

## KIDMORE END PARISH COUNCIL

Minutes of a meeting of the Parish Council held at the Church Room, Kidmore End on Wednesday 19 September 2007 at 8.00 pm and concluded at 10.20pm.

Present: A K Martin (Chairman), R S Young (Vice-Chairman), Dr J D M McNie, R G McQuillan, Mrs J E O'Sullivan, Mrs C Toms.

Also present: R A H Peasgood (district councillor), Mrs C Y Viney (county councillor).

Apologies for absence were received from Mrs J A Appleton, Mrs S Hall, Prof T R Morris, R M Naish, Mrs M S Rowland.

### 4.01 MINUTES

The Minutes of the meeting held on 18 July 2007 were taken as read, confirmed and signed as a correct record.

### 4.02 REPORT OF COUNTY COUNCILLOR

Mrs C Y Viney, the county councillor for the Sonning Common division, reported that

- 4 year olds would be admitted to primary schools in the County from January 2008;
- the provision of sites for gypsies and travellers was under review;
- her Council was seeking more flood support funding from the Government;
- her Council had established a website to enable the disabled more easily to access services;
- new arrangements had been made for the recycling of redundant small electrical appliances;
- her Council was seeking a different approach to housing growth in the County to that set out in the report of the Examination in Public of the South East Plan.

Mrs Viney was asked whether she knew when the tree felling work was to be undertaken on the A4074 road, and what diversionary route would be used, given the expected closure of the A4074 to facilitate the work. Mrs Viney undertook to pursue, with relevant officers, the perceived unsatisfactory surface-dressing work in Wood Lane, Kidmore End.

### 4.03 REPORT OF DISTRICT COUNCILLOR

Mr R A H Peasgood, a district councillor for the Ship lake ward, reported

- on the South Oxfordshire councillors' information booklet produced by the Citizens' Advice Bureau;
- that his Council had made representations to the Secretary of State about the implications of the report arising from the Examination in Public of the South East Plan;
- about courses being arranged for young drivers;
- about works to the bridges at junctions 5 and 7 on the M40 motorway, which would start in October 2007 and last 9 months, and which might have an impact on local traffic;
- on a number of consultation exercise by his Council, which could be accessed on line.

Mrs C Toms commented favourably on the school holiday sports activities arranged by the District Council. She enquired as to progress with the refurbishment works at the Gillotts Centre, Henley.

#### 4.04 KIDMORE END POND

(cf 3.05/07) The Chairman reported that he had met an officer of the County Council on site on 16 August 2007 and had agreed that salt bin, to be purchased by the Council, would be installed near the bus stop opposite the well at Kidmore End.

#### 4.05 GALLOWSTREE COMMON RECREATION GROUND - PAVILION

(cf 3.06/07) The Vice-Chairman submitted a quotation received for the repainting of the front face of the Pavilion at the Gallowstree Common Recreation Ground, from Mr W T Hill in the sum of £450.

RESOLVED: That, notwithstanding Financial Regulation 11.1(h), the contract for the repainting of the front face of the Pavilion be let to Mr W T Hill.

#### 4.06 CODE OF CONDUCT

(cf 3.07/07) In letters, the Monitoring Officer of the District Council indicated that she had yet to receive a register of interest form completed by Mr R C Gutteridge.

By letter, the District Council's Head of Legal and Democratic Services referred to training courses on the new code of conduct for clerks to parish councils and indicated that training sessions would be arranged for chairmen, later in 2007.

#### 4.07 MAP OF FOOTPATHS AND BRIDLEWAYS

(cf 3.08/07) Dr J D M McNie reported that he was progressing the project to site a display map of the rights of way in the Parish at The New Inn, Kidmore End.

#### 4.08 HIGHWAYS MATTERS

##### (i) Road Signs

(cf 3.12(ii)/07) By letter, Oxfordshire Highways acknowledged receipt of the report of the damaged "bends" sign in Tokers Green Lane, Kidmore End, south of its junction with Mill Lane.

##### (ii) The Hamlet, Gallowstree Common – Speed limit

(cf 2.22(ii)/07) Mrs J Balinski of Gallowstree Common, in a letter, indicated that she had written to Mrs C Y Viney, county councillor, about the imposition of a lower speed limit in The Hamlet, Gallowstree Common.

##### (iii) Casualty Report 2006 and Road Safety Strategy & Plan 2007/8

With a letter, the County Council's Director for Environment & Economy enclosed a copy of his Council's Casualty Report 2006 and Road Safety Strategy & Plan 2007/8.

RESOLVED: That the County Council's Casualty Report 2006 and Road Safety Strategy & Plan 2007/8 be referred to Mrs C Toms for consideration and report.

##### (iv) Village signs

It was reported that one of the combined village/speed limit signs in Horsepond Road, Gallowstree Common had been damaged in a road traffic accident.

RESOLVED: That the Area Engineer be advised of the above damaged sign.

#### 4.09 ACCOUNTS, 2007/8

(cf 3.15/07) BDO Stoy Hayward LLP, the external auditors, with a letter, returned the Council's annual return for the year ended 31 March 2007, because an internal auditor had not completed the return. The Council recalled that the previous internal auditor, Mr J D Ritchie, had retired at 31 March 2007. If the Council failed to find an internal auditor, the external auditor's opinion of the annual return would be qualified, and the accounts would be subject to greater scrutiny than usual, which would entail a higher than the norm audit fee.

Members mentioned persons who might be prepared to act as internal auditor.

RESOLVED: That the Chairman and Vice-Chairman be authorised to appoint an internal auditor.

#### 4.10 ENVIRONMENTAL GUIDELINES FOR THE MANAGEMENT OF RURAL ROADS IN THE CHILTERNNS

(cf 3.22/07) Mrs C Toms reported on the draft guidelines for the management of rural roads in the Chilterns published by the Chilterns Conservation Board. She had found nothing of remarkable interest in the draft guidelines.

#### 4.11 FINANCE

##### (i) Balances

The Clerk reported that balances at the bank totalled £12,242.68.

##### (ii) Accounts for payment

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

|   |         |
|---|---------|
| Oxfordshire Association for the Blind – Grant     | £30.00  |
| Thames Water Utilities Ltd – Water for allotments | £24.74  |
| Web Mania – Hosting of website                    | £29.36  |
| R F Penfold – Clerk's salary                      | £596.37 |
| FISH Volunteer Centre – Grant                     | £50.00  |

#### 4.12 CONSULTATION ON PLANNING MATTERS

##### (i) Decisions

The Council noted that the following applications had been permitted conditionally

single storey rear extension and chimney to side elevation at Hazeldene, Beech Road, Tokers Green;

mobile home – temporary dwelling to serve racehorse stud - and associated landscaping at Hazelmoor Lane Farm, Kidmore End;

2-storey side extension and detached garage at 7 Craysleaze, Kidmore End;

rear conservatory at Orchard Hill, Chalkhouse Green;

loft conversion with insertion of 3 dormer windows and 4 roof lights at Collegewood Farmhouse, Cane End;

application of external wall insulation, with an acrylic line textured finish at Dutch Cottage, The Hamlet, Gallowstree Common;

that a certificate of lawful use or development had been issued in respect of garden room at Collegewood

Farmhouse, Cane End, and that the application for conversion of storage space to staff accommodation and insertion of 2 roof lights at Cane End House, Cane End had been withdrawn.

(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:

external wall insulation with acrylic fine textured rendered finish at Dutch Cottage, The Hamlet, Gallowstree Common;  
2 storey side extension and detached garage at 7 Craysleaze, Kidmore End (amended plan) raising roof of bungalow to create 2-storey house, including 2 –storey front extension and detached garage at 24 Kidmore Lane, Kidmore End;  
addition of 4 dormer windows, 2 roof lights and modification of existing hipped end into a gable end with glazed screen and balustrade as part of loft conversion at Kees, Chalkhouse Green Road, Kidmore End;  
erection of 2-storey side extension, roof extension, 2 dormer windows to the front elevation, alterations to fenestration and new vehicular access gates at Bramble Cottage, Cane End;  
proposed single storey rear extension at The Old Crown, The Hamlet, Gallowstree Common.

(iii) Applications

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

RESOLVED: 1 That no strong views be submitted on the application for 2 storey side extension, single storey rear extension and garage at 10 Craysleaze, Kidmore End for Mr I MacNaught.

2 That observations be made as follows

| Application  | Observation   |
|--|---|
| One bedroom house adjoining 10 Craysleaze, Kidmore End for Mr I MacNaught                      | No strong views: the Council is supportive of the principle of affordable housing |
| Erection of 2 stables at Field View Barn, Tanners Lane, Chalkhouse Green for Mr & Mrs M Nelson | Refuse – inappropriate development, given the shared access                       |

(iv) Planning appeals

(cf 11.17(iv)/07) Copy letters from the Planning Inspectorate indicated that inspectors, appointed by the Secretary of State for Communities and Local Government, had dismissed the appeals against the refusal of the District Council to grant planning permission for single storey and 2-storey extensions at Leawood, Tanners Lane, Chalkhouse Green and for erection of 2 storey extension, raising the roof and a 3 bay garage at Archmore, Mill Lane, Kidmore End

(v) Oxfordshire Minerals & Waste Development Framework

(cf 3.16v)/07) The County Council's Director of Environment & Economy, with a letter, reported progress with his Council's Minerals and Waste Local Development Framework. There would be further consultation on the Core Strategy in 2008, following changes required by the Government Office for the South East. Consultants had been hired to undertake a technical assessment of the long list of sites contained in the Waste Sites Proposals and Policies Issues and Options. There would be further consultation on this aspect of the Framework in 2008. The comments received in respect of the Minerals Sites Proposals and Polices Issues and Options were being considered.

(vi) South East Plan

(cf 10.13(vi)/07) With a letter, the Regional Spatial Strategies Team at the Government Office in the South East referred to the report of the independent Panel of Planning Inspectors, appointed by the Secretary of State to examine the draft Regional Spatial Strategy for the South East. The Panel's report had been submitted to the Secretary of State, who would consider it, along with all representations previously submitted, and aimed to publish her proposed changes to the draft Plan towards the end of 2007.

The Clerk advised that the Panel had endorsed the boundaries of the Western Corridor and Blackwater Valley Sub-Region, as set out in the draft Plan. There was, therefore, no recommendation that the Parish should be included in that area. As for southern South Oxfordshire, the Panel had endorsed the proposals of the District Council as to rates of housing growth.

The Council noted a copy of a letter from the Leader of the District Council to the Secretary of State expressing concern at the Panel's proposals about additional housing growth in Oxford, which, the District Council felt, could have an adverse effect on the Oxford Green Belt within the District.

(vii) Training for parish councillors

In a letter, the District Council's Head of Planning advised of 5 training seminars about planning, arranged by his Council for parish and town councillors, in September 2007. Details had been circulated to all councillors. The Chairman and Dr J D M McNie had attended the seminar on 10 September 2007, and reported favourably on the event. Mr R G McQuillan and Prof T R Morris were to attend the seminar on 25 October 2007.

#### 4.13 REVIEW OF PRIMARY SCHOOL PROVISION

(cf 9.08/07) The Director, Children, Young People & Families of the County Council, with a letter, enclosed a report which set out the overview of the arrangements for the review of primary school provision. The review would be undertaken on an area/locality basis, in accordance with priorities related to the imbalance of present school place provision. In this connection, the southern South Oxfordshire area was likely to be in the last tranche of the review.

RESOLVED: That the report on the review of primary school provision be referred to Mrs C Toms for consideration and report.

#### 4.14 REVIEW OF POLLING DISTRICTS AND POLLING PLACES

In a letter, the District Council's Democratic Services Manager advised that his Council was undertaking a review of polling districts and polling places, and invited any suggestions for change. Members commented that the present arrangements of a single polling district for the Parish, and the use of the Parish Room as polling place, were satisfactory.

#### 4.15 DISTRICT COUNCIL'S PERFORMANCE PLAN

The Policy & Community Engagement Manager of the District Council enclosed, with a letter, her Council's Performance Plan 2007-8, which set out her Council's aims for the next 3 years and its performance against local and national targets.

#### 4.16 HOUSENAMING

By letter, the District Council's Head of Public Amenities advised that the property known as Homestead, Chalkhouse Green Road, Kidmore End had been renamed Walnut Cottage.

#### 4.17 TOKERS GREEN POND

In an e-mail to the Chairman, Mr D G Saunders of Tokers Green drew attention to the works at Tokers Green pond undertaken from time to time by local volunteers. Mr Saunders suggested that this voluntary activity should be recognised officially, by the Council, as owner of the pond. He outlined the works required – emergency and minor routine maintenance, and planned maintenance, both annual and quinquennial – giving examples in each case.

In the absence of any Members resident in Tokers Green, it was

RESOLVED: That consideration of the proposals by Mr D G Saunders be deferred to the next meeting.

#### 4.18 TOWN AND PARISH FORUM

The Council noted an invitation from the Leaders of the County and District Councils to a town and parish forum at Crowmarsh on 8 October 2007.

#### 4.19 HOME TO SCHOOL TRAVEL

Home2School Newsletter: Autumn 2007, produced by the County Council, was passed to Mrs C Toms.

#### 4.20 SPORT AND ACTIVE RECREATION STRATEGY

The District Council's Head of Leisure & Economic Development enclosed, with a letter, a copy of his Council's draft sport and active recreation strategy, and invited comments thereon.

RESOLVED: That the District Council's draft sport and active recreation strategy be referred to the Vice-Chairman, and that the Vice-Chairman be authorised to comment thereon to the District Council.

#### 4.21 OXFORDSHIRE RURAL COMMUNITY COUNCIL

The Council noted an invitation to the Annual General Meeting of the Oxfordshire Rural Community Council at Little Milton on 3 October 2007.

#### 4.22 OXFORDSHIRE PLAYING FIELDS ASSOCIATION

RESOLVED: That, if he is able to attend, the Vice-Chairman be appointed to represent the Council at the Annual General Meeting of the Oxfordshire Playing Fields Association at Chalgrove on 1 October 2007.

#### 4.23 CLIMATE CHANGE INITIATIVES

The Chairman reported that Dr R J Potter had forwarded to him a message form the District Council about work by parish and town councils on climate change and energy efficiency.

#### 4.24 PLAYING FIELDS COMMITTEE

The Chairman of the Playing Fields Committee advised that the Committee had met on 12 September 2007, when a project plan for the delivery of the proposed new Pavilion had been discussed in some depth, led by Mr R M Naish. 2 groups had been suggested, one to plan the project and the other to mastermind the raising of the necessary funding. The Chairman of the Committee hoped that it would be possible to report further on the way forward at the next meeting. The focus for the present was on gathering information to support cases to potential external funders.

#### 4.25 MR R M NAISH

The Chairman reported that Mr R M Naish, in presenting his apologies for absence, had advised that he taken a new job, based in Edinburgh. Mr Naish anticipated that, as result, he would resign from the Council.