

## KIDMORE END PARISH COUNCIL

Minutes of a meeting of the Parish Council held at the Church Room, Kidmore End on Wednesday 23 September 2015 at 8.00pm and concluded at 10.25pm.

Present: Ms S M Biggs (Chairman), Dr C D Aldridge (Vice-Chairman), Mrs S Hall, I G C Pearson, T M Perchard, H Thresher.

Apologies for absence were received from Ms S L Forde, Mrs J E O'Sullivan, J A Swift QC, K Bulmer (county councillor), R Simister (district councillor).

### 4.01 MINUTES

The Minutes of the meeting held on 22 July 2015 were taken as read, confirmed and signed as a correct record.

### 4.02 REPORT OF COUNTY COUNCILLOR

The Council noted written reports by Mr K Bulmer, the county councillor for the Goring division, covering, inter alia,

- the consultation on supported transport services;
- reducing the cost of his Council's back office;
- the consultation on the household waste recycling centre strategy;
- his motion to the County Council about compulsory commercial vehicle satellite navigation systems for heavy good vehicles;
- his Council's budget preparation process and the challenge presented by social care costs.

### 4.03 REPORT OF AREA BEAT OFFICER

The Council noted the [Police] Henley Sector Neighbourhood Team Newsletters for August and September 2015, supplied by PCSO C Boyes of the Thames Valley Police. Members noted an increase in break-ins to sheds and garages in the Parish.

### 4.04 OPEN SESSION

During the Open Session, Ms S Nelson of Tanners Lane, Chalkhouse Green, expressed concern about the planning application for a first floor extension to the garage at Kidmore Farm, Tanners Lane, Chalkhouse Green.

### 4.05 CHILTERN AREA OF OUTSTANDING NATURAL BEAUTY

(cf 3.05/15) The Chairman circulated a map showing the boundary of the Chilterns Area of Outstanding Natural Beauty (AONB) within the Parish. This showed that land around and to the east of Tokers Green was not included, as was land around Chalkhouse Green and south to the county boundary.

In the ensuing discussion, Members felt that the whole of the Parish should be included in the AONB, given that, aside from the built environment, the landscape features were no different either side of the boundary. However, Members also recognised that it would be important to secure the support of those residents who lived in the area concerned.

The Chairman advised that John Howell OBE MP had indicated (see Minute 4.21) that he would support the Council if it sought to have the area included in the AONB.

RESOLVED: 1 That, in principle, a review of the boundary of the Chilterns Area of Outstanding Natural Beauty in the Parish be requested, the proposed new boundary to include the whole of the Parish.

2 That, before submitting such a request, the views of residents of that part of the Parish not presently included in the Chilterns Area of Outstanding Natural Beauty be sought on the proposed boundary change, by means of the Parish Newsletter and the website.

#### 4.06 CHILTERNNS CONSERVATION BOARD

(cf 3.06/15) The Chairman reported that she had been elected as a parish member representing Oxfordshire on the Chilterns Conservation Board.

In an e-mail, the Board's Information Officer gave details of an event in Chesham on 25 November 2015 to celebrate the 50<sup>th</sup> anniversary of the designation of the Chilterns Area of Outstanding Natural Beauty.

#### 4.07 PLAY AREAS

(cf 3.07/15) The Chairman reported an incident at the Gallowstree Common Recreation Ground on 28 August 2015, when the perimeter fence of the children's play area had been badly damaged, and the play train engine turned on its side. The incident had been reported by Mr P Wellesley-Davis of The Hamlet, Gallowstree Common, who had provided help to the Council with the remedial works.

The Chairman had reported the matter to the Police, had arranged for the train engine to be righted (at no cost to the Council), and had sought 3 tenders for the repair of the fence, as a matter of urgency. Tenders had been received as follows:

Ian Kendrick Ltd - £255 (+VAT)  
SAS Landscaping Ltd - £245 (+VAT).

As a matter of urgency, the Chairman had let the contract for the work to SAS Landscaping Ltd.

The Council was reminded that it had requested the provision of a dog hygiene bin at the Kidmore End Play Area. An officer of the District Council had responded that responsibility for the collection of waste from the play area was a matter for the Parish Council. The Clerk advised that he was pursuing the matter.

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

2 That Mr P Wellesley-Davis be thanked for his help in the response to the damage to the play area at the Gallowstree Common Play Area.

#### 4.08 THE HEIGHTS FREE SCHOOL, CAVERSHAM

(cf 3.09/15) By letter, John Howell OBE MP wished to assure the Council that he had expressed opposition to the use of land at Dysons Wood Farm, Tokers Green as the permanent site for the Heights Free School, Caversham.

The Council noted that Robert Wilson, MP for the Reading East constituency, had published a letter he had received from the Education Funding Agency advising that, following the consultation exercise, the Agency favoured the Mapledurham Playing Fields, in Caversham, for the permanent site for the School.

#### 4.09 TELEPHONE KIOSKS

(cf 3.10/15) Mr H Thresher advised that he was seeking to re-orientate the former telephone kiosk at Kidmore End, so that the door did not open into a hedge, and was seeking advice as to how this could be achieved.

#### 4.10 HOUSING AT PADDICK CLOSE, GALLOWSTREE COMMON

(cf 3.13/15) It was reported that the highway verge in Horsepond Road, Gallowstree Common, outside Paddick Close, had been reprofiled and seeded.

#### 4.11 HIGHWAY ISSUES

##### (i) Trees

(cf 3.16(i)/15) The Clerk advised that an Arboricultural Officer of the County Council had been in touch with the owner of the land about dead limbs on an oak tree overhanging the highway in Chalkhouse Green Road, near Kidmore House.

##### (ii) Hazelmoor Lane, Gallowstree Common – Drainage

(cf 3.16(ii)/15) Ms F Ives of Hazelmoor Lane, Gallowstree Common thanked the Council for agreeing to consider the provision of a highway soakaway in the allotments at Gallowstree Common, subject to conditions.

#### 4.12 STREET NAMEPLATE

(cf 2.17/15) the Council was pleased to note the installation of a “Tokers Green Lane” street nameplate at Kidmore End well.

#### 4.13 GLEBE LAND, WOOD LANE, KIDMORE END

(cf 3.21/15) It was noted that the ragwort on the glebe land in Wood Lane, Kidmore End had been cut shortly after the last meeting of the Council.

#### 4.14 FINANCE

##### (i) Balances

The Clerk reported that balances at the bank totalled £54,156.85

##### (ii) Accounts for payment

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

Mrs J E O’Sullivan – Pigeon spikes for play equipment	£18.53
Thames Water Utilities Ltd – Water for allotments	£133.02
South Oxfordshire District Council – Election fees	£115.00
BDO LLP – External audit fee	£240.00
WAB Grove Ltd – Internal audit fee	£462.00
SAS Landscaping Ltd – Repairs to fence at Gallowstree Common play area	£294.50
R F Penfold - Photocopying agenda papers	£10.40

#### 4.15 AUDIT OF ACCOUNTS

(cf 1.14/15) BDO LLP gave notice that the audit of the Council’s accounts for the year ended 31 March 2015 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.

However, the Partnership had drawn attention to other matters not affecting its opinion. In an “issues arising” report, which had been circulated to all Members, the Partnership had commented that “the figure included in box 1 of the current year’s figures does not agree by £1 to the figure in box 7 on the last year’s audited annual return”. The Partnership went on to say that “the Council should ensure in future years that the above minor errors or omissions are not included in the Statement of Accounts”.

Members were disappointed that BDO LLP had felt the need to issue a report over an apparent recording discrepancy of £1, noting that the discrepancy which had been drawn to the Partnership’s attention when the annual return for the year ended 31 March 2014 had been submitted. It was observed that Box 1 on Section 1 of the annual return asked for the Council’s total balances at the beginning of the year, which had been £15,368.44. Normal convention was to round this to £15,368. The Council acknowledged that the sum in box 7 – total balances at the end of the year, according to a specific calculation – had been shown as £15,369 in the return for the year ended 31 March 2014. This had been explained in detail in the Clerk’s letter to BDO LLP in June 2014.

RESOLVED: 1 That the “issues arising” report by BDO LLP be noted.

2 That BDO LLP be advised of the Council’s disappointment that the report had been issued, given the explanation already proffered in June 2014.

3 That a copy of the Council’s response to BDO LLP be placed on the Council’s website alongside the Annual Return and the “issues arising” report.

#### 4.16 CONSULTATION ON PLANNING MATTERS

##### (i) Decisions

The Council noted that the following applications had been permitted conditionally:

erection of 2 storey rear extension, single storey garden room and outbuilding for storage with room in roof space and associated external alterations including remodelled bay windows at Myrtle Cottage, Wood Lane, Kidmore End;  
detached 2 bay garage and garden store at Scarletts, Tokers Green Lane, Tokers Green;  
variation to condition 1 of planning permission P15/S00869/HH for installation of an air source heat pump at Leawood, Tanners Lane, Chalkhouse Green;  
change of use of redundant barn to dwelling at Whitewood Heath Barn, Hook End;  
erection of detached chalet bungalow, replacement garage for Greenways and alterations to existing access at Greenways, Horsepond Road, Gallowstree Common;  
variation of condition 2 and removal of condition 6 of planning permission P13/S3958/FUL relating to Clive Cottage, Tokers Green Lane, Kidmore End;  
proposed single storey side extensions, single storey front extension and detached garage at Twin Oaks, Kidmore End Road, Chalkhouse Green;

and that the following applications had been refused:

2-storey rear extension and roof conversion raising the ridge height and single storey side extension at Oakdene, Rokeby Drive, Tokers Green;  
erection of one dwelling, garage with home office and associated environmental works at Beryspytte, Horsepond Road, Cane End.

By letter, the District Council’s Head of Planning had invited the Council to make representations, orally, at the meeting of the District Council’s Planning Committee to be held on 26 August 2015, about the above application relating to Oakdene, Rokeby Drive, Tokers Green. The opportunity had arisen because the Council had recommended refusal of the application while the District Council’s officers had

recommended approval, and because Mr R Simister, the district councillor for the Kidmore End & Whitchurch Ward, had “called in” the application. Given that Mr T M Perchard, the “local” member of the Plans Sub-Committee, had previously declared a pecuniary interest in the application by virtue of his ownership of an adjacent property, Mr H Thresher had accepted the invitation and spoke at the meeting in opposition to the application, in accordance with previous decisions.

(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:

erection of one dwelling, garage with home office and associated environmental works at Beryspytle, Horsepond Road, Cane End;  
 proposed single storey side extension, single storey front extension and detached garage at Twin Oaks, Kidmore End Road, Chalkhouse Green;  
 erection of 2 storey side extension, removal of existing dormer window and erection of 3 dormer windows in front elevation of Kano, Wood Lane, Kidmore End;  
 variation of condition 1 of planning permission P15/S00869/HH for installation of an air source heat pump at Leawood, Tanners Lane, Chalkhouse Green;  
 erection of single storey rear and side extensions and alterations to roof at Tember, Chalkhouse Green Road, Kidmore End;  
 replacement double garage with accommodation over and single storey side extension to dwelling at The Old Vicarage, Wood Lane, Kidmore End;  
 development of 6 2-storey dwellings, 2 single garages, parking spaces and vehicular accesses after demolition of existing dwelling at Chippendale Lodge, Tokers Green Lane, Tokers Green;  
 erection of 2 2-storey 4-bedroom dwellings and formation of hard standing to provide extended driveway and parking on land to rear of The Old Chapel, Horsepond Road, Gallowstree Common.

(iii) Applications

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

RESOLVED: That observations be made as follows

<u>Application</u>	<u>Observation</u>
Erection of 2-storey front, side and rear extension with front facing dormer window, erection of detached garage at Four Winds, Chalkhouse Green for Messrs Jiggins & Stroud	No strong views, but the neighbours at Ladram has concerns about loss of light
First floor extension to existing garage to provide staff accommodation at Kidmore Farm, Tanners Lane, Kidmore End for Mr & Mrs S Townend	No strong views, but <ul style="list-style-type: none"> <li>• existing gym not shown on drawings;</li> <li>• neighbour concerned about overlooking from first floor windows;</li> <li>• new accommodation must be “tied” to main house.</li> </ul>

(iv) Land off Gravel Hill, Emmer Green – Vehicular access

(cf 3.12(iv)/15) With an e-mail, an Enforcement Officer of the District Council sent a copy of a report issued in 2009 about the access created, and fencing installed, in Gravel Hill, Emmer Green. The District Council had then concluded that there had been a breach of planning control, but had decided not to pursue the matter further.

The Clerk had forwarded a copy of the report to Ms S Brent of Emmer Green, who had raised the matter

shortly before the last meeting of the Council. Ms Brent had expressed dissatisfaction with the actions of the District Council in this case.

(v) Planning appeal

In a letter, the Head of Planning of the District Council advised that an appeal had been lodged against the refusal of the District Council to grant planning permission for construction of 3 detached houses with parking following demolition of Chippendale Lodge, Tokers Green Lane, Tokers Green. The appeal was to be decided on the basis of an exchange of written statements and a site visit by an inspector.

(vi) Neighbourhood planning conference

(cf 3.12(v)/15) Mr I G C Pearson reported orally on the conference on neighbourhood planning which he had attended on 2 September 2015. The various presentations given at the conference had been circulated to all Members, prior to the meeting.

While Members noted the support for the neighbourhood development planning process from central government, they took the view that the process was more appropriate for settlements which would be expected to take additional housing development under local plans. As things stood presently, there was no expectation of additional housing in the Parish. Furthermore, the Parish contained 5 distinct settlements, which might well have diverse views about the prospect of development.

In the circumstances, and following full discussion, it was

RESOLVED; That the Council take no action presently about the production of a neighbour plan or plans, but that the matter be kept under review.

(vii) Oxfordshire Minerals & Waste Local Plan

The Director for Environment & Economy of the County Council, in a letter, announced that her Council would be consulting on its new Minerals & Waste Local Plan Part 1 – Core Strategy. This document set out the County Council's vision, objectives, spatial strategies and core policies for minerals and waste developments until 2031. Comments had been invited until 30 September 2015.

(viii) Community Infrastructure Levy

By letter the District Council's Head of Planning reported on progress towards the introduction of the Community Infrastructure Levy (CIL). The District Council's draft charging schedule and supporting documents had been independently examined. The examiner had requested the Council to supply additional information, which had been published, for consultation. Comments were invited until 19 October 2015.

#### 4.17 COMMUNITY FIRST RESPONDERS

In a letter, the co-ordinator of the Kidmore End/Sonning Common Community First Responders sought financial support towards the purchase of a 4x4 all-terrain vehicle to assist their work. The First Responders were volunteers who provided on the spot care, following an emergency call to the ambulance service, before the ambulance arrived. The First Responders, although part of the South Central Ambulance Charitable Trust, received no direct financial help.

Members expressed themselves as very supportive of the work of the First Responders, but suggested that further clarity was required about the governance of the organisation.

RESOLVED: That, in principle, a grant be made to the Kidmore End/Sonning Common Community First Responders towards the purchase of a 4x4 all terrain vehicle.

#### 4.18 DELIVERING PUBLIC SERVICES

The Leader of the County Council had invited parish and town councils to be represented at a meeting in Oxford on 21 September 2015 about enabling local communities to deliver services like highway grass cutting. As a matter of urgency, the Chairman had arranged for the Vice-Chairman and herself to represent the Council at the meeting, although, in the event, only the Vice-Chairman had been able to attend.

The Vice-Chairman reported orally that the County Council was considering empowering parish and town councils to deliver a limited range of highway related services, for example, verge cutting and sign cleaning, which were statutorily the responsibility of the highway authority. It seemed that limited funding might initially be devolved from the County Council towards the cost of the service.

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

2 That consideration of the County Council's offer be deferred to the next meeting.

#### 4.19 OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS

The Council noted an update for members published by the Oxfordshire Association of Local Councils in July 2015.

#### 4.20 HOUSENAMING

In an e-mail, the District Council's Data Monitoring Manager & Street Naming and Numbering Officer advised that the house known as Astwell, Butlers Orchard, Kidmore End had additionally been numbered "3".

#### 4.21 JOHN HOWELL OBE MP

The Constituency Business Manager for Mr John Howell OBE MP had, by e-mail, sought meetings with parish and town councils in his constituency, during September 2015, in order to understand the key issues and concerns. After discussion with Mr Howell's office, the Chairman had arranged a meeting with Mr Howell in the Diamond Jubilee Pavilion at the Gallowstree Common Recreation Ground at 2pm on 22 September 2015.

The Chairman reported that she and the Vice-Chairman had met Mr Howell, when he indicated his position on Townlands Hospital, Henley, a third bridge over the River Thames in the vicinity of Reading, extending the Chilterns Area of Outstanding Natural Beauty in the Parish, possible closure of the County Council's household recycling centres, future of presently subsidised bus services in the County and the extension of Superfast Broadband to the whole of the Parish. In the latter connection, Mr Howell advised that the Minister of State for Digital Industries was attending a meeting on Broad band in Watlington on 2 October 2015.

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

#### 4.22 HOUSEHOLD RECYCLING CENTRES

By letter, the Director for Environment & Economy of the County Council advised that her Council had had decided to reduce the budget for household waste recycling centres by £350,000 with effect from the financial year 2017/18. Her Council intended, to meet the reduced funding, to reduce the number of recycling centres across the County from 8 to 3 or 4. The County Council was consulting on the proposals, the closing date for comments being 5 October 2015.

While Members recognised that the County Council has some difficult decisions to make in the face of reducing levels of Government grant, they felt that the recycling centres were facilities that residents were accustomed to use, and had led to increased levels of recycling and reduced levels on fly tipping. Members were, therefore, opposed to the closure of the Oakley Wood recycling centre, which was the most convenient for residents of this Parish: journeys to the Drayton or Redbridge centres would be much less convenient.

By letter, Mrs A Thiam of The Hamlet, Gallowstree Common requested the Council to oppose the closure of the Oakley Wood facility.

RESOLVED: That the County Council be urged to retain the Oakley Wood household waste recycling centre.

#### 4.23 SUE RYDER DUCHESS OF KENT HOSPICE

In 2 letters, the Hospice Fundraiser of the Sue Ryder Duchess of Kent Hospice, in west Reading, sought publicity for the fundraising activities of the Hospice, and asked the Council to consider making a grant to the Hospice, which had supported over 1,200 patients from West Berkshire.

RESOLVED: That consideration of the request for financial assistance be deferred to a future meeting.

#### 4.24 TOWN AND PARISH FORUM

By letter, Head of Corporate Strategy of the District Council gave advance notice that her Council would be holding its customary town and parish forum at Didcot on 4 November 2015.

RESOLVED: That the Chairman and Vice-Chairman be appointed to represent the Council at the District Council's town and parish forum and that their attendance be an approved duty for the purposes of expenses.

#### 4.25 DOROTHEA VANDERSTEGEN TRUST

(cf 11.22/14) The Revd Canon G D Foulis-Brown attached, to an e-mail, a copy of a letter he had sent to the Charity Commission, advising that the bank had closed the account of the Dorothea Vanderstegen Trust through lack of activity and that, as a result, the trustees had resolved to wind up the charity. The combined capital and interest had amounted to £450, and the sum had been divided equally between the Sonning Common Health Centre's Community Fund and FISH, the Sonning Common old peoples' enterprise.

#### 4.26 REVD CANON G D FOULIS-BROWN

Arising from Minute 4.25 above, it was, on his imminent retirement as Rector

RESOLVED: That the Council record its thanks to the Revd Canon G D Foulis-Brown for his significant contribution to the life of the Parish over the past 25 years.

#### 4.27 INTER-PARISH COLLABORATION

(cf 1.16/15) The Clerk to Rotherfield Peppard Parish Council reported, by letter, that her Council had decided not to proceed with the formation of a local parish forum for the time being.

#### 4.28 SOUTH & VALE CARERS CENTRE

The Manager of the South & Vale Carers Centre, at Didcot, asked the Council to consider making a grant to the Centre. The Centre sought to help unpaid carers with the emotional and practical support



they needed to manage the stresses and responsibilities of being a carer. The Centre had, during 2014/15, supported 654 new carers and 208 young carers, including one carer from within the Parish.

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

#### 4.29 OXFORDSHIRE RURAL COMMUNITY COUNCIL

The Council noted an invitation to be represented at the annual general meeting of the Oxfordshire Rural Community Council in Kirtlington on 1 October 2015.

#### 4.30 WINTER PREPAREDNESS

By e-mail the County Council's Highway Network Resilience Co-Ordinator had enquired whether additional salt/grit bins and salt were required for the winter 2015/16. The Chairman had responded that there were sufficient bins and salt presently available.

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

#### 4.31 OXFORDSHIRE PLAYING FIELDS ASSOCIATION

The Council noted an invitation to be represented at the annual general meeting of the Oxfordshire Playing Fields Association in Middle Barton on 15 October 2015.

#### 4.32 TOWNLANDS HOSPITAL, HENLEY

(cf 2.10/15) The Council noted an update from NHS, Central and West Commissioning Support Unit, on behalf of Oxfordshire Clinical Commissioning Group (CCG), on the proposals for future services at Townlands Hospital, Henley. The CCG had decided, subject to further assurances, to endorse the previously announced clinical model for the hospital, which included the transfer of all existing services, an expansion of the number of services offered and implementation of a new ambulatory care service.

The Chairman advised that Townlands Steering Group had decided to submit a motion to the CCG, at the latter's meeting on 24 September 2015, about the retention of beds at the new hospital.

#### 4.33 AUDITS OF OPEN SPACE AND VILLAGE HALLS

The District Council's Head of Planning, by letter, advised that his Council had appointed consultants, Nortoft, to undertake an audit of open spaces, playing pitches and sports' facilities, in order to produce strategies to inform his Council's Local Plan. He enclosed a map showing such facilities in the Parish, and requested the map be checked for accuracy. The Clerk advised that he had responded to that enquiry.

In addition, an e-mail from the consultants advised that they were also undertaking an audit of village and community halls, and had forwarded a questionnaire in that connection. The Clerk advised that he had alerted the managers of the Parish Room to the audit, and was completing a questionnaire in respect of the Diamond Jubilee Pavilion.

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

#### 4.34 BROADBAND

(cf 2.11/15) The County Council's Better Broadband for Oxfordshire Team advised, by e-mail, that 2 fibre-enabled cabinets had gone live in July 2015, which would allow residents and businesses in the served areas to request an upgrade to fibre-enabled broadband from a range of internet service providers. One of the cabinets, situated in Horsepond Road, Gallowstree Common, would enable residents of Gallowstree Common to request the service.

#### 4.35 SOUTH CENTRAL AMBULANCE SERVICE NHS FOUNDATION TRUST

The Council noted an invitation to be represented at the annual general meeting and annual members' meeting of the South Central Ambulance Service NHS Foundation Trust in Basingstoke on 30 September 2015.

#### 4.36 PLAYING FIELDS COMMITTEE

It was reported that the Playing Fields Committee had met on 9 September 2015. Prior to the meeting, the Cricket Club had withdrawn its support for the proposed service level agreement about use of the Recreation Ground and the Diamond Jubilee Pavilion. Reference had been made at the meeting to continued operating difficulties with the hot water system.

#### 4.37 TRANSPORT SUB-COMMITTEE

It was pointed out that only part of the display on the vehicle activated speed indicator device in Horsepond Road, Gallowstree Common was functioning.