



Kingston Bagpuize with Southmoor
Parish Council
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**ANNUAL MEETING OF THE PARISH COUNCIL
TUESDAY 7 MAY 2024
6.30pm Swallow Room, Village Hall**

Present: Cllr Robert Barnett, Cllr Oyebola Bello, Cllr Natalie Clements, Cllr Brian Forster, Cllr Virginia Grant (chairman), Cllr Kim Kousari, Cllr Behnoosh Sabah, Cllr Steve Smith, Cllr Dianna Swale

District Cllr Jill Rayner

3 members of the public

MINUTES

- 1. Election of chairman:** Virginia Grant proposed herself, seconded by Cllr Barnett, the council voted to elect Cllr Grant to chairman.
- 2. Election of vice-chairman:** Cllr Barnett was proposed by Cllr Forster, seconded by Cllr Grant, the council voted to elect Cllr Barnett vice-chairman.
- 3. Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate. None received.
- 4. Signing of declaration of acceptance of office in the presence of the clerk.**
- 5. Distribution to councillors of register of interests form.**
- 6. Confirmation of committees and representatives, terms of reference and responsibilities:**
 - a. Finance Committee (terms of reference): Cllr Grant (chairman), Cllr Clements, Cllr Bello, Cllr Barnett. Terms of reference were approved.
 - b. Planning Committee (terms of reference): Cllr Grant (chairman), Cllr Barnett, Cllr Sabah, Cllr Forster, David Warr: Terms of reference were approved.
 - c. Recreational Facilities Committee (terms of reference): Cllr Swale (chairman), Cllr Kousari, Cllr Forster, Cllr Bello, Cllr Barnett, terms of reference were approved.
 - d. Burial Ground Committee: (terms of reference): Cllr Forster, Cllr Clements, David Weeks (chairman), Terms of reference were approved.
 - e. Staffing committee: (terms of reference) Cllr Grant (chairman), Cllr Barnett
 - f. Speeding/Road Safety Committee (terms of reference): Cllr Barnett (chairman), Cllr Forster, Cllr Smith, David Weeks. Terms of reference were approved.
 - g. Environment & Climate group (terms of reference): Cllr Clements, Cllr Sabah, Joan Martin, Peter Evans, Peter Pool, Terms of reference were approved.
 - h. KBS News Liaison – responsibility: to liaise with KBS News to inform and promote latest parish council news, to provide precis of minutes of parish council meetings. Cllr Grant
 - i. Civil Protection Officer: Cllr Dianna Swale
 - j. Parish Public Transport Representative – to attend any relevant meetings at OCC that involve parish councils to represent the interests of parish public transport user. Ad hoc – pass on to councillors

- k. Parish council representative for the elderly: to liaise with Age UK and local charities and groups for the elderly to represent their interests on the parish council. Cllr Grant.
- l. Parish council representative for youth: to liaise with the school, scouts, brownies and other local groups and charities for the young to represent their interests on the parish council. Cllr Bello
- m. Parish council representatives on Sports Field Association. Cllr Grant & Cllr Swale
- n. Remembrance Sunday committee – to meet in September to agree all details and actions for the Remembrance Sunday arrangements. Cllr Grant, Cllr Forster, Cllr Clements, Cllr Sabah
- o. Village Hall representative: Cllr Smith

**ORDINARY MEETING OF THE PARISH COUNCIL
7 MAY 2024**

- 7. **Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate. None received.
- 8. **Reports from District Councillor Cllr Jill Rayner:** Changes to brown bin subscriptions – transition to permit scheme to ensure only those bins that are paid for are emptied. Police & Crime Commissioner elections - Matthew Barber elected, 29.1% turnout. New housing enforcement policy to support residents making sure housing standards are up to scratch. Homelessness – Vale urging government to reconsider criminalising it. Advisory committee set up to oppose the reservoir proposals. Kingston Bagpuize brook had sewage in for 89 hours after Easter. Climate action fund opened on 3 May – total funding available is £100,000, individual grants up to £10,000. Nature recovery strategy, Joint Local Plan for 2041, 1200 comments giving feedback.
- 9. **Public Participation: an adjournment of 20 minutes to allow the public to ask questions.**
- 10. **Approval of minutes of the meeting of 8 April 2024.** Agreed to be a true and accurate report of the meeting.
- 11. **Clerk’s report:**
 - a. New goal posts in the Millennium Green donated by Kingston Colts, which have been added to the asset register.
 - b. Thanks received from Gardening Club for donation in March towards village show.
 - c. Finance Committee meeting held on 25 April to review all end of year finance reports and council’s financial position. Minutes published.
 - d. Meeting held with Julian Sayers regarding land south of Wellington Way and proposed development. Attended by Cllrs Grant and Barnett. Revised plans will be passed to the parish council as soon as they are finalised.
 - e. Transfer of public open space from Taylor Wimpey – the Vale had advised that completion would take place at end of April, clerk had requested update but none received yet.
- 12. **Declarations of interest:** Cllr Grant for item 13a and 13b.
- 13. **Planning Applications – report from planning committee on resolutions:**
 - a. [P24/V0232/FUL](#): The Courtyard, Kingston Bagpuize OX13 5AX. Proposed internal and external alterations to building. Conversion of existing loft space to create additional office space. Works to include alterations to existing external doors, and internal flooring. Removal of section of internal block wall and insertion of a new suspended ceiling, new insulated stud walls, and the insertion

of new conservation rooflights. As the planning committee had been inquorate due to Cllr Grant's declaration of interest, the full council voted on this item. Resolution – no objection.

- b. [P24/V0774/LB](#): The Courtyard, Kingston Bagpuize OX13 5AX. Proposed internal and external alterations to building. Conversion of existing loft space to create additional office space. Works to include alterations to existing external doors, and internal flooring. Removal of section of internal block wall and insertion of a new suspended ceiling, new insulated stud walls, and the insertion of new conservation rooflights. As the planning committee had been inquorate due to Cllr Grant's declaration of interest, the full council voted on this item. Resolution – no objection.
- c. [P24/V0902/HH](#): Little Acre, Hanney Road Southmoor Abingdon OX13 5HT. First floor extension to main house including raising central roof. Alterations to main house including external insulation to existing walls. Existing side roof elements to main house are to be raised to allow for additional roof insulation. Two single storey extensions to the main house (porch and carport). Raising roof of outbuilding to allow for additional roof insulation and rooflights and external cladding to front. New solar panels to rear of main dwelling roof. The planning committee voted no objection at its meeting of 30 April.
- d. [P24/V0883/S73](#): Lower Lodge Farm, Charney Road, Longworth, Abingdon, OX13 5HW: Variation of condition 2(approved plans) on application P18/V0940/FUL (Replacement of existing barn with 1no. new dwelling, carports and works there to). The planning committee voted no objection at its meeting of 30 April.

14. **Date for next Planning Committee meeting:** Tues 28 May, 6pm, Elkins Room

15. **Accounts:** the council to approve payments presented by the clerk, and acknowledge receipts

a. **Payments**

Councillors provided with a list of payments for the month for approval which will be included in the minutes of this meeting.

Payee	Details	Budget Heading	Amount (£)	VAT (£)	Total amount to payee (£)	Date of Payment
Giffgaff	Phone (April)	Admin & office	5.00	1.00		
HP Instant Ink	Ink replacement service	Admin & office	4.57	0.92		
ICO	Annual subs	Subscriptions	40.00			
Onbuy.com	Hedgehog food (to be refunded, not delivered)	Environment & climate	77.00			
Credit card fee		Bank charges	3.00			
Lloyds Bank	Multipay credit card	Separate statement as above			131.49	02/05/24
Village Hall	Office rental	Admin & Office	220.50		220.50	03/05/24
Clerk (salary)	Salary	April salary adjustment*	12.67		12.67	08/05/24
Elancity	SID mounting bar and delivery	S&P traffic calming	50.73	10.15	60.88	08/05/24
ICCM	Membership subs	Subscriptions	100.00		100.00	08/05/24
KBS News	Advert for D-day event	CIL spend 21-22 (D-Day event)	82.00		82.00	08/05/24

KGB Property Services	Cleaning of bus shelters	S&P, maint	140.00	28.00	246.00	08/05/24
KGB Property Services	Bird fouling on benches	R&P, maintenance	65.00	13.00		
Lisa Wilkinson	Internal Audit (2023-24)	Audit fees	300.00		300.00	08/05/24
Logs Unlimited	Pavilion fire safety checks	Sp & Pav, maint (April)	140.00	28.00	1,083.60	08/05/24
Logs Unlimited	Grass cutting	S&P, grass cutting (April)	709.00	141.80		
Logs Unlimited	SIDs rotation	S&P, traffic calming (April)	54.00	10.80		
OALC	Training for employers (Cllr Grant)	Training	30.00	6.00	36.00	08/05/24
OCC Pension Fund	Pension contributions APRIL	Revised pension conts for April*	615.76		615.76	08/05/24
Shield Maintenance	Dog bins	S&P, dog bins	112.66	22.53	630.74	08/05/24
Shield Maintenance	Litter and litter bins	S&P, litter (litter picking now includes Oxford Road)	412.96	82.59		
Sisters of Swing	Entertainment, D-day event	CIL spend 21-22	300.00		300.00	08/05/24
Sports field Assoc	Contribution towards work on driveway at SF	Maintenance, sports field & pavilion	1,000.00		1,000.00	09/05/24
Vale Site Solutions	Supply and fit basketball post caps	R&P, R&R	37.35	7.47	44.82	10/05/24
Clerk (salary)	Salary	May				28/06/24
HMRC	PAYE/NI April adjustment	PAYE/NI April adjustment*				28/06/24
HMRC	PAYE/NI May	PAYE/NI				28/06/24
OCC Pension Fund	Pension contributions MAY	Pension				28/06/24
Zurich Insurance	Council insurance 2024-25	Insurance	1,760.63		1,760.63	28/06/24
Total payments due to be paid by BACs					9,205.50	
Total other payments anticipated before next meeting (credit card bill, estimated)					249.50	
Current a/c balance on day of meeting					18,945.00	
Total to be transferred from easy access savings a/c to current a/c (payment ref 628049285)					474.00	
Approx balance to be retained in current a/c					9,964.00	
Approx balance to be retained in savings a/c					217,567.00	

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
16/04/2024	BACs	OCC	Grass cutting grant (annual)	1,441.56
17/04/2024	BACs	HMRC	VAT refund (Jan-Mar)	2,700.72
26/04/2024	BACs	VoWH DC	CIL share	4,292.67

16. Councillors to be appointed to authorise the month's online payments. Cllr Clements and Cllr Bello were duly appointed.

17. Accounts:

a. Report on Finance Committee meeting. The finance committee met on 25 April to review the end of year accounts, to look at the breakdown of reserves with regard to a recommendation on spending on play equipment and to consider options for future investment of funds. These matters are covered below.

b. Members to receive end of year financial reports from the clerk: the council acknowledged the reports which had been previously scrutinised by the finance committee.

i. Balance sheet as at 31 March 2024

- ii. **Annual budget report, 31 March 2024**
 - iii. **Income and expenditure account for year ended 31 March 2024**
- c. **Quarterly verification of bank reconciliations:** Cllr Steve Smith (non-signatory) to confirm verification and signing of the documents for January, February and March 2024. Cllr Smith confirmed verification and returned the signed documents to the clerk.
- d. **Sums to be agreed to be transferred to earmarked reserves (as outlined in 2024-25 budget):** the council agreed to move the sums into earmarked reserves for use at a later date.
- i. £7000 towards planning consultant
 - ii. £500 towards election costs
 - iii. £250 towards replacement of IT equipment.
 - iv. £1,200 towards replacement fence at sports field.
18. **Review of updated asset register.** New acquisitions included two goalposts on the Millennium Green, donated by Kingston Colts and the parcel of land at the Kingston Park development, designated for a youth building (£1).
19. **Review of Financial Regulations.** The council agreed to the amendments proposed by the finance committee.
20. **Review of Standing Orders.** The council agreed no changes required.
21. **Review of Risk Assessment/Internal Controls.** The council agreed to the amendments proposed by the finance committee.
22. **Proposal on budget to be allocated towards new play and recreation equipment:** following finance committee meeting and scrutiny of figures provided by clerk, council to consider proposed budget of £110,000 towards replacement of Jubilee Fort and slide, plus youth shelter for recreation ground and resurfacing for table tennis table. Funds towards play equipment: £30,000 has been accumulated in an earmarked reserve and £21,000 is included in this year's budget giving a total of £51,000 already available. General reserves and CIL share at stand at £128,329. The council agreed that £30,000 should be retained in general reserves. Once other agreed spending outside the budget, and the figures to be transferred to earmarked reserves (outlined in 17d above) has been deducted this would leave £86,000 available. The council resolved to put £59,000 of this towards the play/recreation equipment, to include a contingency fund, at a total of up to £110,000.
23. **Recreation and Play Facilities:** Cllr Swale outlined the plans to replace the Jubilee Fort and slide in the playground as part of the spending in item 22. Two types of equipment have been identified for up to 12 year-olds: a fort/castle construction, similar in style to the existing equipment, or a web pyramid with various add-ons such as slides and a climbing wall. Consultation with parents and children via the school/Facebook and the Annual Parish Meeting to be carried out with feedback to be presented at the next parish council meeting on 3 June.
- Cllr Swale left the meeting.
24. **Scout hut land (off Morris Drive) management:** council to decide in what way it wants to manage this land (e.g. grass it over, develop as wildflower meadow). NB there are no funds allocated to this area. The council agreed initially to cut round the

edges with a full cut to be carried out in the summer.

- 25. **“Unknown Tommy” statue for war memorial:** council to consider purchasing a statue (cost £175). If agreed, further resolution required on wording (or not) at base and orientation of the figure. The council resolved to buy one figure, Cllr Smith offered that his company, Sorbus Garden Care would sponsor another. Agreed that the pair would be one male, one female with the wording “Lest We Forget”. The chairman expressed thanks to Sorbus.
- 26. **OALC councillor forum meeting:** Tuesday 14 May 9.30am, Tuesday 4 June, 12 noon. Cllr Grant agreed to attend on Tuesday 14 May. No councillors were available on 4 June.
- 27. **Sycamore saplings on recreation ground:** council to consider proposal to have removed very large saplings which are developing into a thicket in corner of rec. Council agreed these needed to be removed to avoid crowding out existing trees, as the saplings are growing very fast. Clerk to obtain quotes for removal.
- 28. **Update on Neighbourhood Development Plan:** Tom Gill meeting – strongly recommended setting up a steering group. Meeting to be set up before end of June with those interested. Policies to be developed and aspirations noted. Date agreed for 20 June, 6.30pm Swallow Room (clerk to book).
- 29. **Update on bench trail and carved stones using S106 arts monies.** Plinths for benches laid. The five stones are being installed on Tuesday 21 May. Carvings on the five stones are green man, mouse, snail, toad, dragonfly.
- 30. **Update on D-Day commemoration event.** Cllr Grant circulated a document outlining all the arrangements. Someone is needed to light the beacon – Cllr Smith to approach an elderly local resident who might like to be involved.
- 31. **Proposal to adopt “No Mow May”:** from Cllr Smith on behalf of Environment & Climate Group a proposal that KBS Parish Council suspends the mowing of areas of grass under its jurisdiction for the month of May 2024 in accordance with Church of England, Butterfly Conservation, National Trust, RSPB, and His Majesty the King. Discussion was held around this and the difficulty to apply this across all areas, many of which are used for play and recreation. Clerk to speak to contractor to arrange leaving certain areas until June.

32. Next full council meetings:

Monday 20 May – annual parish (village) meeting

Monday 3 June

Monday 1 July

33. Dates of committee meetings to be confirmed.

RFC Wed 8 May

Meeting concluded at 8.50pm

Clerk: Sarah Bates

Signed Chairman Dated