

KIDMORE END PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at the Church Room, Kidmore End on Wednesday 29 May 2013 at 8.00pm and concluded at 9.30pm.

Present: Ms C D Aldridge, Ms S M Biggs, Mrs S Hall, Mrs S J Hunter, Mrs J E O'Sullivan, I G C Pearson, T M Perchard, J A Swift QC, H Thresher.

Apologies for absence were received from R G McQuillan, Mrs J M Williams

The outgoing Chairman, Ms S M Biggs, took the Chair.

1.01 ELECTION OF CHAIRMAN

RESOLVED: That Ms S M Biggs be elected Chairman of the Council for the ensuing year.

(Ms Biggs thereupon signed a declaration of acceptance of office.)

1.02 APPOINTMENT OF VICE-CHAIRMAN

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

1.03 MINUTES

The Minutes of the meeting held on 17 April 2013 were taken as read, confirmed and signed as a correct record, subject to the correct spelling of the surname of the district councillor in the list of persons "also present" and of the then county council electoral division in the first line of Minute 11.02.

1.04 REPORT OF COUNTY COUNCILLOR

It was noted that Mr K Bulmer had been elected as county councillor for the Goring Division at the election held on 2 May 2013. The Clerk advised that he had extended the Council's standing invitation, to attend its meetings, to Mr Bulmer.

1.05 OPEN SESSION

During the open session

- Mr D Heron of Vortal Properties Ltd, referring to his client's wish to develop his land at Gravel Hill/Highdown Avenue, Emmer Green, made a statement about the sustainability of the District Council's plans vis-à-vis future housing numbers, the Sonning Common Neighbourhood Plan, the possible pre-application meeting with District Council officers and the roll-out of Superfast BroadBand in the District;
- Mr L Lee of Highdown Avenue, Emmer Green, arising from attendance at a meeting of the Emmer Green Residents' Association, asked what was the Council's definition of "neighbourhood" in terms of his land at Gravel Hill/Highdown Avenue, Emmer Green.

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

(cf 11.05/13) By e-mail, Mr P Thompson of Beech Road, Tokers Green expressed his opposition to the possible development of land at Gravel Hill/Highdown Avenue, Emmer Green.

By e-mail, a Senior Planning Policy Officer of the District Council forwarded an e-mail he had sent to Shiplake Parish Council, setting out his Council's current position in response to the assertions by Mr D Heron of Vortal Properties Ltd concerning the 5-year supply of deliverable housing sites. His Council

contended that it had such a supply, and forwarded a copy of the assessment of the 5-year supply of such sites, published in April 2012.

The Clerk reported receipt of an e-mail from Mr Heron about the housing supply numbers, which he had, at Mr Heron's request, forwarded to the Chairman, Vice-Chairman and Mrs J M Williams.

The Council noted the question posed by Mr L Lee during the open session.

RESOLVED: That consideration of the question about the definition of "neighbourhood" be deferred to the next meeting.

1.07 HIGHWAY MATTERS

(i) Horsepond Road, Gallowstree Common – Footway

(cf 11.14(1)/13) The Clerk advised that an officer of the County Council had told him, informally, that notice would be served on the occupier of Yew Tree Cottage, Horsepond Road, Gallowstree Common requiring the vegetation overhanging the footway there to be cut back

(ii) Winter Highways' Plan

(cf 11.19/13) The Council considered the draft winter plan, a matter which had been deferred at the last meeting.

RESOLVED: That, subject to the addition of a sentence indicating that volunteers carrying out tasks in support of the plan did so at their own risk, the draft adverse weather conditions' plan, primarily related to roads, be adopted, and that contacts be identified for all settlements in the Parish.

1.08 COMMUNITY GOVERNANCE REVIEW

(cf 11.16/13) The Council considered further the review of community governance arrangements, at parish level, a matter deferred at the last meeting, and whether any changes to the arrangements should be suggested.

RESOLVED: That no changes to the community governance arrangements for the Parish be suggested to the District Council.

1.09 APPOINTMENT OF OFFICERS, SUB-COMMITTEES AND REPRESENTATIVES

RESOLVED: That the following appointments be made for the period to the Annual Meeting in 2014:

Allotments Manager	Mrs S G Hall
Wells Manager	Mrs J E O'Sullivan
Affordable Housing Sub-Committee	Ms S M Biggs, Mr J A Swift
Finance Sub-Committee	Ms S M Biggs, Mr I G C Pearson, Mr J A Swift
Plans Sub-Committee	Ms S M Biggs, Mrs S G Hall, Mr R G McQuillan, Mrs J E O'Sullivan, Mr T M Perchard, Mrs J M Williams (<i>covering Cane End</i>)
Rights of Way Sub-Committee	Mrs S J Hunter, Mr R G McQuillan, Mrs J E O'Sullivan
Transport Sub-Committee (and Transport Representatives)	Ms S M Biggs, Mr J A Swift
Editorial Board of Newsletter	Mr D Brown*, Dr B J Knapp*, Mr A Miros*, Mrs J Russell*, Mrs J M Williams

Representatives on Playing Fields Committee	Mr R G McQuillan, Mrs J E O'Sullivan, Mr J A Swift
Representative on Chiltern Edge Community Association	Mr H Thresher
Representative on Oxfordshire Association Local Councils	Mrs S G Hall
Website Liaison Councillor	Mrs J E O'Sullivan
BroadBand Champion	Mr H Thresher

* Not a member of the Council

1.10 WEBSITE

Members were encouraged to provide photographs, and brief biographical details, of themselves to the Webmaster, for placing on the Council's website.

1.11 FINANCE

(i) Balances

The Clerk reported that balances at the bank totalled £37,330.80.

(ii) Accounts for payment

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

Public Works Loan Board – Loan repayment	£7583.46
Broker Network Ltd – Insurance premium	£2348.15
Kidmore End Parish Room – Hire of accommodation for meetings	£174.00
Ms C D Aldridge – Hazard tape	£6.58
Kidmore End Playing Fields Committee – Grant (2012/13)	£840.00

1.12 FINANCE SUB-COMMITTEE

The Council received the minutes of the meeting of the Finance Sub-Committee held on 15 May 2013.

The Council considered a report (13/14 – 1) of the Responsible Financial Officer, being the summary receipts and payments accounts for the year ended 31 March 2013, compiled as recommended by the Finance Sub-Committee.

RESOLVED: 1 That, with effect from the accounts for the year ended 31 March 2013, the Council's accounts be compiled in accordance with the receipts and payments format,

2 That the accounts presented be received, subject to the correct maximum figure being shown in note 7.

1.13 AUDIT OF ACCOUNTS

(cf 11.10/13) The Council considered Sections 1 and 2 of the Annual Return for the year ended 31 March 2013, compiled in accordance with the recommendation of the Finance Sub-Committee.

RESOLVED: That the Sections 1 and 2 of the Annual Return for the year ended 31 March 2013, as circulated, be approved and confirmed.

1.14 CONSULTATION ON PLANNING MATTERS

(i) Decisions

The Council noted that the application for alterations and extensions to existing barn at Hazelmoor Lane Farm, Hazelmoor Lane, Kidmore End had been permitted conditionally and that the application for detached double car port and cycle store, conversion of integral garage to bedroom with en-suite and moving wc into extended porch at Mieders, Wood Lane, Kidmore End 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:

installation of 2 dormer windows to replace 4 velux rooflights and resiting position of manege at Kidmore Farm, Tanners Lane, Chalkhouse Green;
erection of single storey 3-bay garage at Cane End House, Cane End;
construction of single storey "infill" extension with flat roof over, construction of Georgian portico and door to front entrance and installation of juliette balcony to french doors over, installation of new window in NW elevation and replacement of some doors and windows at Cold Norton, Wood Lane, Kidmore End;
single storey front extension at Arnen, Coopers Pightle, Kidmore End;
proposed single storey rear extension and single storey rear and side extension at Old Pastures, Tokers Green Lane, Kidmore End;
single storey side extension to form car port and porch to front door and rear extension to garage to form utility and garden room at Curtis House, Tokers Green Lane, Kidmore End;
erection of acoustic fencing to front boundary of Cherryfield House, Cane End;
erection of 2-storey 6-bedroom replacement dwelling and detached double garage at Leawood, Tanners Lane, Chalkhouse Green (amended plan).

(iii) South Oxfordshire Local Plan

The District Council's Head of Planning, in a letter, advised that his Council was consulting on its Proposed Sustainability Appraisal Scoping Report for its Local Plan: Sites and General Policies. The sites and general policies document would, together with the Core Strategy, form the main components of the Local Plan. The consultation ran until 1 June 2013.

RESOLVED: That the Proposed Sustainability Appraisal Scoping Report for the District Council's Local Plan: Sites and General Policies be referred to the Chairman for consideration and report.

(iv) Chilterns AONB Management Plan

A Countryside Officer of the Chilterns Conservation Board enclosed, with a letter the Chilterns AONB Management Plan 2014-19 Strategic Environmental Assessment Scoping Plan, upon which the Board was consulting until 19 June 2013.

(v) Sonning Common Neighbourhood Plan

(cf 11.11(vi)/13) The Clerk to Sonning Common Parish Council requested, by e-mail, the submission of a letter indicating the Council's agreement to land in the Parish proposed to be included in the designated area of the Sonning Common Neighbourhood Plan. A map enclosed with the e-mail showed the site of Chiltern Edge School and 4 fields to east of Kidmore Lane, adjacent to the Parish boundary, in the proposed area of the Neighbourhood Plan. Whilst Members recalled the Council's decision regarding the school site, there had not previously been an approach about the other land.

RESOLVED: That Sonning Common Parish Council be advised that, whilst it has previously been acknowledged that the Chiltern Edge School site should be considered as part of the community of Sonning Common for the purposes of the Sonning Common Neighbourhood Plan, it has not been suggested that any land in this Parish, to the east of Kidmore Lane, should be similarly included in the Plan area.

1.15 JOHN HOWELL MP

The Council noted a newsletter from John Howell MP, the Member of Parliament for the Henley constituency, about key issues from Westminster and in his constituency in May 2013.

1.16 KIDMORE END PLAY AREA

(cf 11.06/13) The Council noted a report, issued by PlaySafety Ltd, following an inspection of the Kidmore End Play Area. The receipt of the report had been unexpected, given the imminence of the replacement of the equipment there. The report indicated that a number of items of equipment at the Play Area failed to meet the requirements of the relevant standard, as a result of which the Play Area presented a medium overall risk rating.

The Chairman had decided, as a matter of urgency, and in the light of the report, that use of the equipment should be discouraged. To achieve that, hazard tape had been placed around the equipment and notices affixed, indicating that anyone using the equipment did so at their own risk.

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

1.17 RECREATION GROUND, GALLOWSTREE COMMON

The Clerk advised that he had heard in April 2013 from Caversham Solicitors Ltd, who were acting for the Council, that the solicitors for the Phillimore Estate were in a position to complete the documentation regarding the easement for the water supply pipe to the Recreation Ground, Gallowstree Common.

However, in a later e-mail, the Development Manager of Soha Housing Ltd indicated that, in order to avoid any conflict with his Company's design for housing on part of the land, his Company wished the pipe to be rerouted, and the easement amended accordingly. The Company would meet the cost of the rerouting works.

Members felt that, pending discussion of the approach from Soha, the original wayleave with the Phillimore Estate be completed.

Members, while understanding why Soha would prefer the proposed new route the pipe, for the benefit of its tenants/successors in title of the proposed houses, pointed out that the originally agreed route for the pipe would be clear on the ground, and, should repairs be necessary, be relatively easy to locate, repair and rebury. On the face of it, the Company's proposals required the Council to become responsible for a longer length of pipe, in part buried under hard landscaping.

Members raised a number of questions:

- Would the Company be prepared to undertake to meet the cost of repair and reinstatement of the supply pipe where it runs through Soha's property, in the event of a leak?
- Was there any prospect of the supply pipe being utilised to serve the Company's development as well as the Recreation Ground, and the Council's meter being moved to a position on the north west boundary of Soha's proposed site?
- Would the Company meet the Council's legal costs in the variation of the wayleave?

RESOLVED: 1 That the original wayleave with Phillimore Estates be completed.

2 That the above questions be posed to Soha Housing Ltd.

1.18 CLINICAL COMMISSIONING GROUP

The Council noted information about a meeting of the Board of the North and West Reading [Health] Commissioning Group to be held in Reading on 4 June 2013.

1.19 PLAYING FIELDS COMMITTEE

The Clerk reported that the Playing Fields Committee had met on 15 May 2013, and that the Committee was currently suffering cash-flow difficulties. As a result, he had personally lent funds to the Committee, in order that the Committee could pay an account for electricity, so that the supply was not curtailed by the energy company.

1.20 AFFORDABLE HOUSING SUB-COMMITTEE

The Council noted a progress report from the Rural Housing Enabler of the Oxfordshire Rural Community Council which indicated that planning permission for the affordable housing at Gallowstree Common would be granted, on completion of a Section 106 agreement.

1.21 TRANSPORT SUB-COMMITTEE

Mr J A Swift advised of his approaches to the County Council and the Thames Valley Police concerning of the enforcement of the speed limit in Horsepond Road, Gallowstree Common.

1.22 DATES OF MEETINGS

The Council was reminded that the Chairman had, following consultation with Members, re-arranged this meeting to be held on 29 May 2013.

RESOLVED: 1 That the action of the Chairman be approved and confirmed.

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

19 June 2013	20 November 2013	19 February 2014
17 July 2013	18 December 2013	19 March 2014
18 September 2013	22 January 2014	23 April 2014
23 October 2013		

3 That the Annual Meeting of the Council be held on 21 May 2014 at 8pm.

1.23 QUESTIONS TO CHAIRMAN

In answer to a question, the Chairman requested the Clerk to explain the cover afforded by the Council's insurance policy.