



Kingston Bagpuize with Southmoor
Parish Council
The Village Hall
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Dear Councillor

The next meeting of the Parish Council will be held on **4 November at 6.30pm** the Swallow Room, the Village Hall.

All Councillors are summoned to attend for the purpose of considering and resolving upon the business set out below. Public and press are welcome to attend. Members of the public wishing to speak during public participation must inform the clerk via email or in writing by Thursday 31 October including the subject matter: if they are unable to attend the meeting they will receive a written response from the clerk in the days following the meeting.

Yours faithfully

SARAH BATES
Parish Clerk

AGENDA

134. **Apologies:** council to receive apologies for absence and to approve reasons for absence where appropriate.
135. **Reports from** District Councillor Cllr Jill Rayner and County Councillor Juliette Ash.
136. **Public Participation: an adjournment of 20 minutes to allow the public to ask questions, to include attendance from The Abingdon Bridge to update the council on the use of its donation.**
137. **Approval of minutes of the meeting of 7 October 2024.**
138. **Clerk's report:**
139. **Declarations of interest:**
140. **Planning Application – no planning committee meeting held so decision to be made by full council: [P24/V2199/HH](#): 7 Norwood, Southmoor, OX13 5AD - Proposed single storey front extension and single storey side and rear extension. Raise roof above existing front and side flat roof.**

141. Engagement of planning consultant to advise on application to develop land north of Springhill: council to consider engagement of MDP Planning Consultancy at a fee of £1,200-£1,500 (funds to cover fees in Professional Fees EMR). Firm quote cannot be provided until sight of planning application (which has not yet been submitted).

142. 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.

b. Receipts

Date	Method of Receipt	From	Details	Amount (£)
30/09/2024	BACs	Unity Trust Bank	Bank interest (savings a/c)	1,429.06
07/10/2024	BACs	HMRC	VAT refund	2,351.24

143. Councillors to be appointed to authorise the month's online payments.

144. Quarterly finance/budget report from the clerk: council to consider and approve budget report to 30 October 2024, and acknowledge current and savings bank account balances at 30 September 2024.

145. Quarterly verification of bank reconciliations: Cllr Steve Smith (non-signatory) to confirm verification and signing of the documents for July, August, September 2024.

146. Recreation and Play Facilities:

a. Playground upgrade tenders: council to consider tenders and proposal from recreational facilities committee as to the preferred bidder guided by the evaluation criteria scoring and report from Michael Carter at Sports & Play Consulting.

b. If preferred bidder agreed in item 146a, council to consider conferring delegated powers to the recreational facilities committee to work with Michael Carter and agree to any appropriate small amendments to the design or equipment within the existing budget.

c. Clearance of leaves from stretch of path from recreation ground to playground: quote received from Logs Unlimited for £367, council to consider approval.

147. Road safety:

a. Feasibility study: council to consider proposal to commission feasibility study at Springhill and on A415 (Witney Road) to inform on the most appropriate traffic calming or speed prevention measures for these areas, and to determine where these measures are most urgently required. Quote received from OCC - recommended MJA Consulting for £2,250 for both areas, plus cost of OS maps estimated at £30 per site.

b. Update on educational road safety initiative.

148. Burial ground: burial ground committee propose a lawn care treatment provided by Marks Lawn Care to be carried out as soon as possible at a cost of £130. Council to consider approval of this cost.

149. Risk management policy review: council to review policy and agree any changes or additions.

150. Neighbourhood Development Plan:

- a. Update
- b. Approval of application for grant to cover costs of planning consultant and professional copywriter to produce Neighbourhood Development Plan (maximum grant £10,000).

151. Remembrance Sunday: update. Councillor volunteers required for hospitality.

152. OALC councillor forum meeting: next meeting 12 November, 2.30pm – council to agree councillor attendance.

153. Clerk's salary: the Local Government pay services agreement for 2024-25 has now been published. Council to acknowledge the revised payscales and note that the clerk's statutory pay increase of 3.11% will be backdated to 1 April 2024. Completed form to confirm this contractual obligation to be signed by the clerk and chairman, to be provided to Autela Payroll Services.

154. Next meetings:

Monday 2 December

Monday 13 January

Dates of committee meetings