

Filkins and Broughton Poggs Parish Council

Minutes of the Meeting of the Parish Council on Tuesday 10th July 2018 at 7.30 pm at The Village Hall, Filkins	
18/19	<p><u>PRESENT</u> Cllr Irwin-Singer (Chairman), Cllr Walsh (Vice-Chair), Cllr Robbins, Cllr Tridgell, Cllr Jones, Cris Hoad (RFO), Alison Riseley (Clerk), Ms Trish Poole (Fox Trust) attending as a member of the public and as a Fox Trustee, Cllr Handley (OCC) who arrived later</p>
19/19	<p><u>1 – OPEN FORUM</u></p> <p>As Ms Poole attended, agenda item 8.3 (39/19) was discussed earlier in the meeting.</p> <p>Parish councillors would like to be clearer about why the Fox Trust had given notice to the Parish Council to repossess the Paddock</p> <p>The Fox Trust owns 2 houses, the parish reading rooms, shed & paddock. The buildings and land need more attention and the paddock is an asset to the village. The PC rent the paddock. Ms Poole suggested that the Fox Trust wanted to promote public village use of the paddock more than the PC had done. Cllr Walsh asked if that was what they wanted, couldn't the Parish council and the Trust work together to promote such use and leave the lease with the PC for a period of time during which that happened in order to try and satisfy the Trust's wishes, especially since villagers were more likely to have heard of the Parish Council that the Fox Trust, so the PC were more likely to promote the paddock.</p> <p>Ms Poole insisted that the Fox Trust take the Paddock back. Cllr Walsh commented that when the PC agreed at the last meeting to pay a bill of £475 towards the upkeep of the Paddock leased from the Fox Trust and that the PC had not been entirely certain they were responsible for such costs but did so in a spirit of goodwill, she would not have voted for such moneys to be paid, had she known that the Trust were about to revoke the lease. Cllrs Tridgell and Robbins concurred.</p> <p>Cllr Irwin-Singer asked if in an act of transparency the Fox Trust could publish their accounts. Ms Poole said that suggestion would be passed on to the Trust.</p>
20/19	<p><u>1.1 – REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</u> Cllr McFarlane did not send a report.</p> <p>Cllr Handley arrived later in the meeting having come from another meeting. He presented his report when he arrived.</p> <p>Cllr Handley stated that OCC has borrowed £20m to repair potholes and improve the poor state of the roads in the county.</p> <p>He mentioned that a new Chief Executive would be in post from September and advised villages not to take on grass cutting, as they would be 'lumbered' with it. He therefore advised reporting reduced vision through uncut grass verges through www.fixmystreet.com</p> <p>Cllr Handley expressed some doubts as to whether villages should really invest in</p>

If no action is taken from Fix my Street Cllr Handley to be contacted.

Clerk to contact highways officer

	<p>neighbourhood plans.</p> <p>Cllr Handley had met Cllr Ford regarding traffic problems reported by Cllr Ford in agenda 4.2 (24/19). He reported that increased RAF staff commuting adds to Filkins traffic problems on the B4477. They have tripled their air movements and because 900 new houses had not been built by the MOD personnel were having to drive to Carterton. He suggested villagers write to him if they are unhappy with the traffic as he needs better evidence of traffic problems to take this further, copying the letter to the Traffic Officer of WODC. The MOD has been offered a loan by WODC to complete houses in Carterton to accommodate RAF staff. Carterton Comprehensive is £1.5m in debt and short of pupils.</p> <p>The A361 Cotswold Wildlife Park junction is being looked at concerning volume of traffic as three deaths have occurred at this junction.</p> <p>A transport feasibility study has been installed to study traffic flows. Cllr Handley would like to fund a scheme to alter junction onto the A361, to add roundabouts/ traffic island.</p> <p>He mentioned a suggestion of a weight limit to be applied on Filkins/ BP junction bridge.</p>	<p>to register concern regarding long term vision of increasing traffic levels in village.</p> <p>Give thought to solutions onto junction from Filkins onto A361</p>
21/19	<p><u>2 – CONFIRM ACCURACY OF MEETING OF MAY MINUTES AND APM</u></p> <p>Parish Council Minutes from May were approved. Acceptance proposed by Cllr Irwin-Singer seconded by Cllr Tridgell. Motion passed. APM draft minutes approved for accuracy. One amendment was recommended for the APM minutes, this will be completed for May 2019.</p>	<p>Clerk to amend point in preparation for next year's meeting.</p>
22/19	<p><u>3 – APOLOGIES FOR ABSENCE</u> Cllr McFarlane, Cllr Ford</p>	
23/19	<p><u>4.UPDATE ON ACTIONS FROM PREVIOUS MEETING NOT COVERED SEPARATELY IN THE AGENDA</u> <u>4.1 – VILLAGE GRASS CUTTING</u></p> <p>Cllr Jones and Cllr Robbins to arrange a team to cut the crown of the Bund. Volunteers would be welcomed.</p> <p>Cllr Jones commented on the standard of the grass cutting in the village. He is preparing a map with areas marked on which are cut by WODC or the village and circulated to the council for information.</p> <p>Cllr Jones to speak to Mr Maunder about specific areas left uncut. It is understood that Mr Maunder is to retire next year. Cllr Jones to seek out a contractor who could carry out current work plus some additional cutting</p> <p>A suggestion was made to speak to the contractor regarding the quality of the work completed. The council felt it was advisable to assess the contract for next year. Any areas not being cut to be pointed out. RFO advised that there is money available for extra attention if necessary.</p>	<p>Map to be circulated to the council.</p> <p>Cllrs to contact Cllr Jones regarding areas still needing to be cut.</p>
24/19	<p><u>4.2 – TRANSPORT</u></p>	

	<p>Cllr Irwin-Singer had met Cllr Ford and reported that she had met Cllr Handley to hear about his proposal that a roundabout be built on the A361 to slow traffic and perhaps (with which she disagreed) decide on a 1 way system in Filkins for traffic.</p> <p>The Filkins transport group is to meet on the 23rd July. Cllrs Ford and Walsh to attend</p> <p>The traffic group made a proposal to look into the weight limit over Filkins/ Broughton Poggs Junction Bridge. Cllr Ford to investigate.</p>	<p>Write to Robert Courts MP to put ideas and issues to him for support.</p> <p>Clerk/ RFO to publish OCC traffic circular on the website.</p>
25/19	<p><u>4.3 – REPORT ON B4477 SPEED SIGN</u> Fixed. A solar panel was replaced.</p>	
26/19	<p><u>4.4 – FIRST PC SURGERY</u></p> <p>The surgery was considered successful as two members of the parish attended.</p> <p>One resident was concerned about preserving the famous Filkins planks used as boundary demarcations, in order that newcomers to the village were aware of their significance. It was thought that there might be a list of the planks in the village.</p> <p>Cllr Tridgell to prepare a surgery rota.</p> <p>The other issue raised was the Welcome Pack. When St. Filica are aware of a new resident in the villages they deliver one.</p>	<p>Cllr Tridgell to draw up a rota for future surgeries, the month between council meetings. 7pm in the Village Hall.</p> <p>Clerk to Publicise.</p>
27/19	<p><u>5.EXTERNAL LIASON</u> <u>Councillors attending external meetings</u> <u>5.1 – CODE OF CONDUCT COURSE ON THURSDAY 19TH JULY</u> Cllr Tridgell to attend the WODC code of conduct course in July. Cllr Walsh to attend in October 24th. if necessary.</p> <p>Cllr Walsh and Cllr Ford – traffic group on 23rd July in the Village Hall.</p> <p>Cllr Ford & Cllr Irwin-Singer – 29th October WODC for parish councillors in general.</p> <p>Ernest Cook Trust – Cllr Walsh & Cllr Irwin-Singer 23rd July at 4pm at The Bower.</p> <p>Cllr Ford - RAF Brize Norton Local Consultation Group Meeting – 11th September</p> <p>Cllr Tridgell and Cllr Walsh to attend meeting on 13th September in Westminster regarding Neighbourhood Planning. After later discussion it was decided not to attend at this stage.</p> <p>There followed a discussion regarding proposals of a Neighbourhood Plan/ Community Plan. Should The PC have a Neighbourhood Plan? Grants are available for professional assistance to prepare evidence that the council could utilize. Cllr Handley suggested the NP was a plan for growth, during which local landowners have to be consulted about developments on their land. Filkins is a Category A village, whereby only replacement houses can be built. Cllr Tridgell will give this subject further thought and report at next</p>	<p>Clerk to check dates and confirm to relevant PCs</p> <p>Cllr Tridgell to report on which Plan is right for us</p>

	PC meeting.	
28/19	<p><u>6. PLANNING MATTERS</u> <u>6.1 PLANNING APPLICATION 18/01601/HHD</u> Faircroft, Filkins Road, Alterations to include raising of wall and roof height of existing single storey element and single storey rear extension to enlarge living space. Insertion of pedestrian gateway in existing wall of North Elevation Decided: APPROVED 19th March</p>	
29/19	<p><u>6.2 PLANNING APPLICATION 18/00974/HHD</u> The Granary, Filkins Validated 22 Jun 2018 – Under Consideration Replacement windows and doors and partial replacement roof Closing date 19th July</p> <p>Clerk to correspond with Cllr Jones regarding responses and paperwork.</p>	Clerk to respond with “no comment”.
30/19	<p><u>6.3 PLANNING APPLICATION 18/00975/LBC</u> 1 Saxons Close, Filkins Validated 9th May – Closing date 7th June - Under consideration Internal and external alterations to include erection of two storey extension and conversion of existing outhouse to incorporate into main dwelling to create utility. Changes to internal layout and repositioning of stairs. 18/00974/HHD Erection of two storey extension and conversion of existing outhouse to incorporate into main dwelling and create utility. Demolition of part of drystone walling and re-erect in revised position to provide off-street parking</p>	Cllr Jones and Clerk to respond on behalf of the council.
31/19	<p><u>6.4 PLANNING APPLICATION 18/01177/CND</u> The Haven, Filkins was APPROVED on Tuesday 8th May Discharge of conditions 3,4 (Materials) and 6 (Joinery) of planning permission 17/01469/HHD</p>	
32/19	<p><u>7.FINANCIAL MATTERS</u> <u>7.1 – CHEQUES PAID AND BANK BALANCES</u></p> <p>RFO circulated the list of cheques paid by Parish Council and Village Centre as appendix. Cheques were signed by J I-S and JT. At 30.06.18 Parish Council balances Deposit account £15118.05 Current account £35225.71 Village Centre balances Deposit account £1363.31 Current Account £10622.27</p>	
33/19	<p><u>7.2 AUDIT REPORT</u></p> <p>RFO reported that all the documents required have been posted to the website. The audit form has been sent to Moore Stephens and has been received.</p>	
34/19	<p><u>7.3 – CONFIRMATION OF INSURANCE COVER FROM CAME & CO</u></p> <p>RFO has raised a cheque for the Insurance for 2018/19. The Clerk has confirmed that the swimming pool has been added to the Policy in writing.</p>	

35/19	<p><u>7.4 – DISCUSSION OF THREE YEAR PROJECTED BUDGET FOR PARISH COUNCIL AND VILLAGE CENTRE TRUST</u></p> <p>RFO met with JT and NW to discuss the projected 3 year budget. This was circulated to the Council. This covers the next 3 years for both the Parish Council and the Village Centre:</p> <p>Parish Council: The Income is very stable for the Parish Council and is moved only by the precept. The expenditure is much the same except for the projects that had been discussed earlier. £2000 has been allocated for new streetlight, £4000 (being the lower quote) for the War memorial works. This would lead 2018/19 to be in deficit by £8k. It was concluded that the street light expenditure would not be used in 2018/19 and the war memorial RJ proposed that we replaced the stones that were cracked/lifting and re site and paint the benches. This would cost approx. £500. This can be achieved before the 2018 commemorations. In 2019 a grant will be applied for for more extensive restoration works- there will then be less demand for grants. With a slight increase in the precept over the next two years this would leave the Parish Council with a reserve of £13k down from £20k which is currently held. The audit commission suggestion is that one years precept is held in reserve. RFO explained that although there is a bank balance of £50k- £28k of this is allocated to specific projects so the reserve is only £20k. RFO will investigate S137 monies that can be applied for with the precept next year the current rate of which is £7.86 per elector.</p> <p>Village Centre: The Village Centre has a reserve of £10k. The three-year projection has been based on figures from the survey carried out by Nick Owen of Pathfinders and an estimate for the proposed alterations to the changing rooms. RFO advised the Council were not in a position to fund the refurbishment from reserves. C Payne has volunteered to help with grant applications and the RFO proposed that a loan be investigated from Public Works Loan Board. Permission is needed from Department of Communities and Local Government before applying to PWLB. Agreed that RFO investigate the possibility and the terms of a loan of up to £20k from the PWLB</p> <p>Investigating the PLWB was agreed by all present. JI-S thanked RFO, JT and NW for their considerable work in producing the very helpful 3-year financial projection. It was also agreed that the legacy from John Cambridge would be granted to the Village Centre to use in its refurbishment. As this exceeds £5k a report will be requested from Village Centre on how the monies were put to use.</p>	<p>RFO to enquire regarding loans and repayments</p> <p>RFO to transfer funds.</p>
36/19	<p><u>7.5 – DISCUSSION ON SPENDING IMPLICATIONS ON BUILDING SURVEY</u></p> <p>This was discussed during 7.4 and will be further discussed at a subsequent meeting.</p> <p>Cllr Robbins circulated plans for changing room renovation, drawn by Ian Grey and be funded in part by the John Cambridge donation of £10k. It was estimated that the costs would run to £20k. It was agreed that this work would need to go to tender and Cllr Robbins offered to source three quotes to present to the council. Time ran out before a full discussion could be held. The water in the basement was also discussed with differing views on whether it could be left there or removed.</p> <p>The Parish Council had commissioned a building survey of the PC and the VC properties</p>	<p>Cllr Irwin-Singer to approach Diane Blackett regarding the Museum location.</p> <p>At the next meeting the council will</p>

	that has now been completed.	discuss the priorities or repair and renovation and cost out a long-term plan.
37/19	<p><u>8.MATTERS RELATING TO PC AND VILLAGE CENTRE TRUST PROPERTIES</u> <u>8.1 – DECISION ON WAR MEMORIAL REPAIRS AND SPENDING</u></p> <p>The RFO has discovered that the PC do not need planning permission for renovation and repairs for the war memorial.</p> <p>Cllr Jones sourced quotes for repair of the War Memorial which ranged from £4k-£9k and since we were unlikely to obtain a grant in this year, he has found a cheaper option to replace the damaged stone in the best possible way with other stone and trim the Leylandii, which is infringing under the memorial area from a neighbouring property and would eventually cause problems with the memorial itself. Agreed to proceed to repair the stone base to the memorial with the cheaper option, i.e. less than £4000. He will then reassess the situation after the 100th Anniversary of the end of WW1 in November. It will then be easier to obtain a grant.</p> <p><u>8.2 PLAYGROUND</u> Cllr Robbins was going to look at refurbishing the benches that St Filica has offered to undertake.</p> <p>Cllr Jones reported on the RoSPA report on the playground, where the slide and the swings are of particular concern. He reported that the plates are made for the slide, but would be painted and fitted within a week or so and an order had been put in for replacing the infant swings including chairs that would cost £680.98. It was mentioned that the depth of the bark was at an insufficient depth, but if it were deeper, then taller children using the swings would touch it with their feet. It was decided to look at taking a link out of the chains to keep the swing higher. Cllr Jones confirmed that with these works and the basketball base plate being replaced, the playground would meet RoSPA approval ratings for another year.</p> <p>It was hoped that the Beer Festival might kindly donate £500 following an earlier agreement regarding the playground to help meet the costs of replacing the infant swings.</p>	<p>Cllr Irwin-Singer will also approach the beer festival Committee reference their offer for funding.</p>
38/19	<p><u>8.3 – DECISION ON WODC ALLOTMENT USE AND NEW LEASE</u></p> <p>Allotment holders were concerned that they might lose their allotments as one resident wanted to build a shed on their allotment. Cllr Wash was concerned that they might spend money on a shed only for the lease not to be renewed next year when it came up for renewal with WODC. Cllr Irwin-singer agreed to open negotiations now with WODC regarding the lease renewal and keep the allotment holders apprised of the state of the negotiations.</p>	<p>Cllr Irwin-Singer to contact WODC regarding renewing Gassons Allotments lease.</p>

39/19	<p><u>8.4 – DISCUSSION ON PADDOCK LEASE AND PUBLIC USE OF SPACE</u></p> <p>As Ms Poole attended, this was discussed earlier in the meeting 19.19 during the Open Forum as per minute point 1.</p>	
40/19	<p><u>8.5 – DISCUSSION OF PAVEMENT OUTSIDE ANSTRUTHER.</u></p> <p>It was noted that the previous owners had a bush and a flowerbed on the pavement outside the house.</p> <p>The electric cable has now been moved.</p>	<p>Clerk to contact highways dept at WODC to enquire about flowerbeds on pavements.</p>
41/19	<p><u>9.WEBSITE AND IT</u></p> <p><u>9.1 – GREATER USE OF WEBSITE TO INFORM RESIDENTS OF PARISH COUNCIL WORK</u></p> <p>There was insufficient time after Cllr Handley's report so agenda item 9 will be addressed at a further meeting. Any urgent matters to be notified to the Chair by email.</p> <p>It was encouraged that the website is utilized more for informing residents about events and communications.</p>	<p>Councillors to discuss ideas through e-mail</p> <p>Cllr Tridgell to 'populate' the website to reach more villagers and communicate information.</p>
42/19	<p><u>9.2 – USE OF PARISH COUNCIL E-MAIL ADDRESSES</u></p> <p>It is essential for GDPR compliance that councillors use their dedicated parish council e-mail accounts.</p> <p>RFO and Clerk accounts are segregated and are compliant.</p>	
43/19	<p><u>9.3 – POSSIBLE USE OF SOCIAL MEDIA</u></p> <p>This item will be addressed at a further meeting.</p> <p>The Swimming Pool has closed its Facebook account.</p>	<p>Councillors to discuss ideas through e-mail</p>
44/19	<p><u>9.4 – CORRESPONDENCE AND CIRCULARS RECEIVED BY THE CLERK</u></p> <p>The clerk has circulated any important e-mails or planning matters to the council.</p> <p>Other important information is listed under Appendix A</p>	
45/19	<p><u>9.5 – CLERK CILCA TRAINING</u></p> <p>The Clerk wishes to apply for a CiLCA level 3. The training costs £250 to register and £350 for mentoring. As discussed at interview the council would be interesting in sharing the costs with Brize Norton Parish Council.</p> <p>This qualification would enable the council to have a General Power of Competence. Councillors to send views to Chair by email.</p>	<p>Clerk to send details around to the council for consideration.</p>

46/19	<u>10 – MATTERS FOR CONSIDERATION AT THE NEXT MEETING</u> None	
47/19	<u>11 – DATE OF NEXT PARISH COUNCIL MEETING</u> The next Parish council meeting will be held on September 27 th in the Village Hall. Cllr Walsh sends her apologies. A further council meeting will be held on Thursday 6 th December 2018.	

APPENDIX A

44/19 - 9.4 COMMUNICATION

Planning Application
RoSPA report re: Playground inspection
Came & Co Parish Insurance
Coombes and Son regarding the late Dorothy Banham
Burial Plot of Ethel Turner
OALC AGM minutes

APPENDIX B

32/19 - 7.1 CHEQUES PAID AND BANK BALANCES

Cheques Paid 15.05.18 to 10.07.18.18

As list on website.

DRAFT