

## KIDMORE END PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at the Church Room, Kidmore End on Wednesday 18 May 2011 at 8.00pm and concluded at 11.20pm.

Present: Mrs S Biggs, R G McQuillan, A K Martin, R S Young.

Also present: PCSO M Bellamy (Thames Valley Police), M H Leonard (district councillor), R Simister (district councillor), Mrs C Y Viney (county councillor).

Apologies for absence were received from Mrs S G Hall, Dr B J Knapp, Mrs J E O'Sullivan T M Perchard, J Swift QC.

The outgoing Chairman, Mr A K Martin, took the Chair.

### 1.01 ELECTION OF CHAIRMAN

RESOLVED: That Mr A K Martin be elected Chairman of the Council for the ensuing year.

(Mr Martin thereupon signed a declaration of acceptance of office.)

### 1.02 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Mr R S Young be appointed Vice-Chairman of the Council for the ensuing year.

### 1.03 MINUTES

The Minutes of the meeting held on 20 April 2011 were taken as read, confirmed and signed as a correct record.

### 1.04 REPORT OF THE RETURNING OFFICER

The Returning Officer of the District Council had given notice on 21 April 2011 that the following had been elected as parish councillors for the Parish of Kidmore End, without contest:

Mrs S Biggs	Mr A K Martin	Mrs J E O'Sullivan	Mr J Swift
Mrs S G Hall	Mr R G McQuillan	Mr T M Perchard	Mr R S Young
Dr B J Knapp			

The Council noted that there were 3 vacancies to be filled, by co-option, before 24 June 2011. In this connection, the Vice-Chairman advised that Mr R C Gutteridge had expressed an interest in serving again as a councillor. The Clerk read a letter, received at the meeting, from Mrs S Hunter of The Hamlet, Gallowstree Common, expressing an interest in serving as a councillor.

RESOLVED: 1 That Mr R C Gutteridge and Mrs S Hunter be co-opted, pursuant to Section 21 of the Representation of the People Act 1985, to fill the vacancies for the office of parish councillor.

2 That consideration of the co-option of a further suitably qualified person to serve as a parish councillor be deferred to the next meeting.

3 That, pursuant to Section 83(4) of the Local Government Act 1972, Mrs S G Hall, Dr B J Knapp, Mrs J E O'Sullivan, Mr T M Perchard and Mr J Swift be permitted to make their declarations of acceptance of office at or before the next meeting.

#### 1.05 REPORT OF COUNTY COUNCILLOR

Mrs C Y Viney, the county councillor for the Sonning Common division, reported that her Council continued to develop a framework for the provision of a library service in the future. In response to a question, Mrs Viney indicated that she would be opposed to the library service in the south of the County suffering greater cuts than, say, Oxford.

Mrs Viney advised that there was funding for a part-time youth worker at Sonning Common. With financial support from Sonning Common Parish Council, it was intended to maintain the youth facilities in Sonning Common.

The Government had introduced a bill into Parliament which would lead to the dissolution of police authorities, like the Thames Valley Police Authority, their functions to be passed to directly elected police commissioners.

Mrs Viney undertook to raise with relevant officers of her Council the deep pothole in The Hamlet, Gallowstree Common, close to its western junction with Horsepond Road, and the siting of the salt bin at the junction of Wyfold Lane with Horsepond Road.

#### 1.06 REPORT OF DISTRICT COUNCILLOR

Mr M H Leonard introduced his fellow district councillor for the Shiplaker Ward, Mr R Simister, who had been elected vice Mr R A H Peasgood, on 5 May 2011. Mr Simister would be the lead district councillor for the Parish.

Mr Leonard reported that the turnout, in the Parish, at the election of district councillors had been 42.9% of the electorate, at the polling station. Following the elections, there were 33 Conservative, 5 independent, 4 Liberal Democrat, 4 Labour and 2 Henley Residents' Group councillors on the District Council. There was to be an enquiry into why some electors, who had expected to vote by post, did not receive their ballot papers in time.

Mr Leonard commented that his Council was discussing its local development framework core strategy with the inspector, prior to the examination in public.

#### 1.07 REPORT OF AREA BEAT OFFICER

PCSO M Bellamy of the Thames Valley Police reported that he had looked into the activities reported at the last meeting in Chalkhouse Green Lane, Chalkhouse Green.

In response to questions, PCSO Bellamy advised that he was seeking to ensure more appropriate parking in the vicinity of Kidmore End School both informally and via the School.

#### 1.08 OPEN SESSION

During the open session, which was extended to 20 minutes with the consent of the Council:

- Ms M Toomey of Chalkhouse Green expressed disappointment that the access could not yet be gained to the allotments at Cane End, as the District Council has yet to confirm that the planning condition about the gateway had been discharged;
- Mr P Drescher of The Hamlet, Gallowstree Common referred to an article in the "Henley Standard" about vehicles being driven on the Recreation Ground at Gallowstree Common and about the installation of new septic tank for the Pavilion.

## 1.09 RECREATION GROUND, GALLOWSTREE COMMON

### (i) Pavilion

(cf 11.05/11) The Council noted that, as at 3 May 2011, works on the project to replace the Pavilion at the Gallowstree Common Recreation Ground since the last report included rainwater goods, roller shutter doors, plastering, internal joinery, internal decorations, electrical installations, mechanical services installations, sanitary are, wall and floor tiling, water main works and foul below ground drainage.

The Environment Agency enclosed, with a letter, the environmental permit for the sewage treatment plant and borehole for the new Pavilion.

The Clerk reported that a grant payment of £33,988 had been approved by the District Council and that he had made a formal application, on 10 May 2011, to the England & Wales Cricket Board for an instalment of its approved grant. Further contributions of £15,000 had been received from the Kidmore End Cricket Club and the Playing Fields Committee had passed over £4,200.

In a letter, a member of the Public Authorities Team at HM Revenue & Customs pointed out the Council could only recover VAT paid on those items purchased using third party funding, if the following conditions were met:

- the Council placed the order;
- the Council received the supply;
- the Council received a VAT invoice addressed to it;
- the Council paid from its own funds.

The criteria could not be met, it was stated, if the Council received money towards a purchase from any body on the condition that that body received something in return or any other benefit. In her view the Cricket Club would benefit from the use of the premises, so VAT could not be reclaimed by the Council on the works paid for by any monies contributed by Club. She requested that this be discounted in the next claim.

The Clerk observed that such information would have been invaluable if it had been forthcoming from HM Revenue & Customs in response to his enquiry in October 2010 (see Minute 6.05(i)/10) or his exchange of correspondence with them in February 2011 (see Minute 9.04/11). He pointed out that the Cricket Club had contributed £55,000 towards the project, and the Football Club, £2,195. The Council would, therefore, have to abate its next VAT claim by £11,439. Members hoped that it would be possible to manage that effective reduction in income.

The Clerk referred to a letter received on the day of the meeting from Hale Building Contractors Ltd, which letter, he suggested, the Council consider in committee. Members agreed (see Minute 1.23).

### (ii) Play equipment

(cf 10.05(ii)/11) It was reported that the replacement Thomas the Tank play equipment would be installed later in the month.

## 1.10 ALLOTMENTS, CANE END

(cf 11.06/11) In presenting her apologies for absence, Mrs S G Hall, the Allotments Manager, forwarded a list of the prospective tenants of the allotments at Cane End. She also passed on a request of the prospective tenants that the Council arrange for the plots to be rotovated

Members recognised that, the land having been pasture for decades, it would be difficult to cultivate without rotovation or ploughing. On the other hand, such action might lead to a proliferation of pasture

weeds. It was observed that the cost of suitable equipment for the exercise would be between £300 and £400, plus the cost of labour. It was felt that the best way forward was for the Council to hire the necessary plant (tractor and plough) and for the prospective tenants of the allotments to arrange the labour, the work to be undertaken at their own risk.

(The meeting was adjourned for 10 minutes to enable Ms Toomey to discuss the proposal with the Council.)

RESOLVED: That appropriate equipment be hired, at the expense of the Council, to enable the allotments at Cane End to be rotovated, the prospective tenants arranging necessary labour for the task.

#### 1.11 HIGHWAYS STEWARDS

(cf 11.14/11) The County Council's Area [Highways] Steward Manager advised, in an e-mail, of his Council's strategy for dealing with highways' defects (eg potholes), the appointment of Mr C Softley as the Local Highways Representative for the Henley Area in succession to Mr B Burgess, roads' schemes supported by developers' contributions, small schemes like dropped kerbs and winter maintenance and salt bins..

#### 1.12 APPOINTMENT OF OFFICERS, SUB-COMMITTEES AND REPRESENTATIVES

RESOLVED: That consideration of the various annual appointments be deferred to the next meeting and that, where possible, existing appointments be extended to the meeting in June 2010.

#### 1.13 FINANCE

##### (i) Balances

The Clerk reported that balances at the bank totalled £56781.81. However, when as yet unrepresented cheques were taken into account, there would be a negative balance of £8451.38.

##### (ii) Accounts for payment

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

South Oxfordshire District Council – Emptying dog hygiene bin	£11.66
Broker Network Ltd – Insurance premium	£953.20
Hale Building Contractors Ltd – Pavilion project: stage payment	£37448.83
Public Works Loan Board – Loan repayment	£7849.14
Mapledurham Parish Council – Refund of incorrect bank transfer	£130.05
Richard P James Ltd – Pavilion project: fees	£3730.42
Kidmore End Parish Room – Hire of accommodation	£161.00
Acorn Services – Repair of fence at Gallowstree Common Recreation Ground	£200.00

#### 1.14 CONSULTATION ON PLANNING MATTERS

##### (i) Decisions

The Clerk indicated that the District Council had determined a number of planning applications since the last meeting of the Council, but had not supplied, as promised, electronic copies of the decision notices.

(ii) Applications

The Council considered an application referred to it since the last meeting.

RESOLVED: That the following comments be made on the application for outline planning permission for the erection of up to 50 dwellings, associated landscaping, parking and open space, together with new access, demolition of existing building and removal of some trees on land at Kennylands Road, Sonning Common (Parish of Sonning Common) for T A Fisher and Sons Ltd "No strong views – but concerned about impact of development on the local infrastructure and significant change to natural environment".

(iii) Chilterns Conservation Board

(cf 11.11(iii)/11) RESOLVED: That consideration of the report of the Chairman, Vice-Chairman and Dr B J Knapp on the Chilterns Buildings Design Guide and "The Making of the Chilterns Landscape" be deferred to the next meeting.

#### 1.15 BROADBAND AND MOBILE PHONE COVERAGE

(cf 9.15/11) By e-mail, the Deputy Leader of the County Council forwarded the April issue of the OxOnline newsletter about the work of his Council to improve broadband speeds and mobile coverage in the County. In particular, he sought evidence from residents to support his Council's proposed digital strategy, for example those suffering slow internet access speeds.

RESOLVED: That information about the evidence requests regarding broad band speeds be included in the Parish Newsletter and on the Council's web site.

#### 1.16 OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS

The Council noted an update for members published by the Oxfordshire Association of Local Councils in March/April 2011.

#### 1.17 REVIEW OF SUBSIDISED BUS SERVICES

(cf 10.07/11) In a letter, an Assistant Public Transport Officer of the County Council advised that his Council's Cabinet Member for Transport had awarded a contract with Whites Coaches to provide the M1 bus service from 5 June 2011, on Tuesdays, Wednesdays, Thursdays and Saturdays. Gallowstree Common, Kidmore End and Chalkhouse Green would be linked to Emmer Green and Reading by one inbound and one outbound journey each day. The possibility of routing the service away from Chalkhouse Green had been considered, but not adopted.

Mr J A Punter of The Hamlet, Gallowstree Common enclosed a copy of his electronic correspondence with the Cabinet Member in which he had sought the review of the proposed service timings. as they gave insufficient time, in his view, in Reading, for passengers. He sought the Council's support for his campaign.

Whilst Members recognised the limitations of the proposed new service, they acknowledged that there would remain a service: the Council's objective had been to keep a service.

#### 1.18 ST JOHN AMBULANCE

The Chairman of St John Ambulance Oxfordshire requested, in a letter, that the Council consider making a financial contribution to the organisation, which provided a first aid service to the community, eg by attending events and providing first aid training.

Although recognising the invaluable work performed by the organisation, Members noted that there was no provision in the budget for the financial year 2011/12 for a grant. However, it was proposed that a donation of £50 be made. The proposal was voted upon. 2 Members voted for the proposition and 2 against. The Chairman exercised his casting vote against the proposal.

RESOLVED: That no grant be made to St John Ambulance Oxfordshire in the financial year 2011/12.

#### 1.19 PLAYING FIELDS COMMITTEE

The Chairman reported that the Playing Fields Committee had met on 5 May 2011, when it had viewed progress with the Pavilion and had discussed further the arrangements for use of the premises, in due course.

Mrs S Biggs reported that she had in hand the submission of an application for a grant from the Big Society fund for re-equipping the Kidmore End Play Area.

In the meantime, Mrs Biggs was aware of an offer of play equipment, suitable for installation at that site. The equipment, available from Taylor Design & Play Ltd, would cost £5641 + VAT, for supply and installation, if an order was placed by 31 May 2011. Members observed that the Council's budget contained a sum of £19,363 for unspecified capital projects.

RESOLVED: That, notwithstanding the Financial Regulations, an order be placed with Taylor Design and Play Ltd for the supply and installation of a Torpoint activity centre at the Kidmore End Play Area.

#### 1.20 AFFORDABLE HOUSING SUB-COMMITTEE

Mrs S Biggs had circulated electronically, prior to the meeting, recommendations of the Affordable Housing Sub-committee about the arrangements, and agenda, for the public meeting regarding affordable housing. Members noted that it was now proposed that the meeting be held on 8 July 2011, rather than the date agreed at the last meeting, 7 July.

A proposal was made that the public meeting be chaired by a person independent of the Council, rather than a member of the Council. This was put to the vote and declared carried, by 2 votes to 1.

RESOLVED: 1 That the date of the public meeting be changed to 8 July 2011.

2 That the meeting be chaired by a person independent of the Council.

3 That, subject to the decision about chairing the meeting, the arrangements and agenda proposed by the Affordable Housing Sub-Committee be adopted.

#### 1.21 DATES OF MEETINGS

RESOLVED: 1 That meetings of the Council be held on the following Wednesdays at 8pm:

22 June 2011	23 November 2011	22 February 2012
20 July 2011	14 December 2011	21 March 2012
21 September 2011	18 January 2012	18 April 2012
19 October 2011		

2 That the Annual Meeting of the Council be held on 23 May 2012 at 8pm.

## 1.22 EXCLUSION OF PUBLIC

RESOLVED: That the public be excluded from the meeting, pursuant to Section 100A(4) of the Local Government Act 1972, during consideration of the following item on the grounds that exempt information, under paragraphs of Schedule 12A of the Act shown below, would be discussed:

Item	Paragraph
Pavilion, Gallowstree Common Recreation Ground	3

## 1.23 GALLWSTREE COMMON RECREATION GROUND – PAVILION

The Council was advised that there had been difficulties paying accounts from Hale Building Contractors Ltd in respect of the project to replace the Pavilion at the Gallowstree Common Recreation Ground, and decided on a way forward in response to a letter from the contractors.