGULATIONS (GDPR)

(cf 5.08/18) The Clerk regretted that the minutes of the meeting of the General Data Protection Regulations Sub-Committee on 12 September 2018 were not yet available.

6.08 CHILTERNES AREA OF OUTSTANDING NATURAL BEAUTY

(cf 5.09/18) In presenting her apologies for absence, the Chairman of the Council had advised that the Chilterns Conservation Board intended to seek national park status for the Chilterns Area of Outstanding Natural Beauty (AONB). The Chairman had also indicated that she had attended a meeting organised by Shiplake Parish Council regarding a review of the boundary of the AONB. It was intended to seek a meeting with John Howell MP regarding the AONB boundary.

6.09 CANE END ALLOTMENTS – WATER SUPPLY

(cf 5.10/18) The Clerk reported that the formalities in connection with the easement, for the water supply pipe to Cane End allotments, had been completed on 26 September 2018, and that he had approached a potential contractor regarding the installation of the pipe.

6.10 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18

(cf 5.12/18) Moore Stephens gave notice that the Partnership had completed its review of the Sections 1 and 2 of the Annual Governance Accountability Return, and discharged its responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018. Except for the matters mentioned in a separate report (as set out in the Appendix hereto), on the basis of the Partnership's review, in its opinion the information in Section 1 and 2 of the Return was in accordance with proper practices and no other matters had come to its attention giving cause for concern that relevant legislation and regulatory requirements had not been met. Moore Stephens also referred to another matter, not affecting its opinion, viz that the Return was not submitted until the last week of September, before the minutes of the September meeting had been published: consequently, the minutes had not been reviewed.

The Responsible Financial Officer commented orally on the points raised by Moore Stephens.

RESOLVED: That the report by Moore Stephens be noted.

6.11 HIGHWAYS' DEPOTS

(cf 5.14/18) The Chairman reported on her visit to the County Council's Highways' Depot in Drayton, which she had found an interesting experience. As a result of her visit, she had become aware of "Superusers", local volunteers who were trained to report highway defects, particularly potholes, to the County Council, without the defect having subsequently to be inspected by County Council staff, before appropriate remedial action was ordered. She undertook to find out more and to report thereon to the next meeting of the Council.

6.12 MEETINGS OF PARISH AND TOWN COUNCILS

(cf 5.21/18) It was reported that the County Council had organised a further meeting, for parish and town councils to meet councillors and officers of the Council, at Sonning Common on 17 January 2019. As a result, the Chairman of the Council and Mr Gitsham would attend that meeting, rather than that held at Harwell.

6.13 RIGHTS OF WAY

(i) Footpath 8

(cf 5.24(i)/18) The Clerk regretted that he had not yet received a quotation from Acorn Services for the repair of the barrier at the south end of footpath 8.

(ii) Footpath 10

(cf 5.24(ii)/18) In a letter, Mr D Kedge of Sonning Common Parish Council thanked the Council for agreeing, in principle, to make a financial contribution towards the replacement of 2 stiles on Footpath 10 with kissing gates, subject, of course, to the consent of the owners of the land.

6.14 FINANCE

(i) Balances

The Clerk reported that balances at the bank totalled £39,503.13.

(ii) Accounts for payment

RESOLVED: That the following accounts, listed in the schedule under Financial Regulation 5.2, be approved for payment:

S Hayter – Refund of overpayment of allotment rent	£10.00
Moore Stephens – External audit fee	£676.56
South Oxfordshire District Council – Emptying dog hygiene bin	£13.09
Caversham Solicitors Ltd – Legal fees in respect of easement	£762.00
R F Penfold – Salary net of Income Tax	£379.29
HM Revenue & Customs – Income tax deducted	£252.86
R F Penfold – Printing agenda etc	£4.65

(iii) Budget monitoring

The Council noted a report of the Clerk showing expenditure, up to 30 September 2018, against the approved budget for 2018/19. The report showed a predicted overspend at year end of £1,186, excluding capital payments and if the Council otherwise spent in accordance with the budget.

6.15 CONSULTATION ON PLANNING MATTERS

(i) Decisions

The Council noted that the application for first floor replacement dormers and gable extensions, roof extension over garage with dormers and roof lights, replacement canopy over entrance at Foxhills, Rosebery Road, Tokers Green had been permitted conditionally and that the application to establish the principle of use for Class 3 residential occupation, with access via Highdown Avenue, on land adjoining Highdown Avenue, Emmer Green had been refused.

(ii) Action of Plans Sub-Committee

RESOLVED: That the action of the Plans Sub-Committee in respect of the following applications, as set out in the register of action, be approved:

demolition of existing dwelling, erection of 2 dwellings with detached double garages and formation of new access with entrance gates at Beechwood, Tokers Green Lane, Tokers Green

(amended plan);
erection of 2 new dwellings with new garage to retained dwelling and new access at Barnside, Wood Lane, Gallowstree Common (amended plan);
single storey rear extension, front extension of garage and conversion of existing garage at Acorns, Wood Lane, Gallowstree Common;
installation of Charnwood dual fuel burner in ground floor living room and reversible flue up the chimney at Rock Cottage, Chalkhouse Green.

(iii) Applications

The Council considered applications referred to it since the last meeting .

RESOLVED: 1 That no objections be submitted on the applications for

construction of earth bund at Summer Cottage, Cane End (retrospective) for Mr S Herbert;
construction of storage facility and double garage with first floor at Lower Lodge, Dysons Wood Lane, Tokers Green for Mrs B Phipps.

2 That the following comments be made on the application for proposed single storey extension including conversion of ground floor into habitable accommodation at The Old Farmhouse Flat, Cane End for Mr & Mrs Shrier: "Objection – there is no indication of means of access to this separate dwelling".

(iv) Planning appeal

(cf 5.13(vi)/18) In a letter, the District Council 's Head of Planning confirmed that the hearing into the appeal, against the decision of his Council to refuse planning permission for proposed erection of 10 or 14 houses on land (known as The Elms) on the west side of Tokers Green Lane, Tokers Green, would be held in Milton on 13 November 2018.

RESOLVED: That the Chairman of the Council be appointed to attend the hearing into the above appeal and that her attendance be an approved duty for the purposes of expenses.

(v) Proposed development at Beechwood, Tokers Green Lane, Tokers Green

With an e-mail, Mr M Orr of Anderson Orr Architects, the agent for the applicants for the proposed development at Beechwood, Tokers Green Lane, Tokers Green (see Minute 6.15 (ii) above), enclosed possible revisions to the application, principally to remove the balconies at the back of the 2 proposed dwellings. He advised that the District Council's planning officers were proposing to recommend approval of the application as already amended, but, because of this Council's opposition, the application would be put before the District Council's Planning Committee for determination. He wondered whether the Council would reconsider its objection to the application, in light of the possible amendments now proposed.

Mr T M Perchard reported that he had sought to show the proposed amendments to the neighbours of the site. Those he had seen had remained opposed to the application. Members observed that the proposed amendments did not vitiate the Council's previously stated objections.

RESOLVED: That the Council stand by its previously submitted comments on the application for demolition of existing dwelling, erection of 2 dwellings with detached double garages and formation of new access with entrance gates at Beechwood, Tokers Green Lane, Tokers Green.

6.16 DIAMOND JUBILEE PAVILION - CONDITION SURVEY

(cf 3.16/18) The Council considered the report by Ajenda TDD Ltd arising from Company's inspection of the Diamond Jubilee Pavilion at the Gallowstree Common Recreation Ground. The Company stated that the key elements of the building structure and fabric should not require any major replacement in the long term, subject to continued proper maintenance. There were no structural defects,

the cracking visible on internal walls not being of any structural concern. Issues were noted with the rainwater disposal system, which stemmed from the small size of rainwater goods combined with lack of regular cleaning, which caused blockages: access for rodding needed to be improved. In total, some 18 recommendations were made, although most of these could be construed as maintenance items.

Members were pleased to note that, in the main, the Pavilion was in good order, and agreed that it would be prudent, as owner/landlord of the premises, to carry forward the recommendations for changes to the structure of the premises, eg the rainwater disposal system. Members felt, however, that most of the recommendations lay in the purview of the Playing Fields Committee, to which charity the Council had delegated the management of the premises.

RESOLVED: 1 that the report of Ajenda TDD Ltd be received.

2 That provision be made in the budgets for future financial years for the execution of the recommended alterations to the structure etc of the Diamond Jubilee Pavilion.

3 That the report be commended to the Playing Fields Committee and that the Committee be asked to carry out the maintenance issues recommended in the report and to introduce the recommended routines for inspection etc.

6.17 "AROUND THE BOUNDARY" FUND RAISING EVENT

The Council, as owner of the Recreation Ground at Gallowstree Common, was invited to give advice to the Playing Fields Committee, as managers of the Ground, on the request by Kidmore End Cricket Club for permission to repeat the "Around the Boundary" fund raising event at the Ground in 2019. The Club wished to promote the event on the May Day bank holiday weekend, and, perhaps, hold the event over 2 days.

RESOLVED: That the Playing Fields Committee be advised

- to remind the promoters of "Around the Boundary" that the Gallowstree Common Recreation Ground is a publicly owned facility to which the public should not be denied access;
- to ask the promoters to ensure that the Committee receives a share of any surplus generated by the event.

6.18 BROADBAND

(cf 11.06/18) The Better Broadband for Oxfordshire Team advised, by e-mail, that Kidmore End fibre enabled cabinet 12, at Chalkhouse Green, had gone live on 11 September 2018. This had subsequently been found not to be the case, and the cabinet had yet to become operational.

In another e-mail, it was announced that Caversham cabinet 36, at Elm Road, Tokers Green, had gone live. This cabinet served southern Tokers Green.

It was reported that BT Openreach was seeking to ensure an electricity supply to Kidmore End cabinet 17, which would serve Cane End.

6.19 CHILTERN'S CONSERVATION BOARD

In a letter, the Chief Officer of the Chilterns Conservation Board asked that the Council consider making a donation to support the work of the organisation.

RESOLVED: That consideration of the request be deferred until later in the year.

6.20 POLLING DISTRICTS AND POLLING PLACES

The District Council's Electoral Services Officer, by e-mail, gave notice of her Council's interim review of polling districts and polling places, and invited comments about the present arrangements by 2 November 2018. Members noted that the Parish comprised one polling district, with 1039 electors, and a polling place at the Parish Room, Wood Lane, Kidmore End.

6.21 LIFE EDUCATION

The Fundraiser for Life Education Wessex and Thames Valley asked the Council to consider making a grant to subsidise the cost of delivering its early intervention project seeking to prevent mental health problems, obesity and substance misuse into Kidmore End Primary School. Members commented that only about half of the pupils at the School were residents of the Parish.

RESOLVED: That no grant be made to Life Education Wessex and Thames Valley in the current financial year.

6.22 HOUSING ALLOCATIONS' POLICY

In an e-mail, the Housing Needs Manager of the District Council reported that his Council was proposing some changes to its Housing Allocations' Policy, concerning assessing applications to join the housing register and how social housing was allocated. Comments were invited by 26 November 2018.

6.23 OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS

The Council noted an update for members published by the Oxfordshire Association of Local Councils in September 2018, with particular reference to the paragraphs about the Oxford – Cambridge Expressway, the special dispensation given to Oxfordshire authorities on local plan delivery and the 11th edition of Arnold-Baker.

6.24 "ARNOLD-BAKER ON LOCAL COUNCIL ADMINISTRATION"

Arising from the announcement in the Oxfordshire Association of Local Councils update (see Minute 6.22 above), it was

RESOLVED: That a copy of the 11th edition of "Arnold-Baker on Local Council Administration" be purchased.

6.25 NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

In presenting her apologies for absence, the Chairman of the Council reported that the Neighbourhood Development Plan Steering Group had met on 3 October 2018.

Pending circulation of the minutes, the Chairman had advised that a consultant, appointed by a Government agency to assist the Steering Group, had commented on the complexity of a neighbourhood plan covering 5 separate settlements, with part of the Parish within an area of outstanding natural beauty and part outside. The consultant had raised questions for clarification by the District Council regarding, in particular, the Local Plan. Some 19 potential sites for development were under review, and it now seemed that sites for 22 new housing units needed to be identified across the Parish. The Chairman of the Council had also pointed out that 32 new units had been given planning permission since April 2011.

6.26 PLAYING FIELDS COMMITTEE

It was noted that the Playing Fields Committee had not met since the last meeting of the Council.

6.27 KIDMORE END WAR MEMORIAL

The Vice-Chairman had given notice that she wished to propose that the inscription on the Kidmore End war memorial be corrected, by adding an "L" to the surnames of Lewis and Walter Novell. The Vice-Chairman had produced copy birth certificates, which had corroborated the evidence of relatives of the 2 men. A F Jones Stonemasons Ltd of Reading and Ipsden had quoted £155+VAT to make the correction to the memorial. Although Members recognised that there was no specific provision in the budget for the current financial year, they felt that the work should proceed, hoping that it would be completed by Remembrance Sunday.

RESOLVED: That, under the provisions of War Memorials (Local Authorities' Powers) Act 1923, the cost of the correction of the inscription of the war memorial be met.

2 That, notwithstanding Financial Regulation 11.1(h), the contract for the above work be let to A F Jones Stonemasons Ltd

6.28 JOHN HOWELL MP

In presenting her apologies for absence, the Chairman of the Council had reported that she had arranged a meeting with John Howell MP for members of the Council, and other parish councils, at the Diamond Jubilee Pavilion, Gallowstree Common, on 2 November 2018.

RESOLVED: That the action of the Chairman of the Council be approved and confirmed.

EXTERNAL AUDITOR REPORT & CERTIFICATE 2017/18

The Council did not receive an internal audit report during the year. Despite this it asserted (line 6 of the Annual Governance Statement) that "it maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems". This is a requirement of The Accounts and Audit Regulations 2015 at Regulation 5.

The failure to provide a report from the Annual Internal Audit Report means that we were unable to adequately assess the risks of mis-statement in the Return.

The Accounts and Audit Regulations 2015 require Councils (regulation 12) to approve their Accounting Statement before the commencement of the period for the exercise of public rights: that, in turn, has to start no later than the first working day of July. The statement was not approved until a meeting of the Council on 19 September 2018, and therefore could not have been approved in the time frame permitted by the law.

Moore Stephens
29/9/18