

KIDMORE END PARISH COUNCIL

Minutes of a meeting of the Parish Council held at the Church Room, Kidmore End on Wednesday 24 October 2012 at 8.00pm and concluded at 9.50pm.

Present: Ms S M Biggs (Chairman), R G McQuillan (Vice-Chairman), Ms C D Aldridge, Mrs S Hall, Mrs S J Hunter, Mrs J E O'Sullivan, T M Perchard, J A Swift QC, Mrs J M Williams.

Apologies for absence were received from Dr B J Knapp, R Simister (district councillor).

5.01 MINUTES

The Minutes of the meeting held on 19 September 2012 were taken as read, confirmed and signed as a correct record.

5.02 REPORT OF AREA BEAT OFFICER

PCSO C Boyes of the Thames Valley Police had submitted a written report covering parking in the vicinity of Kidmore End School, where he had not yet had to issue any fixed penalty notices, the vulnerable persons' list and door-to-door salesmen.

Supt R Povey, the Area Commander, South and Vale Local Policing Area of the Thames Valley Police, by e-mail, reported on the performance of the Police in his area, where they were exceeding all targets, with, for instance reductions in burglaries, but a detection rate of 34.6%, the best in the force. He also reported that the freehold of the Henley Police Station had been sold: the Police were occupying the premises under the terms of a lease. Supt Povey was shortly to leave the area commander post.

5.03 OPEN SESSION

During the open session

- Mrs A D Thiam of The Hamlet, Gallowstree Common asked what traffic calming measures the Council envisaged in its comments on the planning application for affordable housing in Gallowstree Common: it was noted that a traffic survey was in hand in Horespond Road, near the site;
- Mrs Thiam also expressed regret that Council had not objected to the planning application for development in Wood Lane, Sonning Common;
- Mr D Heron of Vortal Properties Ltd addressed the Council about his client's proposals for the development of his land at Gravel Hill/Highdown Avenue, Emmer Green with 10 open-market houses, 4 affordable houses and a room for pre-school or all day care (and circulated a plan of those proposals), estimated the Section 106 contribution arising from the scheme would be £280,000 with the community facility having a value of £125,000, questioned whether the Council wanted this community contribution, indicated that his client intended to publish a leaflet about the proposals for local distribution in November 2012 and repeated his Company's objection to the planning application for affordable housing in Gallowstree Common, questioning that the Council had followed correct procedure;
- Mr L Lee of Highdown Avenue, Emmer Green commented on the Council's response to the planning application for additional holes at Reading Golf Club on land at Chalkhouse Green and his understanding of the longer term ambitions of that Club.

5.04 RECREATION GROUND, GALLOWSTREE COMMON - TRACTOR

(cf 4.04(i)/12) Following the decision to declare the tractor kept at the Recreation Ground, Gallowstree Common, as surplus to requirements, the Clerk suggested a method for its disposal, the Financial Regulations being silent on the sale of redundant assets. He had asked Mr R S Young to store

the tractor at Vines Farm, Cane End, before its sale.

RESOLVED: That the tractor be advertised for sale on the Council's website and sealed bids invited, to be opened at a future meeting.

5.05 LAND AT GRAVEL HILL/HIGHDOWN AVENUE, EMMER GREEN – POSSIBLE DEVELOPMENT

(cf 4.06/12) The Council considered the briefing note (report 12/13 - 3) of Mrs J M Williams and the Vice-Chairman on neighbourhood planning, the planning provisions of the Localism Act 2011 and the National Planning Policy Framework. Members asked Mrs Williams to investigate further as to what constituted "sustainable development".

The Clerk reminded Members that he had circulated exchanges of e-mails between Mr D Heron of Vortal Properties Ltd and Mr R Simister, a district councillor for the Shiplake Ward and the Leader of the District Council concerning the possible development of land at Gravel Hill/Highdown Avenue, Emmer Green.

Members recalled the address by Mr Heron during the Open Session and felt that a written copy would be helpful.

RESOLVED: 1 That, if the District Council's Local Development Framework remains as currently drafted vis-a-vis a housing allocation for the Parish, no steps be taken to devise a neighbourhood plan for the Parish at this time.

2 That Mr D Heron of Vortal Properties Ltd be requested to provide a written version of his address.

3 That consideration of the proposed development of land at Gravel Hill and Highdown Avenue, Emmer Green, on the basis of the proposals outlined by Mr D Heron in his address, be deferred to the next meeting.

5.06 AUDIT OF ACCOUNTS

(cf 4.08/12) BDO LLP gave notice that the audit of the Council's accounts for the year ended 31 March 2012 had been completed. The Partnership reported that, on the basis of its review, in its opinion the information contained in the annual return was in accordance with proper practices and no matters had come to its attention giving cause for concern that relevant legislation and regulatory requirements had not been met, except that the Council had failed to approve its accounts by the statutory deadline of 30 June 2012 and the Council's accounts were overdrawn at 31 March 2012.

The Council considered a report (12/13 - 4) of the Responsible Financial Officer advising it of the outcome of the external audit, submitting the "issues arising" report by the external auditors and inviting the Council's response to the report.

RESOLVED: That a robust rebuttal of their "issues arising" report be sent to BDO LLP, based on the report of the Responsible Financial Officer, and that BDO LLP be requested to review that report and their opinion of the Council's accounts.

5.07 TOWN AND PARISH COUNCIL FORUM

(cf 4.10/12) By letter, the Leader of the District Council gave further details of the Town and Parish Council Forum to be held on 21 November 2012

RESOLVED: 1 That the Chairman and, subject to his willingness to attend, Dr B J Knapp be appointed to attend the Town and Parish Council Forum, their attendance being an approved duty for the purposes of expenses.

2 That, in the event that Dr Knapp is unable to attend, the Vice-Chairman be appointed to attend the

Forum.

5.08 AFFORDABLE RURAL HOUSING COINFERENCE

(cf 4.14/12) The Clerk reported that he had heard that the Affordable Rural Housing Conference had been successful, and advised that he had received a copy of a publication by the Rural Housing Alliance entitled "Affordable Rural Housing: a practical guide for parish councils".

5.09 COUNCIL TAX

(cf 4.16/12) The Council noted, from the members' update for October 2012 issued by the Oxfordshire Association of Local Councils, that the Government had decided to alter the proposals for local support for Council Tax, and was consulting on a regime whereby the council tax base for local precepting authorities would be calculated excluding council tax support reductions. Thus, the local precepting authority's element of the Council Tax band D would remain at the same level as currently.

5.10 FINANCE

(i) Balances

The Clerk reported that balances at the bank totalled £19,902.44

(ii) Accounts for payment

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

YorHost – Website domain and hosting renewal	£57.57
BDO LLP – External audit fee	£1,250.00

(iii) Budget monitoring

The Council noted a report of the Clerk showing expenditure, up to 30 September 2012, against the approved budget for 2012/13. The report showed a predicted overspend at year end of £190, excluding capital payments and if the Council otherwise spent in accordance with the budget.

In another report, the Clerk predicted that the Council would have a cash balance of £1,323 at the year end, excluding VAT.

5.11 CONSULTATION ON PLANNING MATTERS

(i) Decisions

The Council noted that the application for raising roof to facilitate additional first floor bedroom, construction of balcony to rear and new porch at Acorns, Wood Lane, Kidmore End had been permitted conditionally.

(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:

conversion of existing attached garage into study/playroom/ensuite above, new detached triple garage and extension of bay window to south west of dwelling at Kidmore Farm, Tanners Lane, Chalkhouse Green;
proposed single storey side extension, extension to existing porch and rebuild of porch walls at St

Fillans, Tokers Green Lane, Kidmore End.

(iii) Applications

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

RESOLVED: That no strong views be submitted on the applications for conversion of existing attached garage into study/playroom/ensuite above, new detached triple garage and extension of bay window to south west of dwelling at Kidmore Farm, Tanners Lane, Chalkhouse Green for Mr & Mrs M Townend (amended plan) and for proposed extension to existing stable block and construction of a manage at Kidmore Farm, Tanners Lane, Chalkhouse Green for Mr S Townend.

(iv) Nakhon Thai Restaurant (formerly the Fox public house), Cane End

(cf 4.13(v)/12) In a letter, the Head of Planning Services of the District Council reported that, following a site meeting, the owner of the Nakhon Thai Restaurant (formerly the Fox public house) at Cane End had been advised to submit planning applications for the illuminated signage on the side of the building, the porch and the elephant ornaments in the car park. If no applications were submitted, enforcement action would be considered against the owner.

5.12 SEPTEMBER MEETING OF COUNCIL

Mr L Lee of Highdown Avenue, Emmer Green complained, in an e-mail, that he had not been treated with courtesy by one of the councillors, when he sought to address the Council at its meeting in September 2012. He further commented that councillors did not introduce themselves during the Council's meeting, and that no photographs of councillors were available on the Council's website, to aid identification. Mr Lee also observed that there was no functioning exterior light at the Parish Room, which he considered to be health and safety risk.

Some Members commented that their recollection of the meeting in September differed from that of Mr Lee. The Clerk advised that he had alerted the Parish Room Committee to Mr Lee's observation concerning the exterior light: it was noted that the light was working.

Members recognised that the lack of portraits on the website should be remedied.

RESOLVED: That the Webmaster be requested to arrange for portraits of councillors to be available on the Council's website.

5.13 DISTRICT COUNCIL'S BUDGET

In a letter, the District Council's Head of Corporate Strategy gave details of her Council's consultation concerning its budget for 2013/14. The consultation exercise comprised a range of survey questions about, for instance, her Council's priorities and whether the Council Tax should be frozen or reduced. Views were requested by 7 November 2012.

Members felt that it would be difficult to secure a corporate response, and acknowledged, therefore, that they could respond, if desired, individually.

5.14 HENLEY TRIATHLON LIAISON COMMITTEE

The Town Clerk of Henley on Thames Town Council, by email, had invited the Council to be represented at a meeting to be chaired by John Howell MP concerning the Challenge Henley Triathlon 2013. The meeting was to form part of the liaison between parish councils, the event organisers - Just Racing - and the County Council, as highway authority. The meeting was to be held on 12 October 2012.

As a matter of urgency, the Chairman had appointed Mt J A Swift to represent the Council at the meeting.

Mr Swift reported orally that there had been one proposed route for the event before the liaison meeting, although other routes were known to be under consideration. He advised that he would report further at the next meeting.

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

5.15 OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS

The Council noted an update for members published by the Oxfordshire Association of Local Councils in October 2012.

5.16 ARMED FORCES COMMUNITY COVENANT GRANT SCHEME

By e-mail, an officer from the Chief Executive's office at the County Council gave details of the funding available from that Council's Armed Forces Community Covenant Grants Scheme.

5.17 SOUTH & VALE CARERS CENTRE

By letter, the Manager of the South & Vale Carers Centre requested financial assistance from the Council. Members observed that the budget for 2012/13 contained provision for a grant of £40 to the Centre.

RESOLVED: That a grant of £40 be made to the South & Vale Carers Centre in the financial year 2012/13.

5.18 PLAY AREAS

In a letter, Ian Kendrick Ltd provided a quotation, in the sum of £675 + VAT, to undertake routine maintenance of the play equipment areas at the Gallowstree Common Recreation Ground and the Kidmore End Play Area, eg repair of gravel boards. Given that the Kidmore End area might well be refurbished, Members commented that the work might be unwarranted there. However, it was observed that vegetation needed to be removed from behind the garages at that play area, and around the mature tree in the north east corner of the area.

The Chairman advised that, as a result of informal contact with officers of the District Council, she felt that it was very likely that the application for a grant from the Community Investment Grant would be successful.

RESOLVED: That Ian Kendrick Ltd be requested to revise the quotation to show the cost of proposed works at the Gallowstree Common Recreation Ground and the Kidmore End Play Area separately, and to provide a quotation for removing the above-mentioned vegetation at the Kidmore End Play Area.

5.19 CHRISTMAS TREE RECYCLING SCHEME

The Head of Corporate Strategy of the District Council enquired, by letter, whether a site could be identified to which the public could take Christmas trees, for recycling. Members were unable to identify suitable sites in the Parish.

5.20 WASTE RECYCLING CENTRES

The Waste Management Group of the County Council, by e-mail, gave details of the opening hours of the waste recycling centres over the Christmas 2012/New Year 2013 periods. The Clerk advised that the details had been placed on the website, and that he had passed on the information to the Editorial Board of the Parish Newsletter.

5.21 PLAYING FIELDS COMMITTEE

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

5.22 MEETINGS, CONFERENCES ETC

Mrs J M Williams reported orally on the Annual Chilterns AONB Planning Conference.

5.23 VENUE OF MEETINGS

The Chairman suggested that meetings of the Council be held in the Diamond Jubilee Pavilion at the Gallowstree Common Recreation Ground. The Clerk pointed out that paragraph 10 of Schedule 12 to the Local Government Act 1972 precluded the holding of meetings in premises licensed for the supply of alcohol, unless no other suitable room was available. He undertook to explore with the licensing authority the status of the licence held by Kidmore End Cricket Club for the Pavilion.

5.24 OPERATION OF MEETINGS

The Chairman suggested that, in future, reports of committees and sub-committees, including the Playing Fields Committee, be submitted to the Council in writing.

RESOLVED: 1 That reports from committees and sub-committees be submitted in writing, to be circulated with the agenda for the meeting at which they are to be considered.

2 That the Council's representatives on the Playing Fields Committee be requested to submit written reports.

5.25 FUTURE PROJECTS

The Chairman suggested that the Council give consideration to future projects for which budgetary or capital provision could be made. Members identified the project to refurbish the Kidmore End Play Area, the removal of silt from Kidmore End pond and a number of possible works to other Council-owned assets.

RESOLVED: That consideration of the identification of projects be deferred to a future meeting.

5.26 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 the paragraphs of Schedule 12A of the Act shown below, would be discussed:

Item	Paragraph
Part 2 Minutes of the meeting held on 19 September 2012	3

5.27 PART 2 MINUTES

The Part 2 Minutes of the meeting held on 19 September 2012 were taken as read, confirmed and signed as a correct record.