

## KIDMORE END PARISH COUNCIL

Minutes of a meeting of the Parish Council held at the Church Room, Kidmore End on Wednesday 20 February 2013 at 8.00pm and concluded at 9.40pm.

Present: Ms S M Biggs (Chairman), Ms C D Aldridge, Mrs S Hall, Mrs S J Hunter, Mrs J E O'Sullivan, I G C Pearson, T M Perchard, H Thresher, Mrs J M Williams.

Apologies for absence were received from R G McQuillan, J A Swift QC.

### 9.01 MINUTES

The Minutes of the meeting held on 23 January 2013 were taken as read, confirmed and signed as a correct record, subject to

- the addition of the name of Mrs S J Hunter to those giving apologies for absence;
- the substitution of the word "some" for the word "dome" in the penultimate line of Minute 8.07;
- the correction of the spelling of the last word in Minute 8.10.

### 9.02 REPORT OF AREA BEAT OFFICER

The Chairman had circulated a report by PCSO C Boyes of the Thames Valley Police covering parking in the vicinity of Kidmore End School, door-to door salesmen and the vulnerable persons' list.

### 9.03 OPEN SESSION

During the open session

- Mrs M Baylis of The Hamlet, Gallowstree Common asked questions about the operation of the Diamond Jubilee Pavilion at the Gallowstree Common Recreation Ground, for example, about building cleaning and use of the catering facilities;
- Mr D Heron of Vortal Properties Ltd addressed the Council on his client's proposed development of land at Gravel Hill, Emmer Green, advising that there was indifference among the residents of the Parish to his client's proposals, in that few had responded to the consultation document, claiming that funding of c£0.5m would accrue to the Parish if the development was realised and pointing out that major infrastructure projects like a third bridge over the River Thames would in future not need the consent of the planning authorities. (Copies of Mr Heron's address were subsequently circulated to Members).

On the resumption of the meeting, it was

RESOLVED: That the questions posed by Mrs Baylis be referred to the Playing Fields Committee for answers.

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

(cf 8.04/13) Mr D Heron of Vortal Properties Ltd had, by e-mail, forwarded the text of a presentation he had given to Shiplake Parish Council in respect of his view regarding the housing need in the District and contrasting this with the District Council's Core Strategy: he considered that insufficient housing numbers had been included in the Core Strategy.

In e-mails, Mr J Dean of Chalkhouse Green Road, Kidmore End and Mr T Bloch of Rokeby Drive, Tokers Green expressed their opposition to the possible development of land at Gravel Hill/Highdown Avenue, Emmer Green, as postulated by Vortal Properties Ltd on behalf of its client.

#### 9.05 WEBSITE

(cf 8.05/13) It was reported that the webmaster had successfully transferred the website to its new host, QAWebhosting.

#### 9.06 KIDMORE END PLAY AREA

(cf 8.06/13) It was reported that the County Council's officers had agreed to the revision to the agreement relating to the grant from that Council's Big Society Fund towards the project to refurbish the Kidmore End Play Area. Accordingly, the Chairman had signed the revised agreement on behalf of the Council.

The Chairman advised that the promised grants from the Kidmore End & Sonning Common Parochial Church Council, Lord Phillimore's Charitable Settlement and the Springwater Charity, totalling £6,750, had been received, and banked. She had instructed the Clerk to thank the benefactors formally.

The Chairman advised that she still awaited the outcome of the application for a LEADER grant.

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

#### 9.07 KIDMORE END POND

(cf 8.07/13) The Chairman commented that contractors, hired by the County Council, had not appeared as expected, to pump the sludge from Kidmore End pond on 16 February 2013. Officers of the County Council had undertaken to let her know when the contractors would attend, to complete the works.

It was noted that the Chairman and Mrs C D Aldridge had cut back some of the willow growth at the pond, near the highway drain.

#### 9.08 FINANCE SUB-COMMITTEE

(cf 8.09/13) It was

RESOLVED: That the Chairman, Mr I G C Pearson and Mr J A Swift be appointed to serve as members of a finance sub-committee until the Annual Meeting of the Council in 2013, and that they make recommendations to the next meeting as to the terms of reference for the sub-committee.

#### 9.09 WINTER PLAN/COMMUNITY EMERGENCY PLAN

(cf 8.18/13) The Chairman reported that she had met the Adverse Weather Manager at the County Council, who had had no issues with the draft winter plan. He had suggested, however, that the Council might want to consider extending the plan to embrace any community emergency, and had put the Chairman in contact with the County Council's Business Continuity Manager. The latter had sent her details of the community emergency plans made by some other parish councils in the County.

The Adverse Weather Manager had provided information about the purchases of road/path gritting equipment purchased by other councils and has advised that his Council would revise its plans later in 2013, with reference to the possible treatment of roads in smaller villages where there were schools.

Members were cautious about the preparation of a community emergency plans, or plans, for the Parish.

RESOLVED: That the County Council be advised of the support for the possible gritting of roads in smaller villages with schools in time of adverse winter weather.

## 9.10 COUNCIL AND PLAYING FIELDS COMMITTEE – ROLES AND RESPONSIBILITIES

(cf 8.19/13) Pending further discussions by the Playing Fields Committee, in respect, for instance, of the responsibilities of user clubs, it was

RESOLVED: That the review of the roles and responsibilities of the Council and the Playing Fields Committee be deferred to a future meeting.

## 9.11 FINANCE

### (i) Balances

The Clerk reported that balances at the bank totalled £16,516.73.

### (ii) Accounts for payment

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

Oxfordshire Rural Community Council – Membership subscription	£65.00
Kidmore End Parish Room – Grant towards cost of refrigerator	£83.00
Chiltern Society – Footpath maps	£21.00

## 9.12 AUDIT OF ACCOUNTS

(cf 5.06/12) By letter, Mrs E Prince of BDO LLP responded to the Council's decision, in October 2012, about the Partnership's adverse report arising from audit of the Council's accounts for the year ended 31 March 2012. Mrs Prince stood by the report previously issued, arguing that the Council had breached paragraph 2(3) of Schedule 1 of the Local Government Act 2003 by being unable to fulfil its financial obligations in year, without an overdraft at the bank. She also advised that the Partnership had taken advice from the Audit Commission on the point about the Council's approval of the annual return by 30 June 2012.

In the circumstances, Mrs Prince stated that the Partnership's opinion was final and could not be withdrawn once issued.

RESOLVED: That the response of BDO LLP be noted with disappointment that the Partnership was unwilling to amend its report, and that it be pointed out to the Partnership that:

- HMRC were approached concerning VAT before the event;
- the Council did not incur an actual overdraft in the financial year and took what appeared to it to be practical steps to meet its obligations.

## 9.13 CONSULTATION ON PLANNING MATTERS

### (i) Decisions

The Council noted that the applications for

change of use from redundant agricultural building to B1(a) office unit at Kempwood, Reading Road, Cane End;  
change of use of existing rural buildings from B1 and B8 use to residential (C3) at Withy Copse, Horsepond Road, Gallowstree Common

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:

change of use of existing rural buildings from B1 and B8 use to residential (C3) at Withy Copse, Horsepond Road, Gallowstree Common;  
variation of condition 2 of planning permission P11/S0191, to replace 2m high brick wall with 2m high close boarded fence at Kempwood, Cane End;  
alterations to existing materials and fenestration at Oakley Barn, The Hamlet, Gallowstree Common;  
single storey rear extension at porch at 1 Allwrights Cottages, Horsepond Road, Gallowstree Common.

(iii) South Oxfordshire Local Development Framework

(cf 8.13(iii)/13) With a letter, the District Council's Head of Planning enclosed a copy of the South Oxfordshire Core Strategy which had been adopted in December 2012. It outlined the strategic planning objectives for the District until 2027 and formed part of the development plan. The adopted core strategy wholly or partially replaced some policies in the South Oxfordshire Local Plan 2011. An updated version of the latter document was also enclosed with the latter.

RESOLVED: That the core strategy and associated documents be referred to the Chairman and Mrs J M Williams for examination and report.

(iv) Planning application for affordable housing development, Horsepond Road, Gallowstree Common

(cf 7.12(ii) /12) In an e-mail, Mr H Wates of Horsepond Road, Gallowstree Common commented on the Council's response to the planning application by Soha Housing Ltd for the provision of affordable housing in Horsepond Road, Gallowstree Common. He noted that the Council had suggested initially that the application be refused, unless traffic calming measures were introduced, but felt that that objection had been withdrawn. He and his wife were opposed to the proposal, and had hired professional support to object to the application. Mr Wates believed that the Council had a duty to him, and stated that he had approached councillors by e-mail and telephone for support, to no avail.

Members observed that, In July 2012, when the planning application was first lodged, the Council arranged for the drawings and related documents to be on public display in the Diamond Jubilee Pavilion at the Gallowstree Common Recreation Ground. The Council had framed its observations on the application in line with the comments made by persons who attended the "exhibition".

Members recalled that the Council had been invited to comment on an amended plan, in November 2012. Largely speaking, the documents supporting the amended application had been the data arising from a traffic survey undertaken in Horsepond Road, in the vicinity of the site. The applicants had reviewed the application in the light of that data. The Council had considered views collected following its usual practices in respect of planning applications, and submitted observations on the amended plan.

None of the Members present recalled e-mails or phone calls from Mr Wates.

RESOLVED: That Mr Wates be advised of the above comments and observations.

## 9.14 CONSULTATION

The District Council's Shared Consultation Officer reported, by letter, that her Council had introduced a new web-based consultation process and provided details of the username and password

which would enable the Council to participate

#### 9.15 COMMUNITY GOVERNANCE REVIEW

The Chief Executive of the District Council advised, by letter, that his Council would initiate a review of the governance arrangements operating at parish level in June 2013. The review would cover the pattern of parishes, warding parishes for electoral purposes, the number of parish councillors and the grouping of parishes.

#### 9.16 OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS

The Council noted an update for members published by the Oxfordshire Association of Local Councils in November 2012, commenting particularly on the paragraphs on insurance and community emergency planning.

#### 9.17 MEMBERSHIP OF COUNCIL

The Clerk advised that Dr B J Knapp had resigned as a member of the Council on 5 February 2013. The Clerk had given notice, on 11 February, of the vacancy for the office of parish councillor so caused.

The Council considered the vacant appointments caused by the resignation of Dr Knapp.

RESOLVED: 1 That Dr B J Knapp be thanked for his service to the community as a member of the Council since October 2008.

2 That the following appointments be made, vice Dr Knapp, for the period until the Annual Meeting of the Council in May 2013:

- Mrs J M Williams, as a member of the Editorial Board of the Parish Newsletter, subject to an explanation of the role
- Mrs J E O'Sullivan as Website Liaison Councillor.

#### 9.18 "LOCAL COUNCIL ADMINISTRATION"

LexisNexis advised, by letter, that the 9<sup>th</sup> edition of "Local Council Administration" by Arnold-Baker was due to be published in December 2013, and enquired if the Council wished to order a copy, in accordance with its previous standing order.

RESOLVED: That a copy of the 9<sup>th</sup> edition of "Local Council Administration" be purchased.

#### 9.19 PLAYING FIELDS COMMITTEE

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

#### 9.20 TRANSPORT SUB-COMMITTEE

The Chairman reported orally on a meeting of the Henley Triathlon Liaison Committee, chaired by John Howell MP, that she had attended on 15 February 2013. The promoters of the event had not been represented. The relevant officer of the County Council had pointed out that the law did not allow his Council to refuse to close roads for the event.

#### 9.21 ANNUAL PARISH MEETING

RESOLVED: That the Annual Parish Meeting be held on 17 April 2013 at 7.30pm

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

Item	Paragraph
Part 2 Minutes of the meeting held on 23 January 2013	1

9.23 PART 2 MINUTES

The Part 2 Minutes of the meeting held on 23 January 2013 were taken as read, confirmed and signed as a correct record, subject to the substitution of the word “the” for the word “eth” in the fourth line of Minute 8.22.

It was reported that the damage to the Gallowstree Common Recreation Ground had been repaired and the spoil heaps removed.